

Qualifications Statement

Prime Contractor _____

Subcontractor _____

Cover Sheet

DGS Project Name _____

DGS Project Number _____

Check One:

Corporation,

Partnership*,

Individual,

Joint Venture*,

Other* _____

* If more than one entity, file a separate Qualifications Statement for each entity.

Name of Firm _____

Address _____

Principal Office _____

Owner or Authorized Representative _____

Check One:

Prime Contractor

Subcontractor to _____

Type of Work (file a separate Qualifications Statement for each classification of work):

General Construction,

Plumbing,

HVAC,

Electrical,

Other _____

Certification

The undersigned hereby represents that all statements, representations, information and documents provided in or with this Qualifications Statement and attachments hereto are complete, accurate and truthful.

Signature of Authorized Representative

Date

Print Name

Position/Title

Notary Public

Firm Name

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Section 1 – Information on Firm

1.1 Background Information

- a) How many years has the firm been in business? _____
- b) How many years has the firm been doing business in proposed contract field?

Under what former names has the firm conducted business?

- c) Provide an **Attachment 1** to this Qualifications Statement identifying all jurisdictions in which the firm is licensed or otherwise qualified to do business. List and provide copies of any business or trade licenses, certificates or registrations (to the extent that they apply to the Contract Work) held by the firm.
- d) If the firm is a corporation, provide the following information:
Date of incorporation _____
State of incorporation _____
President's name _____
Vice President's name(s) _____
Secretary's name _____
Treasurer's name _____
- e) If the firm is a partnership, provide the following information:
Date of formation _____
Type of partnership _____
Names of partners _____
- f) If the firm is individually owned, provide the following information:
Date of formation _____
Name of owner _____
- g) If the form of the firm is other than those listed above, describe it and name the principals:

1.2 Financial Information

Submit as **Attachment 2** to this Qualifications Statement the firm's Dunn and Bradstreet reports for the two most recent years or a financial statement, preferably audited, including the firm's latest balance sheet and income statement.

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Section 2 - Experience and Performance

2.1 General

- a) Provide the annual construction volume in dollars completed by the firm in the past three years:
Year _____
Year _____
Year _____

- b) Identify the percentage of work on similar projects the firm typically performs with its own work force _____

- c) List the categories of work that the firm normally performs with its own forces on similar projects.

2.2 Project Experience and References

Submit as **Attachment 3** to this Qualifications Statement:

- a) Three (3) detailed project descriptions for relevant projects that are similar in size and scope to the Contract Work. The project descriptions shall include, at a minimum, the following information presented in the order listed below:
 - i. Name of project, type of project and location
 - ii. Description of the project and relevance of work to the Contract Work
 - iii. Contact information for an owner representative familiar with the firm's work performed on this project. Include name, address, telephone number(s) and e-mail address.
 - iv. The original bid/proposal price and the final contract price. If the project is ongoing, project the final price and relation to proposal price. Contract value for which the firm was/is responsible.
 - v. The original date for project completion and the actual completion date. If the project is ongoing, project the completion date and relation to original schedule.
 - vi. As available, performance ratings of the work evaluated by owner or owner's representative.
- and**
- b) A complete list and brief project descriptions for all projects (public and private) that the firm is currently performing and has completed within the past three (3) years, not to exceed 30. These descriptions shall include i) name of project, type of project and location, ii) brief description of project and iii) contact information for an owner representative.
 - c) If the firm is has not been in business for the past three (3) years, then the DGS will evaluate project experience of the firm's officers, management and owners or partners.

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2.3 Performance Evaluations

Submit as **Attachment 4** to this Qualifications Statement copies of all performance evaluation reports received for all projects listed in accordance with paragraphs 2.2 a) and 2.2 b) or 2.2 c) above. For the purposes of this requirement, the term “performance evaluation report” means any documents within the firm’s control or possession that were prepared to evaluate, or to score in any way the firm’s performance on a project.

2.4 Contractor Safety Record

Submit as **Attachment 5** to this Qualifications Statement the information specified herein and verify this information by providing copies of OSHA 300/200 Forms or appropriate documentation from insurance carriers, as applicable. The firm may submit written explanations to comment on or clarify its safety record.

