



HARFORD COUNTY GOVERNMENT
DEPARTMENT OF PROCUREMENT
220 SOUTH MAIN STREET
BEL AIR, MARYLAND 21014

RULES FOR PREQUALIFICATION OF CONTRACTORS

This document is available in alternative format upon request

Preserving Harford's Past; Promoting Harford's Future

EFFECTIVE JULY 1, 2006

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**DEPARTMENT OF PROCUREMENT
HARFORD COUNTY GOVERNMENT
BEL AIR, MARYLAND**

RULES FOR PREQUALIFICATION OF CONTRACTORS

1. *CONTRACTORS PREQUALIFICATION COMMITTEE*

1.1 Organization

1.1.1. A Contractors Prequalification Committee ("Committee") consists of representatives from the Department of Public Works, Procurement and a representative from the requiring agency where appropriate.

1.1.2 Whenever necessary, the Committee shall be assisted by an appropriate staff consisting of the Departments of Law and Treasury.

1.2 Duties

1.2.1 The Committee shall review applications for prequalification for capital projects in excess of Fifty Thousand Dollars (\$50,000.00).

1.2.2 Special Prequalifications

If a project requires unique qualifications or if the project cost exceeds \$1,000,000, a special prequalification may be required.

1.2.3 The Committee shall administer all matters relating to the prequalification.

2. *REQUIREMENTS FOR PREQUALIFICATION*

2.1 General

2.1.1 All General Contractors intending to bid on any construction projects in excess of fifty thousand dollars (\$50,000.00) must establish proof of their qualification on a bi-annual basis.

2.2 Specific

2.2.1 A General Contractor applying for Prequalification must:

- A. Possess sufficient capital to perform the specified work.
- B. Have available sufficient and appropriate equipment to perform the specified work.
- C. Be performing satisfactorily on current and recent prior Harford County projects.
- D. Have verifiable satisfactory work experience.
- E. For prequalification purposes the County will consider only relevant experience in the capacity of prime contractor.

3. *PROCEDURE FOR PREQUALIFICATION OF CONTRACTORS*

3.1 Written Applications

3.1.1 General Contractors desiring prequalification shall submit a notarized application. Only originals will be accepted; faxes are not acceptable. The application must contain the following:

- A. Specific classifications of work;
- B. Contractor's Qualification Questionnaire

3.2 Financial Statement

3.2.1 A Financial Statement is not required at the time of application but the County reserves the right to request on at any time to review the financial stability of a firm.

3.2.2 Harford County reserves the right to acquire a Dun and Bradstreet report to assist in analysis of this application.

3.3 Contractor's Rating

3.3.1 All Contractors are evaluated by the Prequalification Committee and are given a rating from 0-100 points.

3.3.2 Contractors failing to achieve a rating of 70 will not be awarded a Certificate of Prequalification.

3.4 Qualification Limit

3.4.1 A Qualified Limit will be established by the Committee, based on contract amount listed on the reference sheets.

4. PROCESSING APPLICATIONS AND REVIEW BY THE PREQUALIFICATION COMMITTEE

4.1 Where and When to File

4.1.1 It is the responsibility of the Contractor to contact the Department of Procurement at 410-638-3550 to request a Prequalification Application.

4.1.2 An application for prequalification must be filed in the:

Department of Procurement
Harford County Government
220 South Main Street
Bel Air, Maryland 21014

4.1.3 Prequalification is required bi-annually and is valid through the end of the 24th month following issuance.

4.1.4 In order to be prequalified for a specific project, application must be filed a minimum of ten (10) business days before the **original** bid opening date.

4.1.5 For projects deemed special in nature, the Director of Procurement reserves the right to establish a prequalification procedure outside of this general process.

4.2 Appeal Procedures

- 4.2.1 Applicants who have not been prequalified, or are dissatisfied with a limit or with work classifications received will have five (5) business days in which to submit in writing, with supporting documentation, reasons as to why the Committee should change its position. After appropriate review, the Committee will inform the Application in writing as to it's' decision.
- 4.2.2 Upon notification from the Committee, any applicant who is still aggrieved by the Committee's decision may request, in writing, a conference with the Committee. The time limit for requesting such a conference shall be five (5) business days following receipt by the applicant of the Committee's decision regarding the supporting documentation submitted by the applicant.
- 4.2.3 Following such conference, the Committee shall make a determination on the issue in question and notify the applicant in writing of its finding. Should the applicant still wish to pursue an appeal, a formal appeal must be submitted to the Director of Procurement. The time limit for submitting an appeal shall be five (5) business days following receipt by the applicant of the Committee's findings. The Director of Procurement will then notify the applicant as to what steps to follow to pursue such an appeal. Upon conclusion of the appeal process, the Director of Procurement will issue a final ruling. The Director of Procurement's decision, with respect to the appeal, shall be final.
- 4.2.4 At any item during the appeal procedure outlined herein, the time limits identified for submitting material and/or filing an appeal shall be strictly enforced with no deviations permitted. Non-compliance with these time limits will terminate the appeal process.

4.3 Certificate of Prequalification

- 4.3.1 On recommendation by the Committee, the Director of Procurement shall issue a Certificate of Prequalification.

4.4 New Applications

- 4.4.1 Any Contractor who has been refused prequalification may file a new application six (6) months following the appeal process.

5. DISQUALIFICATION OF CONTRACTORS DEBARMENT STATUS

By submitting an application, the Applicant certifies that neither it nor any affiliated entity is currently debarred from submitting bids, or has otherwise agreed not to submit bids on contracts with any government or business entity. If the applicant experiences a material change in its debarment status after the Prequalification Application is submitted, and prior to an award a contract, the applicant shall notify the County of the change in writing at the time the change occurs. If at any time during the evaluation process the applicant is issued a debarment judgment, this will be considered grounds for automatic disqualification.

