

**PUBLIC WORKS AND PLANNING DEPARTMENT  
 CONTRACTOR PREQUALIFICATION STATEMENT  
 (EXPERIENCE, EQUIPMENT AND FINANCIAL)**

Please e-mail to: darlenew@gjcity.org  
**And then** Attention: Darlene Wilkinson  
 Mail hard copy to: City of Grand Junction  
 333 West Ave., Bldg A  
 Grand Junction, CO 81501  
**OR FAX to:** 970-244-1426  
 Questions: Call Darlene at 970-256-4126

**Instructions to Contractor:**

- Complete this form and submit to the Department of Public Works & Planning prior to the first day of the quarter in which prequalification is requested and before you bid on a project. Failure to do so will delay your prequalification and our ability to award a bid. Bids cannot be awarded to a contractor who is not prequalified. If additional space is needed, attach sheets showing the section and number to which each sheet applies.
- Resubmit this form during the year if there are changes in your company or financial standing.
- Indicate Prequalification limits requested:
  - Contracts not to exceed \$500,000
  - Contracts not to exceed \$2 Million  (Requires a Financial Statement reviewed by a licensed C.P.A.)
  - Contracts on Any Project  (Requires a Financial Statement audited by a licensed C.P.A.)
- **It is your responsibility to submit this form before the date your prior prequalification expires. Your failure to reapply will result in automatic expiration of your prequalification.**

Company name	Phone #	FAX #	E-Mail Address
Company physical address (street, city, county, state and zip code)			
Company mailing address (if different from above)			
Contact person name & title			
Business Type	<input type="checkbox"/> Corporation	<input type="checkbox"/> Partnership	No. of employees
<input type="checkbox"/> Individual	<input type="checkbox"/> Other (Specify)		

**Contractor desires to:**

bid on any type of City project subject to the limit above (I understand my company must be prequalified in order to bid).

bid on the following **upcoming project(s)** :

City project name or general description	Scheduled bid opening date
City project name or general description	Scheduled bid opening date

bid on non-city public project: (e.g. Enterprise fund projects, D.D.A. projects)

Public Project	Scheduled bid opening date
Project ID #	
Description of Work:	

Request a new prequalification rating (describe changes/requested rating)

**SECTION ONE – GENERAL INFORMATION AND HISTORY**

- Report any changes in numbers 3, 9, 10 and 13 to the City within 10 days of the change

Organization Date

1. If your company is a partnership or a limited liability company, complete:

Type:

- General     Limited     Association     Other

Partner/Member names and addresses (street, city, state and zip)

Name	Street address	City, State, Zip Code

2. If your company is incorporated, complete:

Date Incorporated

State Incorporated

In good standing?

- yes     no (if no, explain)

Address of primary location, if different from page 1:

3. If you are an out-of-state contractor, who is your Colorado registered agent?

Name:

Phone #

Address:

4. List your business partner(s), member(s) or associates(s) who have held a financial interest with you in the last 5 years.

Name	Name

5. How many years has your company been in the contracting business?

General contracting?

Subcontracting?

6. List the construction experience of the principle individuals who work for you. Use additional pages if necessary.

Name	Present Position	Years experience	Magnitude and type of work	In what capacity

7. List the projects you completed in the last 5 years **for the City of Grand Junction**. If none, write "none" in a space below. Use additional pages if necessary.

Year	Type of work	Employer name	Contract Amt.	Work location (City, state)	Contact Name	Contact Phone #

8. List other projects you completed in the last 3 years. Include any projects completed for Mesa County or the State of Colorado. If you plan to bid on a specific upcoming project, be sure to include projects you've completed that are of a nature similar to the upcoming project. Use additional pages if necessary.

Year	Type of work	Employer name	Contract Amt.	Work location (City, state)	Contact Name	Contact Phone #

9. Attach a list of your construction equipment (include the quantity, name, description and capacity).
10. Attach a list of your parent, affiliate or subsidiary companies (include relationship, percentage of ownership and principals).
11. Has your company, its parent, affiliate or subsidiary been denied prequalification in the past 5 years by any governmental agency in Colorado or any other state?  
 no       yes      (attach explanation)
12. Have you ever failed to complete, or has it been alleged that you have not completed, any contract awarded to you?  
 no       yes      (attach statement with date, work location and reason)
13. Has any surety ever paid any payment or performance bond claim of any kind on your behalf? On behalf of your company? (Attach a confirmation letter from your surety/bonding company stating single and aggregate limits.)  
 no       yes
14. Have any of your officers or partners failed to complete a contract while working for another company or managing a contract under their own name.  
 no       yes      (attach statement with employee name, company name and reason)
15. Has any officer in your company, its parent, affiliate or subsidiary been indicted/convicted of bid/contract-related violations in the last five years?  
 no       yes      (attach explanation)
16. Does your company have financial interests in other businesses?  
 no       yes      (attach a list of the businesses)
17. Is your company owned or controlled by minorities or women?       no       yes  
- If "yes" – is your company certified by the Department of Regulatory Agencies?       no       yes  
- If "no" – are you or will you be applying for certification?       no       yes
18. Is your company in compliance with OSHA standards       no       yes  
- Do you have a current health and safety plan?       no       yes  
- When was it last updated? \_\_\_\_\_