- a) Provide the firm’s Workers Compensation Experience Modification Rating for the past three years, beginning with the most recent year available:

Year 1: _____
Year 2: _____
Year 3: _____

- b) Provide the firm’s Total Lost Workday Incidence Rate (LWDIR) for the past three years, beginning with the most recent year available:

Year 1: _____
Year 2: _____
Year 3: _____

*LWDIR Rate = Number of Lost Time Injuries & Illnesses x 200,000 ÷
Total Hours Worked

- c) Provide the firm’s Recordable Incidence Rate (RIR) for the past three years:

Year 1: _____
Year 2: _____
Year 3: _____

*RIR Rate = Number of Injuries x 200,000 ÷ Total Hours Worked

- d) Provide in an **Attachment 6** to this Qualifications Statement a list of any health or safety citations issued by federal or state agencies for serious or willful violations issued in the past 3 years. Include a separate statement for any such violations and include the citation number, a brief description of the violation and the amount of penalty, if any, for each violation and current status of violation.

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Section 3 - Required Disclosures

The firm shall answer the following questions with regard to the past three (3) years. If any question is answered in the affirmative, the firm shall submit in an **Attachment 7** to this Qualifications Statement, for each affirmative answer, a written explanation which shall provide details concerning the matter in question, including applicable dates, locations, names of projects/project owners and current status of any such matter.

- 3.1 Is the firm currently debarred or suspended from doing business with any federal, state or local government agency or private entity?
Yes ___ No ___
- 3.2 Has the firm ever been debarred or suspended from doing business with any federal, state or local government agency or private entity?
Yes ___ No ___
- 3.3 Is the firm currently or has the firm been otherwise prohibited from doing business with any federal, state or local government agency or private entity?
Yes ___ No ___
- 3.4 Has the firm been denied prequalification (not including short listing), declared non-responsible, or otherwise declared ineligible to submit bids or proposals for work by any federal, state or local government agency or private entity?
Yes ___ No ___
- 3.5 Has the firm defaulted, been terminated for cause or otherwise failed to complete any project that it was awarded?
Yes ___ No ___
- 3.6 Has the firm been assessed or required to pay liquidated damages in connection with work performed on any project?
Yes ___ No ___
- 3.7 Has the firm had any business or professional license, registration, certificate or certification suspended or revoked?
Yes ___ No ___
- 3.8 Have any liens been filed against the firm as a result of its failure to pay subcontractors, suppliers, or workers?
Yes ___ No ___
- 3.9 Has the firm been denied bonding or insurance coverage or been discontinued by a surety or insurance company?
Yes ___ No ___

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3.10 Has the firm been found in violation of any laws, including but not limited to contracting or antitrust laws, tax or licensing laws, labor or employment laws or environmental laws by a final decision of a court or government agency?

Yes ___ No ___

*Note: information regarding health and safety violations is addressed in a previous section.

3.11 Has the firm or its owners, officers, directors or managers been the subject of any criminal indictment or criminal investigation concerning any aspect of the firm's business?

Yes ___ No ___

3.12 Has the firm been the subject to any bankruptcy proceeding?

Yes ___ No ___

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Section 4 - Required Representations

In submitting this Qualifications Statement, the firm makes the following representations, which it understands are required as a condition of performing the Contract Work and receiving payment for same.

- 4.1 The firm will possess all applicable professional, business and trade licenses required for performing the Contract Work.
- 4.2 The firm satisfies all bonding and insurance requirements as stipulated in the solicitation for the Contract Work.
- 4.3 The firm and all subcontractors it employs in execution of the Contract Work shall be in full compliance with the Commonwealth's requirements for workers' compensation insurance according to all applicable laws, and unemployment insurance according to all applicable laws.
- 4.4 The firm and all subcontractors it employs in execution of the Contract Work shall be in full compliance with all requirements of the Commonwealth's prevailing wage law.
- 4.5 If awarded the Contract Work, the firm represents that it will not exceed its current bonding limitations when the Contract Work is combined with the total aggregate amount of all unfinished work for which the Contractor is responsible.
- 4.6 The firm represents that it has no conflicts of interests with the Commonwealth of Pennsylvania and, if awarded the Contract Work, any potential conflicts of interest that may arise in the future will be disclosed immediately to the Department of General Services.
- 4.7 The firm represents the price offered in connection with its proposal for the Contract Work was arrived at independently without consultation, communication or agreement with any other Proposer or competitor.
- 4.8 The firm will ensure that employees and applicants for employment are not discriminated against because of their race, color, religion, sex or national origin.