5.1 Notification of Contractor

5.1.1 Once issued, a Certificate shall be valid until its expiration date unless it is suspended or revoked for cause. In such cases, the Contractor shall be notified in writing of the proposed action to be taken and given an opportunity to appeal such action.

5.2 Cause for Revocation or Suspension

5.2.1 The following acts shall be considered grounds for revocation of a Certificate.

- A. Submission of falsified information.
- B. Failure to submit additional requested financial information.
- C. Failure to perform satisfactorily or to comply with requirements of current or recent prior Harford County contracts.
- D. Failure to secure bonding.
- E. Failure to comply with applicable Federal, State, and Local Laws, Executive Orders and Rules.
- F. Defaulting on Contract(s) in this or other jurisdictions.

5.2.2 Grounds for revocation or suspension shall also be grounds for refusal of an original or renewal certificate.

5.2.3 Length of suspension or revocation of prequalification and conditions for reinstatement of prequalification will be stated at such time action is taken.

6. AMENDMENTS TO RULES

6.1 Authority

6.1.1 These Rules for Prequalification of Contractors are effective as of July 1, 2006, and are subject to amendment at any time by the Director of Procurement.

APPROVED

Deborah Henderson

Deborah L. Henderson
Director

July 1, 2006

DAVID R. CRAIG
HARFORD COUNTY EXECUTIVE



LORRAINE COSTELLO
DIRECTOR OF ADMINISTRATION



DEPARTMENT OF PROCUREMENT
DEBORAH L. HENDERSON
DIRECTOR

JOSEPH S. PATTI, CPPO
DEPUTY DIRECTOR

HARFORD COUNTY GOVERNMENT

SUBJECT: Contractor's Pre-Qualification- Effective July 1, 2006

Ladies/Gentlemen:

Harford County Government requires General Contractor's to be prequalified for all projects with a budget in excess of \$50,000.00.

Applicant's work experience submitted in support of the requested classification must be accomplished with their own forces. As such, we require that at least three (3) references of projects in excess of \$50,000.00 for each work classification requested and completed within the past five (5) years be provided. In order to be considered responsive, the work experience **must** be listed on Harford County's form. **Failure to comply will result in the application being returned/rejected.**

Should you have any questions regarding prequalification contact Stacy Rappold at (410) 638-3550 or srrappold@harfordcountymd.gov

Very truly yours,

Deborah Henderson

Deborah L. Henderson
Director

≈ Preserving Harford's Past; Promoting Harford's Future ≈

MY DIRECT PHONE NUMBER (410) 638-3550

220 South Main Street, Bel Air, Maryland 21014 (410) 638-3000 • (410) 879-2000 • TTY (410) 638-3086 www.co.ha.md.us

This document is available in alternative format upon request.



***General Contractor
Prequalification
Application***

Company Name: _____

Contact Person: _____

Address: _____

Telephone Number: _____ **Fax Number:** _____

E-Mail Address: _____

Date: _____

If this application is being submitted for a specific project, indicate:

Bid Number _____ **Bid Opening Date:** _____

This document is available in alternative format upon request

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INFORMATION FOR PROSPECTIVE BIDDERS

Prequalification of General Contractors (hereinafter referred to as “Contractor”) is based on a Contractor’s record of performance and financial condition. For those projects with a budget of over \$50,000.00, Harford County Government requires all contractors to have three (3) references of projects in excess of \$50,000.00 for each work classification requested completed with their own forces within the past five (5) years. Public sector projects are preferred. All Harford County Capital Projects must be included on appropriate reference sheets. Harford County reserves the right not to award a project to a prequalified contractor where the estimated project cost exceeds by 20% or more the average of supplied references. Sub-contractors are not required to be prequalified, however General Contractors are responsible for the performance of the subcontractor. Sub contractors for private developers for the construction of pumping stations do need to be prequalified with Harford County.

A contractor desiring prequalification or change in classification must submit the application in sufficient time to permit adequate review.

- A. In order to be prequalified for a specific project, application must be filed a minimum of ten (10) working days before the **original** bid opening date.
- B. Prequalification Renewal: It is the Contractor’s responsibility to request a Prequalification Application from the Department of Procurement. Contractor should submit application thirty (30) days prior to expiration date.
- C. Certification of Qualification will be valid for two (2) years.

Return completed applications to:

Department of Procurement
Harford County Government
220 South Main Street
Bel Air, Maryland 21014

Incomplete applications will be returned. If the answer to a particular question is “not applicable”, indicate accordingly.

Should there be any changes in your application during the qualification period, (Address, officers, bonding, etc.), it is your responsibility to notify the Department of Procurement.

EXPERIENCE RECORD

A **minimum of three (3) references** per work classification requested, **completed on the form provided by Harford County**, is required. Harford County reserves the right to contact additional references as it may deem necessary and this information may be used in the evaluation of this application.

It is the responsibility of each prequalified contractor to bi-annually renew their certification. For renewal applications, contact the Department of Procurement.

Harford County Government reserves the right to establish limits of prequalification.

For further information and assistance, contact the Department of Procurement at (410) 638-3550 or in the Baltimore area 410-879-2000, extension 3550.

APPLICATION FORM

The Contractor's Experience Questionnaire is to be included with and made a part of this application.

Prequalification of Work Classifications is not a substitute for any licenses required by law.

