



# NEW HANOVER COUNTY

WANDA M. COPLEY  
County Attorney

KEMP P. BURPEAU  
Deputy County Attorney

SHARON J. HUFFMAN  
Assistant County Attorney

## Bid Pre-Qualification Instructions

The New Hanover County Pre-Qualification Form and New Hanover County Pre-Qualification Checklist should be completed by you. You are required to forward the Pre-Qualification Reference Form to three (3) different project owners. The projects must have involved work of comparable value and complexity as that, for which you desire to pre-qualify as a New Hanover County prime bidder.

The owner-referenced is to complete the *Reference Form* and mail or fax it directly to our office as per the above address or fax number.

In order to be considered for possible pre-qualification, the completed pre-qualification application and the three (3) references must be received by our office three (3) business days prior to the bid opening.

If you have questions, please feel free to call us at (910) 798-7153.



## NEW HANOVER COUNTY

230 Government Center Drive ~ Suite # 125

Wilmington, NC 28403

Phone: 910-798-7153 ~ Fax: 910-798-7157

# CONTRACTOR PRE-QUALIFICATION FORM

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## POLICY

All contractors who intend to bid on projects for New Hanover County must complete and submit this form or in the alternative the AIA A305 Statement, in order that a determination as to approval by the County of one of the two forms.

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*The Undersigned certifies that the following information is accurate and complete:*

## CONTACT INFORMATION:

Company Name: \_\_\_\_\_

Attention: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Principal Office Local: \_\_\_\_\_

## LICENSING & REGISTRATION:

List geographical areas in which your organization is legally qualified to do business and indicate registration or license numbers, if applicable, and describe the areas of practice included in the certification.

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**CONTRACTOR'S HISTORY**

How long has the applying entity been in the contracting business? \_\_\_\_\_

How long has the said entity been operating under the current name? \_\_\_\_\_

**RECENT PROJECTS:**

Please list and describe those major completed projects in which the contractor has been involved during the last 5 years. Please include the name, owner, architect, contract amount and the date of completion. (You may attached a project summary list)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What percentage of the work described in the paragraph above or attachment was performed by the contractor's own efforts or those of its employees? \_\_\_\_\_

**NATURE OF ENTITY:**

If the contractor is *individually* owned, provide:

The date of organization \_\_\_\_\_  
Name of Owner \_\_\_\_\_

If the contractor is structured as a *partnership*, provide:

The date of organization \_\_\_\_\_  
Type of partnership \_\_\_\_\_  
Names of general partners' \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NATURE OF ENTITY:** (con't)

If the contractor is structured as a *corporation*, provide:

The date of incorporation	_____
The state of incorporation	_____
The name of Corp. President	_____
The name of Corp. V. P.	_____
The name of Corp. Secretary	_____
The name of Corp. Treasurer	_____

If the contractor is structured as *some other form of organization*:

Describe it and provide the name(s) of the directing individuals:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CONTRACTOR'S EXPERIENCE:**

Please list the types of work customarily performed by the contractor without assistance from outside personas or entities.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EXPERIENCE OF PRIMARY INDIVIDUALS:**

Please describe the experience of the primary person(s) with the contractor and describe the most significant projects on which the person(s) is/are currently working.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DISPUTES & LITIGATION:**

Has the applying contractor filed any lawsuits or instigated other litigation or arbitration, etc. with regard to construction contracts within the last seven years? \_\_\_\_\_

If yes, please describe:

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Do any judgments, claims arbitration proceedings exist or are there suits pending or outstanding against the applying contractor or its officers? \_\_\_\_\_

If yes, please describe:

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Has the applying contractor ever failed to complete any work on the job which it has successfully bid? \_\_\_\_\_

Has anyone currently serving as a principal or director of the subject contractor, during the last seven years, served as a principal or director of another contractor which failed to perform a job which was awarded to it? \_\_\_\_\_

**CURRENT PROJECTS:**

List major currently ongoing undertakings, including identity of job, location, customer, agreed amount to complete, stage of progress and scheduled completion.

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Estimate as closely as possible the total worth of work in progress. \_\_\_\_\_

**REFERENCES:**

Please provide the following references of the following types

**Professional** references; i.e. those who can speak to the contractors qualifications as a tradesman.

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**Financial** references; e.g. banks, creditors, etc.