## SECTION TWO – EXPERIENCE AND EQUIPMENT

**CONSTRUCTION TYPE** – Indicate the work your company performs using the equipment you own.

- |                              |                          |  |
|------------------------------|--------------------------|--|
| 1. <input type="checkbox"/>  | GENERAL CONSTRUCTION     | Ability to mobilize and undertake work of any type and magnitude.  |
| 2. <input type="checkbox"/>  | GRADING (GENERAL)        | Roadway excavation and embankment of any magnitude.  |
| 3. <input type="checkbox"/>  | LIGHT GRADING            | Substantially less in scope than general grading category; minor widening reconstruction; blading, structure excavation, etc.      |
| 4. <input type="checkbox"/>  | AGGREGATES               | Commercial-scale gravel producing operation.   |
| 5. <input type="checkbox"/>  | PAVING (GENERAL)         | Bituminous or Portland cement concrete paving of any magnitude.  |
| 6. <input type="checkbox"/>  | BITUMINOUS CONCRETE      | Hot bituminous pavement production and/or replacement.   |
| 7. <input type="checkbox"/>  | SEAL COAT                | Chip seal (plant or road mix) and related work.  |
| 8. <input type="checkbox"/>  | PORTLAND CEMENT CONCRETE | Portland cement concrete pavement production and/or placement.   |
| 9. <input type="checkbox"/>  | STRUCTURES (GENERAL)     | Highway structures of any magnitude and level of complexity.   |
| 10. <input type="checkbox"/> | SMALL BRIDGES            | Steel, up to 80 ft. span (typical); concrete up to 50 ft. span (typical), bridge deck rehabilitation; all other lesser structures. |
| 11. <input type="checkbox"/> | MINOR STRUCTURES         | Minor drainage up to 20 ft. span (typical), etc.   |

**INCIDENTAL** – Check only if work of this type is normally performed with your own forces.

- |                              |                              |  |
|------------------------------|------------------------------|--|
| 12. <input type="checkbox"/> | CURB, GUTTER, FLATWORK       | Curb, gutter, bikeway, median cover, slope paving, etc.                              |
| 13. <input type="checkbox"/> | FENCING                      | Standard highway fencing (wire, chain link, etc.); noise barrier fence; delineation. |
| 14. <input type="checkbox"/> | GUARD RAIL                   | Standard guard rail; concrete barrier; bridge rail; impact attenuator.               |
| 15. <input type="checkbox"/> | LANDSCAPING                  | Seeding, sodding, topsoil, planting, fertilizing, mulching, etc.                     |
| 16. <input type="checkbox"/> | PAVEMENT MARKING             | Painted and/or thermoplastic pavement markings.                                      |
| 17. <input type="checkbox"/> | CONSTRUCTION TRAFFIC CONTROL | Flagging, traffic control supervision, and/or construction traffic devices.          |

**SPECIALTY** – Check only if you are a likely bidder on projects consisting of this work type

- |                              |                        |  |
|------------------------------|------------------------|--|
| 18. <input type="checkbox"/> | PAVEMENT REPAIR        | Pavement sawing, joint repair, mud-jacking, pressure grouting, milling, etc.   |
| 19. <input type="checkbox"/> | STRUCTURE REPAIR       | Miscellaneous structural component repair; pier caps, bearing devices, expansion devices, girders, bridge rail, etc. |
| 20. <input type="checkbox"/> | ELECTRICAL, SIGNALS    | Lighting, wiring, signalization, traffic monitoring devices, etc.  |
| 21. <input type="checkbox"/> | BUILDING CONSTRUCTION  | Rest areas, ports of entry, miscellaneous building-related construction.   |
| 22. <input type="checkbox"/> | WATERLINE              | Water lines, taps, and fittings; miscellaneous underground utility relocations.                                      |
| 23. <input type="checkbox"/> | SPRINKLER SYSTEM       | Installation, adjustment, and repair of landscape irrigation systems.  |
| 24. <input type="checkbox"/> | SEWERS OR STORM DRAINS | Gravity pipe systems, including all appurtenances.   |
| 25. <input type="checkbox"/> | OTHER (list)           |  |

## SECTION THREE – CONFIDENTIAL INQUIRY AND FINANCIAL STATEMENT

If you intend to bid on contracts: (1) greater than \$500,000, skip this section, attach a reviewed financial statement; or (2) greater than \$2,000,000, skip this section, attach an audited financial statement and go to SECTION FOUR – CERTIFICATION.

Instructions: In writing, answer the following and attach required documents including a compilation opinion signed by the CFO, controller or financial officer.