The undersigned hereby applies to Harford County Government for qualification to perform the classes of work checked below, **with the understanding that the contractor can perform the work with his/her own forces.**

A. HIGHWAY PAVING

1. Concrete Construction of concrete pavement, including other construction incidental thereto.

2. Bituminous Construction of bituminous base & surface courses, including other construction incidental thereto.

B. GRADING Grading for highway construction, site preparation, drainage channels, dams, drainage improvements & construction incidental thereto.

C. CURB & MISC. APPURTENANCES Construction of curb & gutter, sidewalks, steps, ramps, treewells, & low retaining walls under three feet clear face.

D. UTILITIES

1. Sanitary Sewers Construction of sewer pipelines in County rights-of-way & construction incidental thereto.

2. Water Mains Construction of water mains in County rights-of-way & construction incidental thereto.

3. Storm Drains Construction of storm drain pipelines in County rights-of-way & construction incidental thereto.

4. Cleaning & Lining Cleaning & lining of pipelines & pipe line work incidental thereto.

5. Tunnels Construction of underground conduit without the continuous disturbance of the ground surface. Includes mining methods; jacking & mining method; jacking/boring or auguring method.

E. BUILDINGS

- 1. Construction Construction of new public buildings such as offices, libraries, schools, etc.
- 2. Remodeling All work involved in remodeling existing buildings.
- 3. Historic Restoration Restoration of existing buildings such as structural strengthening, matching wood work & trim, matching hardware, etc. & construction incidental thereto as associated with historic or old structures.
- 4. Electrical Installation of new electrical work within new buildings & on-site work. Removal & installation of electrical work in buildings & on-site work. Includes pumping stations & treatment plants, electrical specialties. (Does not include traffic control work or street lights.)
- 5. Mechanical Installation or remodeling of plumbing, heating, ventilation & air conditioning systems associated with building, pumping stations & treatment plant construction & remodeling. (Does not include sprinkler system.)
- 6. Roofing Construction or repair of roofs, (all types). Includes incidental work such as flashing, gutter work, etc.
- 7. Demolition Razing & disposal of buildings & work incidental thereto.
- 8. Pre-Engineered Design build including pole buildings and pavilions.
- 9. Reinforced Concrete for Pumping Stations Work includes the excavation, placement of forms, placement and connection of steel reinforcement and placement of fresh concrete for reinforced concrete structures and foundation and work incidental thereto.

F. PAINTING

- 1. Interior
Cleaning, priming, surface preparation & application of finish coats to the interiors of buildings, including all methods & procedures.
- 2. Exterior
Caulking, cleaning, priming, surface preparation & application of finish coats to the exteriors of buildings, including all methods & procedures.
- 3. Structures
Cleaning, priming & application of finish coats to bridges & elevated water tanks, including all methods & procedures.

G. LANDSCAPING

- 1. Roadside
Landscaping roadside, including seeding, mulching, sodding & ground cover planting.
- 2. Site
Landscaping site, including planting of trees, shrubs & all ground covers on various types of sites.

- H. FENCING**
Construction or repair of chain-link or fabric fence & items incidental thereto.

I. PARKS

- 1. Recreational
Construction or rebuilding of playfields, tennis courts, and trails and work incidental thereto. (Does not include buildings, bulkheads, utilities, mechanical or electrical construction.)
- 2. Roadways & Parking Lots
Construction of roadways & parking lots for light traffic, normally on park property.

J. STRUCTURES

- [] 1. Bridges
Construction or rehabilitation of highway, railroad & pedestrian bridges & work incidental thereto.
- [] 2. Culverts
Construction of pipe culverts & box culverts.
- [] 3. Structural Plate Arches
Construction of structural plate arches & work incidental thereto.
- [] 4. Retaining Walls (Over 3 ft)
Construction of retaining walls over 3-ft clear face, including those of reinforced concrete, masonry, timber, etc.

- [] **K. DRAINAGE CHANNELS**
Grading & permanent lining with durable materials of concrete, bituminous, riprap & gabions.

- [] **L. ELEVATED WATER STORAGE TANKS**
Construction of elevated water storage tanks & other construction incidental thereto.

- [] **M. PUMPING STATIONS & TREATMENT PLANTS (\$3,000,000.00 MAX.)**
Construction or remodeling of water & sewer pumping stations & treatment plants & other construction incidental thereto. (\$3,000,000.00 max. value)

- [] **N. MARINE CONSTRUCTION OR SALVAGING**
Pile driving & excavation; construction, repair & demolition of piers & wharfs, dredging; bulkheads & jetties; & work incidental thereto. (Does not include derelict boat salvage.)

O. ENVIRONMENTAL REMEDIATION

- [] 1. Afforestation
Establish forest cover over vacant land.
- [] 2. Reforestation
Renew forest cover over existing growth
- [] 3. Wetlands Mitigation
Restoration or creation of wetlands on an in-kind or ratio basis.
- [] 4. Landfill Remediation
Completion of landfill closure and remediation projects.

OWNER PARTNER OFFICER OF CORPORATION

FIRM NAME

DATE: _____ 20_____

CONTRACTOR'S QUALIFICATION QUESTIONNAIRE

IMPORTANT

This questionnaire is intended as a basis for establishing the qualifications of Contractors desiring to perform work for Harford County.

Certification of Qualification will be valid for two years.