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**Surety** information:

Bonding company identification: \_\_\_\_\_

Agent's Name and address: \_\_\_\_\_  
\_\_\_\_\_

**SIGNATURE AND NOTARIZATION:**

\_\_\_\_\_  
Signature of Individual Submitting Application

\_\_\_\_\_  
Date

Sworn to and subscribed before me, this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
My Commission Expires:



New Hanover County Attorney  
230 Government Center Drive – Suite # 125  
Wilmington, NC 28403

**NEW HANOVER COUNTY ~ QUALIFICATION REFERENCE FORM**

**Statement to Project Owner:**

In an effort to foster a high standard of quality in our construction projects and in conformance with established standards of qualifying contractors, we would like to confirm a proven construction management history of concern to detail, quality craftsmanship, timely adherence to schedule completion and job site safety for the companies we contract with on our capital projects. To that end we have asked that each project bidder provide the names of three previous construction/renovation project owners as references. We are requiring that said references be completed on this form provided herein. Furthermore, the authority making reference should be a director, administrator or vice-president of Engineering, Facilities, Operations or Construction and should be available for a simple follow-up phone call from either the Architect/Engineer or County. Please help us by answering the following questions to the best of your knowledge.

**Referenced by:**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Institution: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Signature: \_\_\_\_\_

Name of Project Referenced: \_\_\_\_\_

Dollar Value: (Approx.) \_\_\_\_\_

Date of Completion: \_\_\_\_\_

Reference Requested by (Company Name): \_\_\_\_\_

***Upon completion of the entire form, please fax (910) 798-7157 or mail (see above) the information DIRECT to the County Attorney. Thank you***

**NEW HANOVER COUNTY ~ QUALIFICATION REFERENCE FORM**

1. Has this company provided a high standard of quality in its craftsmanship and installation?

Completely    Mostly    Somewhat    Not At All

Comments:

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2. Has this company displayed a concern to their installations that exemplifies first class workmanship?

Completely    Mostly    Somewhat    Not At All

Comments:

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3. Was the project work always supervised with a skilled professional?

Completely    Mostly    Somewhat    Not At All

Comments:

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4. Did the project supervisor take responsible charge to coordinate the work and solve problems in the field as they were encountered?

Completely    Mostly    Somewhat    Not At All

Comments:

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5. Did the supervisor and the workmen exercise a constant concern for safety complying with OSHA and other safety standards and practices at all times?

Completely    Mostly    Somewhat    Not At All

Comments:

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**NEW HANOVER COUNTY ~ QUALIFICATION REFERENCE FORM**

6. Did the company display a cooperative attitude working with other prime contractors, the architect/engineer and the owner?

Completely    Mostly    Somewhat    Not At All

Comments:

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7. Was the project schedule followed and the completion date achieved as planned?

Completely    Mostly    Somewhat    Not At All

Comments:

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8. Did the contractor thoroughly punch out his own work with particular attention to the details prior to asking for an architectural/engineering inspection?

Completely    Mostly    Somewhat    Not At All

Comments:

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9. Did the architect/engineer return to check the “completed” punch list work more than twice?

Completely    Mostly    Somewhat    Not At All

Comments:

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**NEW HANOVER COUNTY ~ QUALIFICATION REFERENCE FORM**

10. Was the punch list completed after occupancy in;

15 Days     30 Days     45 Days     More than 45 Days

Comment:

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11. Were the sub-contractors hired by this company well informed with regard to the project contract requirements?

Completely     Mostly     Somewhat     Not At All

Comments:

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12. Did these sub-contractors provide a standard of quality installation that exemplifies first class workmanship?

Completely     Mostly     Somewhat     Not At All

Comments:

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13. Did these sub-contractors provide professional supervision over their work and employees?

Completely     Mostly     Somewhat     Not At All

Comments:

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**NEW HANOVER COUNTY ~ QUALIFICATION REFERENCE FORM**

14. Did these sub-contractors exercise a constant concern for safety in executing their work by complying with OSHA and other standards at all times?

Completely    Mostly    Somewhat    Not At All

Comments:

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15. Did the company clearly understand the technical requirements of their work and therefore exhibit a familiarity with the systems and components of their contract for construction?

Completely    Mostly    Somewhat    Not At All

Comments:

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16. Did the company make every effort to ask for clarifications of “gray areas” in the contract documents before they executed work for which they had doubts or concerns?

