# CONTRACTOR APPLICATION

Contractors may apply to participate in the Small Construction Roster Program, based on the business’ eligibility, as defined in Section 1 of the RFQ.

# Part A – Contractor Information

|  |  |  |
| --- | --- | --- |
| LEGAL NAME OF COMPANY: | | |
| STATE OF INCORPORATION/ORGANIZATION: | | |
| STREET ADDRESS: | | |
| CITY: | STATE: | ZIP: |
| PRINTED NAME OF COMPANY REPRESENTATIVE: | | |
| EMAIL: | | |
| PHONE (day/preferred): | | |

The undersigned certifies that all statements contained herein are true and correct to the best of their knowledge and hereby authorizes Hennepin County to contact any person, firm or corporation named herein to furnish relevant business information about the applicant to Hennepin County.

|  |
| --- |
| PRINTED NAME OF COMPANY REPRESENTATIVE\*: |
| SIGNATURE OF COMPANY REPRESENTATIVE: |
| DATE: |
| EMAIL: |
| PHONE (day/preferred): |

* *Must be an officer of the company with authorization to bind it to terms of the Master Agreement used for the Program*

# Part B – Contractor Safety Rating

Please list the Experience Modification Rate (EMR) for the business listed above:

*Please note: Companies with an EMR greater than 2.0 are not eligible for the program.*

Does your company have a company safety plan? ☐ Yes ☐ No

**Part C - SBE Certification Status**

Is the business listed above currently a certified Emerging Small Business Enterprise (ESBE) through the Central Certification (CERT) Program?

|  |  |  |  |
| --- | --- | --- | --- |
| YES |  | NO |  |

If no, has the business submitted a **complete** application to the CERT Program to be certified as an ESBE?

|  |  |  |  |
| --- | --- | --- | --- |
| YES |  | NO |  |

For a business that is not currently certified as an ESBE, but is eligible, the county will **provisionally** classify it as an ESBE if it has submitted a **complete application** to the [CERT Program](https://www.stpaul.gov/departments/human-rights-equal-economic-opportunity/contract-compliance-business-development-1). Please contact [CERT or 651-266-8900](mailto:Cynthia.weyrens@hennepin.us) with questions regarding ESBE status and/or business size as per the CERT Program database*.* A business must be verifiably certified as an ESBE firm to be on the Small Construction Roster Program.

# Part D – *Years in Business How many years has your company been in business?*

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**Part E – Required License(s) *(if applicable)***

Please provide current license information for any specialty trade your firm self performs:

|  |  |
| --- | --- |
| **Type of Trade** | **License Number** |
|  |  |
|  |  |
|  |  |

**Part F - COMMERCIAL PROJECT EXPERIENCE AND REFERENCES**

Please provide the requested information for a commercial or public project your company completed within the last four years.

## Commercial or Public Project Example 1

|  |  |
| --- | --- |
| **PROJECT DESCRIPTION:** | |
|  | |
|  | |
|  | |
| **Date Started:** | **Date Completed:** |
| **Contract Amount:** | |
| **OWNER CONTACT INFO:**  **Name:** | |
| **Phone: Email:** | |
| **ARCHITECT CONTACT INFO:**  **Firm Name:** | |
| **Project Lead:** | |
| **Phone: Email:** | |

**Commercial or Public Project Example 2**

|  |  |
| --- | --- |
| **PROJECT DESCRIPTION:** | |
|  | |
|  | |
|  | |
| **Date Started:** | **Date Completed:** |
| **Contract Amount:** | |
| **OWNER CONTACT INFO:**  **Name:** | |
| **Phone: Email:** | |
| **ARCHITECT CONTACT INFO:**  **Firm Name:** | |
| **Project Lead:** | |
| **Phone: Email:** | |

**Commercial or Public Project Example 3 (if needed)**

|  |  |
| --- | --- |
| **PROJECT DESCRIPTION:** | |
|  | |
|  | |
|  | |
| **Date Started:** | **Date Completed:** |
| **Contract Amount:** | |
| **OWNER CONTACT INFO:**  **Name:** | |
| **Phone: Email:** | |
| **ARCHITECT CONTACT INFO:**  **Firm Name:** | |
| **Project Lead:** | |
| **Phone: Email:** | |

* 1. Have you ever failed to complete any work awarded to you? ☐ Yes ☐ No If yes, where and why? (Please use additional sheets if necessary)

|  |
| --- |
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* 1. Have you ever defaulted on a contract? ☐ Yes ☐ No If yes, where and why?

|  |
| --- |
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**Part G. Company Personnel** 1. Excluding field employees, please describe your company’s administrative staff by function and number

|  |  |
| --- | --- |
| **Number of Employees** | **Functional Position** |
| *Examples: 1* | *Estimator* |
| *2* | *Accounting support* |
| *3* | *Project Managers* |
| *4* | *Superintendents* |
| *5* |  |
| *6* |  |
| *7* |  |

2. Please describe your company’s field employees by function and number (if any):

|  |  |
| --- | --- |
| **Number of Employees** | **Role** |
| *Examples:* | *Journey-level electricians, plumbers, etc.* |
|  | *Apprentice-level (specify trade)* |
| *1* | *Foreman* |
| *2* |  |
| *3* |  |
| *4* |  |

1. Are you the only employee of your firm? ☐ Yes ☐ No
2. If additional field staff will be required to perform work for the county, please identify the source(s) from which you will hire personnel:

☐Graduates of Training Programs (ex. Dunwoody, St. Paul College, Summit Academy)

☐Hiring Halls

☐Other (*specify*)

# Part H: Commercial Project Experience

1. Please describe the largest single project your company completed within the last four (4) years (2018 – 2022):

|  |  |  |
| --- | --- | --- |
| **Description** | **Amount** | **GC or Owner contact**  **Name, email & phone #** |
|  |  |  |

1. **Concurrent Multiple Project Capacity**

Within the last four (4) years (2018 -2022), please provide the following information for the time period during which your company performed the largest number of projects *at one time* for multiple owners or GCs:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project Description** | **Amount** | **Start date** | **End date** | **GC or Owner Contact name, email, and phone #** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Section I: Required Bonding Capacity**

Performance and Payment Bonds will be required of all Contractors performing work on projects awarded exceeding $175,000. To be eligible for the TSBE Program - Tier 2, Contractors must demonstrate they have a bonding capacity of $400,000 in the aggregate (for multiple projects).

Please include with your Qualifications Package a letter from your company’s surety, acceptable to Hennepin County, that identifies for a specified period, your firm’s single project and aggregate bonding capacity.