1. GENERAL

A. Legal Title

Name _____
Street Address _____
City, State, Zip Code _____
Maryland ID# _____

B. Resident Agent

Name _____
Street Address _____
City, State, Zip Code _____
Telephone No. _____

C. Check One: _____ Corporation _____ Co-Partnership
_____ Individual

D. If a Corporation, state:

Capital paid in cash: \$ _____ Date of Incorporation _____

State in which incorporated _____

| Name and Title of Principal Officers | Date of Assuming Position |
|--------------------------------------|---------------------------|
|--------------------------------------|---------------------------|

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

E. If Co-Partnership, state:

Date of Organization _____

Nature of Partnership (General, Limited or Association)

Names and Addresses of Partners

F. If Individual, state:

Full Name and Address of Owner

G. List major items of equipment fully owned by organization, giving approximate value and age. (If not fully owned, so state.) (Use additional sheets if necessary.)

| Equipment | Present Value | Financed | Leased | Owned | Model Year |
|-----------|---------------|----------|--------|-------|------------|
| | | | | | |
| | | | | | |
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| | | | | | |

H. Has any member of your organization failed to complete a project for which they are responsible?

Yes _____ No _____
If yes, attach a separate sheet providing details.

I. Has your organization ever been party to any criminal or civil litigation as a result of construction methods, costs, etc?

Yes _____ No _____
If yes, attach a separate sheet providing details.

J. Debarment Status

By submitting an application, the applicant certifies that neither it nor any affiliated entity is currently debarred from submitting bids or has otherwise agreed not to submit bids on contracts with any government entity. If the applicant experiences a material change in its debarment status after the Prequalification Application is submitted and prior to the award of a contract, the applicant shall notify the County of this change in writing at the time this change occurs. If at any time, the organization is issued a debarment judgment, then this will be considered grounds for automatic disqualification.

Has your organization/individual ever been suspended or debarred, either permanently or temporarily from bidding or contracting for Federal, State or Local government projects?

Yes _____ No _____
If yes, attach a separate sheet providing details.

Are there any suspension or debarment proceedings presently pending against your organization/individual?

Yes _____ No _____
If yes, attach a separate sheet providing details.

2. FINANCIAL (Financial figures must be filled in. Financial Statements may also be attached.)

A. Give value of all construction equipment fully owned by your organization:
\$ _____

B. Give value of total assets of your organization (including equipment value [2-A] above): \$ _____

C. Give value of total liabilities of your organization: \$ _____

D. Give total contract value of work accomplished by your organization in each of the last three (3) years?

\$ _____ 20 _____
\$ _____ 20 _____
\$ _____ 20 _____

E. Give contract value of work presently being accomplished by, or pending award to your organization:

Contract Value: \$ _____

F. Give value of any judgments or liens outstanding against your organization: \$ _____

G. Has any Bonding Company refused to write you a bond on any construction work?

Yes _____ No _____ If yes, please explain _____

H. Give total value of all contract work for which you could obtain Bond:

\$ _____

NOTE: Bonding Company must have a Certificate of Authority as acceptable Sureties as published annually in Federal Register, Department of the Treasury, Fiscal Service, Department Circular 570 or State of Maryland Insurance Administration, Directory of Maryland Insurers.

I. Name and address of Bond/Surety Company that will give performance bond for 100% of the bid:

Bonding Co.: _____

Address: _____

City, State, Zip: _____

Phone No.: _____

Agent for Bonding Co.: _____

Address: _____

City, State, Zip: _____

Phone No.: _____

3. EXPERIENCE

A. Indicate type of contracting undertaken by your organization and years' experience:

General _____ Subcontractor _____
Years Years

Type _____
Years

Type _____
Years

Type _____
Years

MINORITY BUSINESS ENTERPRISES

To identify Minority Business enterprises, please check one of the following blocks. Applicants should check only one block. **No checks are an indication that your firm claims NO minority statue.**

A minority Business Enterprise means a business at least 51% of which is owned by minority group members, or in the case of publicly owned businesses, at least 51% of the stock in which is owned by minority group members. For the purpose of this definition, "MINORITY GROUP MEMBERS" are Black, Female, Hispanics, American Indian and Asian Americans.

- BLACK Of African descent, as well as those identified as Jamaican, Trinidadian and West Indian
- FEMALE Female (for women exclusively, regardless of race or ethnicity.)
- HISPANIC Of Mexican, Puerto Rican, Cuban, Latin American, Portuguese or Spanish descent
- AMERICAN Persons who identify themselves or are known as INDIAN such by virtue of tribal association
- ASIAN/
AMERICAN A person having documented origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent or the Pacific Islands

NOTE: If so, provide as attachments any governmental Certifications thereof.

CONSTRUCTION EXPERIENCE

State construction experience of principal members of your organization (including Field Supervisors):

| Name | Title | Construction Experience | Type of Work (Water Mains, Sewers, Roads, etc...) | In What Capacity (Foremen, Supervisor, etc.) |
|-------|-------|-------------------------|---|---|
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |

A. Give any special qualifications of firm members (Registered Engineer, Surveyor, etc...)

B. If General Contractor, list some Sub-contractors in various fields who have worked under you:

- C. 1. Money value of largest public project accomplished by your organization: _____
2. Maximum value of public works in last five (5) years: _____

D. Is your organization licensed in the State of Maryland for the current year? _____ Yes _____ No

If yes, please give number of license _____ and date of issuance _____

Contractors must have current Maryland License and be registered with the Maryland Department of Assessment and Taxation prior to the issuance of bid award.

THE PREVIOUS STATEMENTS ARE CERTIFIED TO BE TRUE AND ACCURATE

Dated this _____ day of _____, 20_____.

By _____

(Print Name and Title)

(Name of Organization)

State of _____

County of _____

_____ Being duly

sworn, states that he/she is _____

(Officer)

of _____ and that answers

(Organization)

to the foregoing questions and all statements therein contained are true and correct.

SWORN BEFORE ME THIS _____ DAY OF _____, 20_____.