Completely    Mostly    Somewhat    Not At All

Comments:

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17. Did the Contractor display a willingness to work with the Owner to safeguard ongoing operations?

Completely    Mostly    Somewhat    Not At All

Comments:

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**NEW HANOVER COUNTY ~ QUALIFICATION REFERENCE FORM**

18. Did the prime contractor return pricing information on contract extras in a quick and responsive manner?

Completely    Mostly    Somewhat    Not At All

Comments:

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19. Did the project Engineer/Architect determine that the prime contract's change order requests for additional time and/or compensation should be granted?

Completely    Mostly    Somewhat    Not At All

Comments:

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20. Were changes successfully negotiated without resorting to contractor's claims, arbitration or litigation?

Completely    Mostly    Somewhat    Not At All

Comments:

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21. Did the company make an effort to manage the construction changes to the project work in a time effective manner?

Completely    Mostly    Somewhat    Not At All

Comments:

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**NEW HANOVER COUNTY ~ QUALIFICATION REFERENCE FORM**

22. Did the contractor make a reasonable effort to provide periodic and regular project clean up?

Completely    Mostly    Somewhat    Not At All

Comments:

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23. Did the contractor make an effort to maintain the cleanliness and on-going operations of any adjacent occupied space that may have been affected by dust, foot traffic, above ceiling work, etc. as part of the project

Completely    Mostly    Somewhat    Not At All

Comments:

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Reference Form Completed By:

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Date:

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New Hanover County Attorney  
230 Government Center Drive – Suite # 125  
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Phone: 910-798-7153 / Fax 910-798-7157

**CONTRACTOR PRE-QUALIFICATION CHECKLIST**

The undersigned certifies under oath that the information herein is true and sufficiently complete so as not to be misleading. Furnishing incomplete, misleading or false information herein shall result in disqualification for present and future New Hanover County projects, as well as result in imposition of any and all legal remedies and sanctions.

**Please answer either “YES” of “NO” for the following questions:**

- \_\_\_\_\_ 1. Have you or your organization even been declared in default on any contract with any public body in accordance with the General Conditions and Supplementary General Conditions of that contract in The State of North Carolina completed within the last three (3) years.
- \_\_\_\_\_ 2. Have you or your organization ever failed to complete outstanding contract.
- \_\_\_\_\_ 3. Have you or your organization ever failed to comply with pre-qualification requirements?
- \_\_\_\_\_ 4. Have you or your organization ever submitted more than one bid for the same work from an individual, partnership, joint venture or corporation under the same of different name?
- \_\_\_\_\_ 5. Have you or your organization ever colluded with other bidders or been Disqualified because of evidence of collusion?
- \_\_\_\_\_ 6. Have you or your organization ever failed to furnish a non-collusion affidavit upon request?
- \_\_\_\_\_ 7. Have you or your organization ever declared bankruptcy or insolvency or been declared bankrupt or insolvent.
- \_\_\_\_\_ 8. Have you or your organization ever failed to comply with conditions of a minority MBE/WBE program?
- \_\_\_\_\_ 9. Have you or your organization ever failed to return overpayments to a Project Owner as directed by the Project Architect on any public project?

**CONTRACTOR PRE-QUALIFICATION CHECKLIST**

\_\_\_\_\_ 10. Is your organization participating at present in any outstanding claim against a Project Owner for any construction project?

\_\_\_\_\_ 11. Have you or your organization ever failed to comply with a written order of a Project Owner or Project Architect?

**(If you have responded "Yes" to questions #1-11, please attached a sheet with an explanation)**

\_\_\_\_\_ 12. Have you and/or your organization fully and promptly paid all subcontractors and suppliers on any construction on any construction project?

\_\_\_\_\_ 13. Do you or your organization have all requisite licenses and Qualifications to do business in the State of North Carolina?

\_\_\_\_\_  
Company Name *(Please Print)*

By: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name and Title

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

I, \_\_\_\_\_, a Notary Public of the State and County aforesaid, certify that \_\_\_\_\_, personally came before me this day being duly sworn, deposes and states that the information provided herein is true and sufficiently complete, and is not misleading, and acknowledges the due execution of the foregoing instrument.

WITNESS my hand and official seal, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_