1. A summary describing the accounting methods you used to:
  - a. Compute profit on jobs in progress. Describe whether the profits are based on a complete contract or on a percentage of completion.
    - If based on a percentage of completion, describe the method used to measure progress (total estimated cost to date, estimate of total hours of labor to date, etc.).
  - b. Compute income tax if you used a method different from the method used on the financial statement.
  - c. Determine the inventory value.
  - d. Depreciate and/or amortize your property, plant and equipment (include the depreciation/amortization period).
2. A general banking/financial reference statement.
3. A description of all your outstanding loans and notes payable including:
  - Loan amounts
  - Repayment terms
  - Interest rate
  - Collateral (if any)
4. A description of your commitments and contingent liabilities such as:
  - long-term, non-cancelable leases.
  - purchase orders for large equipment leases
  - unsettled lawsuits and claims, with case numbers and court/jurisdiction
5. A description of your transactions with related parties including:
  - the business purpose of the transaction
  - the nature of the relationship
  - any special or unusual payment terms
  - the volume of the transactions

- Add line items, if necessary, under the appropriate caption.

**ASSETS**

**CURRENT ASSETS**

Cash and Short-Term Investments	<input type="text"/>	
Marketable Securities at Cost	<input type="text"/>	
Accounts Receivable:		
Current Billings on Contracts	<input type="text"/>	
Retention on Contracts	<input type="text"/>	
Current Portion of Notes Receivable	<input type="text"/>	
Other Receivables	<input type="text"/>	
Less: Allowance for Doubtful Accounts	<input type="text"/>	
Net Receivables	<input type="text"/>	
Equity and Advances to Joint Ventures	<input type="text"/>	
Costs and Estimated Earnings in Excess of		
Billings on contracts	<input type="text"/>	
Or		
Costs in Excess of Billings on Contracts		
Inventory	<input type="text"/>	
Prepaid Expenses	<input type="text"/>	
Other Current Assets	<input type="text"/>	
<b>TOTAL CURRENT ASSETS</b>		<input type="text"/>

**OTHER ASSETS**

Due from Officers and Employees	<input type="text"/>	
Investments in and Advances to Affiliated Companies	<input type="text"/>	
Cash Value of Life Insurance	<input type="text"/>	
Less Policy Loans of	<input type="text"/>	
Other	<input type="text"/>	
<b>TOTAL OTHER ASSETS</b>		<input type="text"/>

**PROPERTY, PLANT AND EQUIPMENT**

Plant	<input type="text"/>	
Buildings	<input type="text"/>	
Equipment	<input type="text"/>	
Less: Accumulated Depreciation	<input type="text"/>	
<b>TOTAL</b>		<input type="text"/>
Land	<input type="text"/>	
<b>TOTAL PROPERTY, PLANT AND EQUIPMENT</b>		<input type="text"/>

**TOTAL ASSETS**

**LIABILITIES**

CURRENT LIABILITIES

Accounts Payable

Trade

Due Subcontractors - Current

Due Subcontractors - Retention

TOTAL

Notes Payable and Current Maturities of

Long Term Debt

Current Portion of Accounts Payable

Billings in Excess of Costs and

Estimated Earnings on Contracts

OR

Billings in Excess of Costs on Contracts

Advance Payments on Contracts

Accrued Expenses

Accrued Income Taxes

Other Current Liabilities (describe)

TOTAL CURRENT LIABILITIES

DEFERRED INCOME TAXES - NONCURRENT

LONG-TERM DEBT LESS CURRENT MATURITIES

OTHER (describe)

CONTINGENT LIABILITIES (see note / attach explanation)

TOTAL LIABILITIES

STOCKHOLDERS/OWNERS EQUITY (or NET WORTH)

Individual or Partnership Capital

Preferred Stock, \_\_\_ Par Value, \_\_\_

Shares, Authorized, \_\_\_ Shares

Issued and Outstanding

Common Stock, \_\_\_ Par Value, \_\_\_

Shares, Authorized, \_\_\_ Shares

Issued and Outstanding Additional Paid in Capital

Retained Earnings

Less Cost of \_\_\_ Shares of Treasury Stock

TOTAL STOCKHOLDERS/OWNERS EQUITY

TOTAL LIABILITIES AND STOCKHOLDERS/OWNERS EQUITY

**SECTION FOUR – CERTIFICATION**

▪ **NOTE: You must sign exactly as bid proposals and contracts will be signed**

I / WE CERTIFY AND UNDERSTAND:

- That the financial documents were prepared from the books and records of my/our company and details all company assets and liabilities.
- That any changes in my/our financial condition requires me/us to refrain from bidding until I/we submit an updated financial statement and the statement is approved by the City Engineer.
- Any reference listed is authorized to supply the City Engineer with all necessary information to verify this statement.
- That my surety/bonding agent is now and will continue to be rated “A” or better by Am Best.
- That my surety/bonding agent is listed on Circular 570 as an acceptable surety for federal projects.
- That my company is insured for workers compensation and no less than \$1 million general liability.
- That my company is duly licensed (contractors license, sales/use tax, etc.) and that all required licenses are current and in good standing.

President Name and signature	Date
Vice-President name and signature	
Secretary name and signature	
Treasurer name and signature	
Co-partner signature and title (if applicable)	
Co-partner signature and title (if applicable)	
Co-partner signature and title (if applicable)	

IF YOU ARE A COPORATION, PLEASE AFFIX YOUR COMPANY SEAL