Notary Public

My commission expires _____

**PRINCIPAL PUBLIC PROJECTS COMPLETED BY YOUR ORGANIZATION
IN THE PAST FIVE (5) YEARS**

**MUST INCLUDE THREE (3) PROJECTS FOR EACH AREA
OF REQUESTED CLASSIFICATION**

****HARFORD COUNTY FORMS MUST BE USED FOR APPLICATION****

TO BE CONSIDERED RESPONSIVE

PRINCIPAL PUBLIC PROJECTS COMPLETED BY YOUR ORGANIZATION IN THE LAST FIVE (5) YEARS

MUST INCLUDE THREE (3) PROJECTS FOR EACH AREA OF REQUESTED CLASSIFICATION

****ALL INFORMATION MUST BE COMPLETED ON HARFORD COUNTY FORMS ****
****FOR THE APPLICATION TO BE CONSIDERED RESPONSIVE****

A. HIGHWAY PAVING

1. CONCRETE

Construction of concrete pavement, including other construction incidental thereto.

| Name & Location Of Project | Type of Work Performed (<i>Brief Description</i>) | Subcontractor or General | <u>Your</u> Contract Amount (<i>Must be at least \$50,000.00</i>) | Date Completed | Company Name, Address and Telephone Number of a person to be contacted |
|---|--|-------------------------------------|--|---------------------------|---|
|---|--|-------------------------------------|--|---------------------------|---|

*** PROVIDE EMAIL ADDRESS**

PRINCIPAL PUBLIC PROJECTS COMPLETED BY YOUR ORGANIZATION IN THE LAST FIVE (5) YEARS

MUST INCLUDE THREE (3) PROJECTS FOR EACH AREA OF REQUESTED CLASSIFICATION

****ALL INFORMATION MUST BE COMPLETED ON HARFORD COUNTY FORMS ****
****FOR THE APPLICATION TO BE CONSIDERED RESPONSIVE****

A. HIGHWAY PAVING

2. BITUMINOUS

Construction of bituminous base & surface courses, including other construction incidental thereto.

| Name & Location Of Project | Type of Work Performed (<i>Brief Description</i>) | Subcontractor or General | <u>Your</u> Contract Amount (<i>Must be at least \$50,000.00</i>) | Date Completed | Company Name, Address and Telephone Number of a person to be contacted |
|---|--|-------------------------------------|--|---------------------------|---|
|---|--|-------------------------------------|--|---------------------------|---|

***PROVIDE EMAIL ADDRESS**

PRINCIPAL PUBLIC PROJECTS COMPLETED BY YOUR ORGANIZATION IN THE LAST FIVE (5) YEARS

MUST INCLUDE THREE (3) PROJECTS FOR EACH AREA OF REQUESTED CLASSIFICATION

****ALL INFORMATION MUST BE COMPLETED ON HARFORD COUNTY FORMS ****
****FOR THE APPLICATION TO BE CONSIDERED RESPONSIVE****

B. GRADING

Grading for highway construction, site preparation, drainage channels, dams, drainage improvements & construction incidental thereto.

| Name & Location Of Project | Type of Work Performed <i>(Brief Description)</i> | Subcontractor or General | <u>Your</u> Contract Amount <i>(Must be at least \$50,000.00)</i> | Date Completed | Company Name, Address and Telephone Number of a person to be contacted |
|---|--|-------------------------------------|--|---------------------------|---|
|---|--|-------------------------------------|--|---------------------------|---|

****PROVIDE EMAIL ADDRESS***

PRINCIPAL PUBLIC PROJECTS COMPLETED BY YOUR ORGANIZATION IN THE LAST FIVE (5) YEARS

MUST INCLUDE THREE (3) PROJECTS FOR EACH AREA OF REQUESTED CLASSIFICATION

****ALL INFORMATION MUST BE COMPLETED ON HARFORD COUNTY FORMS ****
****FOR THE APPLICATION TO BE CONSIDERED RESPONSIVE****

C. CURB & MISCELLANEOUS APPURTENANCES

Construction of curb & gutter, sidewalks, steps, ramps, treewells & low retaining walls less than three feet clear face.

| Name & Location Of Project | Type of Work Performed (Brief Description) | Subcontractor or General | <u>Your Contract Amount</u> (Must be at least \$50,000.00) | Date Completed | Company Name, Address and Telephone Number of a person to be contacted |
|---|---|-------------------------------------|---|---------------------------|---|
|---|---|-------------------------------------|---|---------------------------|---|

***PROVIDE EMAIL ADDRESS**

PRINCIPAL PUBLIC PROJECTS COMPLETED BY YOUR ORGANIZATION IN THE LAST FIVE (5) YEARS

MUST INCLUDE THREE (3) PROJECTS FOR EACH AREA OF REQUESTED CLASSIFICATION

****ALL INFORMATION MUST BE COMPLETED ON HARFORD COUNTY FORMS****
****FOR THE APPLICATION TO BE CONSIDERED RESPONSIVE****

D. UTILITIES
1. SANITARY SEWERS

Construction of sewer pipelines in County right-of-way & construction incidental thereto.

NOTE: PERTINENT INFORMATION REQUIRED FOR THIS CLASSIFICATION SIZE & LINEAR FEET OF UTILITY INSTALLED, NUMBER OF MANHOLES, AND IF THERE WAS A TIE-IN TO EXISTING SEWER

| Name & Location Of Project | Type of Work Performed (<i>Brief Description</i>) | Subcontractor or General | <u>Your Contract Amount</u> (<i>Must be at least \$50,000.00</i>) | Date Completed | Company Name, Address and Telephone Number of a person to be contacted |
|---------------------------------------|--|-----------------------------|--|-------------------|--|
| <i>*PROVIDE EMAIL ADDRESS</i> | | | | | |
| <u>EXAMPLE</u> | | | | | |
| Frogtown Sewer <i>Frogtown, MD</i> | 1,800 L.F. of 8" PVC <i>10-4' diameter manholes</i> 1 tie-in | General | \$145,000.00 | 3/00 | Doe & Associates <i>123 Main Street</i> Bel Air, MD 21014 410-555-1234 Mr. Joe Due |

PRINCIPAL PUBLIC PROJECTS COMPLETED BY YOUR ORGANIZATION IN THE LAST FIVE (5) YEARS

MUST INCLUDE THREE (3) PROJECTS FOR EACH AREA OF REQUESTED CLASSIFICATION

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****FOR THE APPLICATION TO BE CONSIDERED RESPONSIVE****

**D. UTILITIES
2. WATER MAINS**

Construction of water mains in County rights-of-way & construction incidental thereto.

NOTE: PERTINENT INFORMATION REQUIRED FOR THIS CLASSIFICATION SIZE & LINEAR FEET OF WATER MAIN INSTALLED, NUMBER OF VALVES & FIRE HYDRANTS AND IF THERE WAS A TIE-IN TO EXISTING WATER

| Name & Location Of Project | Type of Work Performed <i>(Brief Description)</i> | Subcontractor or General | <u>Your</u> Contract Amount <i>(Must be at least \$50,000.00)</i> | Date Completed | Company Name, Address and Telephone Number of a person to be contacted <i>*PROVIDE EMAIL ADDRESS</i> |
|-------------------------------|---|-----------------------------|---|-------------------|---|
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| <u>EXAMPLE</u> | | | | | |
|--------------------------------|---|---------|--------------|------|---|
| Route 40 Feeder Stepney, MD | 2,000 L.F. of 16" dip 4 Ea. Fire Hydrants 2-16" Gate Valves | General | \$154,000.00 | 3/01 | Doe & Associates 123 Main Street Bel Air, MD 21014 410-555-1234 Mr. Joe Doe |

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**D. UTILITIES
3. STORM DRAINS**

Construction of storm drain pipelines in County right-of-way & construction incidental thereto.

NOTE: PERTINENT INFORMATION REQUIRED FOR THIS CLASSIFICATION SIZE & LINEAR FEET OF STORM DRAIN INSTALLED AND ANY MISCELLANEOUS STRUCTURES

| Name & Location Of Project | Type of Work Performed (Brief Description) | Subcontractor or General | <u>Your</u> Contract Amount (Must be at least \$50,000.00) | Date Completed | Company Name, Address and Telephone Number of a person to be contacted |
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**D. UTILITIES
4. CLEANING & LINING**

Cleaning & lining of pipelines & pipe line work incidental thereto.

| Name & Location Of Project | Type of Work Performed (<i>Brief Description</i>) | Subcontractor or General | <u>Your</u> Contract Amount (<i>Must be at least \$50,000.00</i>) | Date Completed | Company Name, Address and Telephone Number of a person to be contacted |
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D. UTILITIES

5. TUNNELS

**Construction of underground conduit without the continuous disturbance of the ground surface.
Includes mining methods; jacking & mining method; jacking/boring or auguring method.**

| Name & Location Of Project | Type of Work Performed (Brief Description) | Subcontractor or General | <u>Your</u> Contract Amount (Must be at least \$50,000.00) | Date Completed | Company Name, Address and Telephone Number of a person to be contacted |
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**E. BUILDINGS
1. CONSTRUCTION**

Construction of new public buildings such as offices, libraries, schools, etc...

| Name & Location Of Project | Type of Work Performed (<i>Brief Description</i>) | Subcontractor or General | <u>Your</u> Contract Amount (<i>Must be at least \$50,000.00</i>) | Date Completed | Company Name, Address and Telephone Number of a person to be contacted |
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**E. BUILDINGS
2. REMODELING**

All work involved in remodeling existing buildings.

| Name & Location Of Project | Type of Work Performed (Brief Description) | Subcontractor or General | <u>Your Contract Amount</u> (Must be at least \$50,000.00) | Date Completed | Company Name, Address and Telephone Number of a person to be contacted |
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E. BUILDINGS

3. HISTORIC RESTORATION

**Restoration of existing buildings such as structural strengthening, matching wood work & trim, matching hardware, etc...
& construction incidental thereto as associated with historic or old structures.**

| Name & Location Of Project | Type of Work Performed (<i>Brief Description</i>) | Subcontractor or General | <u>Your</u> Contract Amount (<i>Must be at least \$50,000.00</i>) | Date Completed | Company Name, Address and Telephone Number of a person to be contacted |
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**E. BUILDINGS
4. ELECTRICAL**

**Installation of new electrical work within new buildings & on-site work. Removal and installation of electrical work in buildings & on-site work. Includes pumping stations & treatment plants, electrical specialties.
(Does not include traffic control work or street lights.)**

| Name & Location Of Project | Type of Work Performed (<i>Brief Description</i>) | Subcontractor or General | <u>Your</u> Contract Amount (<i>Must be at least \$50,000.00</i>) | Date Completed | Company Name, Address and Telephone Number of a person to be contacted |
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**E. BUILDINGS
5. MECHANICAL**

**Installation or remodeling of plumbing, heating, ventilation & air conditioning systems associated with building, pumping stations & treatment plant construction and remodeling.
(Does not include sprinkler system.)**

| Name & Location Of Project | Type of Work Performed (<i>Brief Description</i>) | Subcontractor or General | <u>Your</u> Contract Amount (<i>Must be at least \$50,000.00</i>) | Date Completed | Company Name, Address and Telephone Number of a person to be contacted |
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E. BUILDINGS

6. ROOFING

Construction or repair of roofs, (all types). Includes incidental work such as flashing, gutter work, etc...

| Name & Location Of Project | Type of Work Performed (<i>Brief Description</i>) | Subcontractor or General | <u>Your</u> Contract Amount (<i>Must be at least \$50,000.00</i>) | Date Completed | Company Name, Address and Telephone Number of a person to be contacted |
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**E. BUILDINGS
7. DEMOLITION**

Razing & disposal of buildings & work incidental thereto.

| Name & Location Of Project | Type of Work Performed (<i>Brief Description</i>) | Subcontractor or General | <u>Your Contract Amount</u> (<i>Must be at least \$50,000.00</i>) | Date Completed | Company Name, Address and Telephone Number of a person to be contacted |
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E. BUILDINGS

8. PRE-ENGINEERED BUILDINGS

Design build including pole buildings and pavilions.

| Name & Location Of Project | Type of Work Performed (Brief Description) | Subcontractor or General | <u>Your</u> Contract Amount (Must be at least \$50,000.00) | Date Completed | Company Name, Address and Telephone Number of a person to be contacted |
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E. BUILDINGS

9. REINFORCED CONCRETE FOR PUMPING STATIONS

Work includes the excavation, placement of forms, placement and connection of steel reinforcement and placement of fresh concrete for reinforced concrete structures and foundation and work incidental thereto.

| Name & Location Of Project | Type of Work Performed <i>(Brief Description)</i> | Subcontractor or General | <u>Your</u> Contract Amount <i>(Must be at least \$50,000.00)</i> | Date Completed | Company Name, Address and Telephone Number of a person to be contacted |
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F. PAINTING

1. INTERIOR

Cleaning, priming, surface preparation and application of finish coats to the interiors of buildings, including all methods and procedures.

| Name & Location Of Project | Type of Work Performed (<i>Brief Description</i>) | Subcontractor or General | <u>Your</u> Contract Amount (<i>Must be at least \$50,000.00</i>) | Date Completed | Company Name, Address and Telephone Number of a person to be contacted |
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**F. PAINTING
2. EXTERIOR**

Caulking, cleaning, priming, surface preparation and application of finish coats to the exteriors of buildings, including all methods and procedures.

| Name & Location Of Project | Type of Work Performed (Brief Description) | Subcontractor or General | <u>Your</u> Contract Amount (Must be at least \$50,000.00) | Date Completed | Company Name, Address and Telephone Number of a person to be contacted |
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**F. PAINTING
3. STRUCTURES**

Cleaning, priming, and application of finish coats to bridges and elevated water tanks, including all methods and procedures.

| Name & Location Of Project | Type of Work Performed (Brief Description) | Subcontractor or General | <u>Your</u> Contract Amount (Must be at least \$50,000.00) | Date Completed | Company Name, Address and Telephone Number of a person to be contacted |
|---|---|-------------------------------------|---|---------------------------|---|
| *PROVIDE EMAIL ADDRESS | | | | | |

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G. LANDSCAPING

1. ROADSIDE

Landscaping roadside, including seeding, mulching, sodding and ground cover planting and other incidentals thereto.

| Name & Location Of Project | Type of Work Performed <i>(Brief Description)</i> | Subcontractor or General | <u>Your Contract Amount</u> <i>(Must be at least \$50,000.00)</i> | Date Completed | Company Name, Address and Telephone Number of a person to be contacted |
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G. LANDSCAPING

2. SITE

Landscaping site, including planting of trees, shrubs and all ground covers on various types of sites.

| Name & Location Of Project | Type of Work Performed (Brief Description) | Subcontractor or General | <u>Your</u> Contract Amount (Must be at least \$50,000.00) | Date Completed | Company Name, Address and Telephone Number of a person to be contacted |
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H. FENCING

Construction or repair of chain link or fabric fence and items incidental thereto.

| Name & Location Of Project | Type of Work Performed (<i>Brief Description</i>) | Subcontractor or General | <u>Your</u> Contract Amount (<i>Must be at least \$50,000.00</i>) | Date Completed | Company Name, Address and Telephone Number of a person to be contacted |
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**I. PARKS
1. RECREATIONAL**

**Construction or rebuilding of playfields, tennis courts, trails and work incidental thereto.
(Does not include any buildings, bulkheads, utilities, mechanical or electrical construction.)**

| Name & Location Of Project | Type of Work Performed (Brief Description) | Subcontractor or General | <u>Your</u> Contract Amount (Must be at least \$50,000.00) | Date Completed | Company Name, Address and Telephone Number of a person to be contacted |
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I. PARKS

2. ROADWAYS AND PARKING LOTS

Construction of roadways and parking areas for light traffic, normally on park property.

| Name & Location Of Project | Type of Work Performed (Brief Description) | Subcontractor or General | <u>Your</u> Contract Amount (Must be at least \$50,000.00) | Date Completed | Company Name, Address and Telephone Number of a person to be contacted |
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J. STRUCTURES

1. BRIDGES

Construction or rehabilitation of highway, railroad and pedestrian bridges and work incidental thereto.

| Name & Location Of Project | Type of Work Performed (<i>Brief Description</i>) | Subcontractor or General | <u>Your</u> Contract Amount (<i>Must be at least \$50,000.00</i>) | Date Completed | Company Name, Address and Telephone Number of a person to be contacted |
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J. STRUCTURES

2. CULVERTS

Construction of pipe culverts and box culverts.

| Name & Location Of Project | Type of Work Performed (Brief Description) | Subcontractor or General | <u>Your</u> Contract Amount (Must be at least \$50,000.00) | Date Completed | Company Name, Address and Telephone Number of a person to be contacted |
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J. STRUCTURES

3. STRUCTURAL PLATE ARCHES

Construction of structural plate arches and work incidental thereto.

| Name & Location Of Project | Type of Work Performed (Brief Description) | Subcontractor or General | <u>Your Contract Amount</u> (Must be at least \$50,000.00) | Date Completed | Company Name, Address and Telephone Number of a person to be contacted |
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J. STRUCTURES

4. RETAINING WALLS

(OVER 3-FOOT)

Construction of retaining walls over 3-ft. clear face, including those of reinforced concrete, masonry, timber, etc...

| Name & Location Of Project | Type of Work Performed <i>(Brief Description)</i> | Subcontractor or General | <u>Your</u> Contract Amount <i>(Must be at least \$50,000.00)</i> | Date Completed | Company Name, Address and Telephone Number of a person to be contacted |
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K. DRAINAGE CHANNELS

Grading and permanent lining with durable materials of concrete, bituminous, riprap and gabions.

| Name & Location Of Project | Type of Work Performed <i>(Brief Description)</i> | Subcontractor or General | <u>Your Contract Amount</u> <i>(Must be at least \$50,000.00)</i> | Date Completed | Company Name, Address and Telephone Number of a person to be contacted |
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L. ELEVATED WATER STORAGE TANKS

Construction of elevated water storage tanks and other construction incidental thereto.

NOTE: INCLUDE TANK STYLE AND SIZE

| Name & Location Of Project | Type of Work Performed (<i>Brief Description</i>) | Subcontractor or General | <u>Your</u> Contract Amount (<i>Must be at least \$50,000.00</i>) | Date Completed | Company Name, Address and Telephone Number of a person to be contacted |
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M. PUMPING STATIONS AND TREATMENT PLANTS
(\$3,000,000.00 MAX VALUE)

**Construction or remodeling of water and sewer pumping stations and treatment plants and other construction incidental thereto.
 NOTE: PERTINENT INFORMATION REQUIRED FOR THIS CLASSIFICATION SIZE OF STATION IN MGD, NEW STATION OR
 UPGRADE TO EXISTING STATION**

| Name & Location Of Project | Type of Work Performed (Brief Description) | Subcontractor or General | <u>Your</u> Contract Amount (Must be at least \$50,000.00) | Date Completed | Company Name, Address and Telephone Number of a person to be contacted |
|--|--|-------------------------------------|---|---------------------------|---|
| EXAMPLE | | | | | |
| Bush Creek Sewage Pumping Station Long Bar Harbor, MD | Upgrade existing 15MGD sewage pumping station to 28 MGD. Installed 3 pumps & 3 300 HP motors & emergency generator | General | \$3,000,000.00 | 3/99 | Joe Doe & Associates 123 Main Street Bel Air, MD 21014 419-555-1234 |

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N. MARINE CONSTRUCTION OR SALVAGING

Pile driving and extraction; construction, repair and demolition of piers and wharfs; dredging; bulkheads and jetties; and work incidental thereto.

(Does not include derelict boat salvage.)

| Name & Location Of Project | Type of Work Performed <i>(Brief Description)</i> | Subcontractor or General | <u>Your</u> Contract Amount <i>(Must be at least \$50,000.00)</i> | Date Completed | Company Name, Address and Telephone Number of a person to be contacted |
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O. ENVIRONMENTAL REMEDIATION

1. AFFORESTATION

Establish forest cover over vacant land.

| Name & Location Of Project | Type of Work Performed (Brief Description) | Subcontractor or General | <u>Your</u> Contract Amount (Must be at least \$50,000.00) | Date Completed | Company Name, Address and Telephone Number of a person to be contacted |
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O. ENVIRONMENTAL REMEDIATION

2. REFORESTATION

Renew forest cover over existing growth.

| Name & Location Of Project | Type of Work Performed <i>(Brief Description)</i> | Subcontractor or General | <u>Your</u> Contract Amount <i>(Must be at least \$50,000.00)</i> | Date Completed | Company Name, Address and Telephone Number of a person to be contacted |
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****ALL INFORMATION MUST BE COMPLETED ON HARFORD COUNTY FORMS ****
****FOR THE APPLICATION TO BE CONSIDERED RESPONSIVE****

O. ENVIRONMENTAL REMEDIATION
3. WETLANDS MITIGATION

Restoration or creation of wetlands on an in-kind or ratio basis.

| Name & Location Of Project | Type of Work Performed (Brief Description) | Subcontractor or General | <u>Your</u> Contract Amount (Must be at least \$50,000.00) | Date Completed | Company Name, Address and Telephone Number of a person to be contacted |
|---|---|-------------------------------------|---|---------------------------|---|
|---|---|-------------------------------------|---|---------------------------|---|

***PROVIDE EMAIL ADDRESS**

PRINCIPAL PUBLIC PROJECTS COMPLETED BY YOUR ORGANIZATION IN THE LAST FIVE (5) YEARS

MUST INCLUDE THREE (3) PROJECTS FOR EACH AREA OF REQUESTED CLASSIFICATION

****ALL INFORMATION MUST BE COMPLETED ON HARFORD COUNTY FORMS ****

****FOR THE APPLICATION TO BE CONSIDERED RESPONSIVE****

O. ENVIRONMENTAL REMEDIATION

4. LANDFILL REMEDIATION

(Gas Remedial System)

| Name & Location Of Project | Type of Work Performed <i>(Brief Description)</i> | Subcontractor or General | <u>Your</u> Contract Amount <i>(Must be at least \$50,000.00)</i> | Date Completed | Company Name, Address and Telephone Number of a person to be contacted |
|---|--|-------------------------------------|--|---------------------------|---|
|---|--|-------------------------------------|--|---------------------------|---|

****PROVIDE EMAIL ADDRESS***