

CITY OF BALTIMORE



CONTRACTORS PREQUALIFICATION APPLICATION



Company Name: _____

Business Address: _____

Telephone: _____

Application Contact: _____

Contact Email: _____

- New Application
- Renewal
- Expired Renewal

CONTRACTORS PREQUALIFICATION
Office of Boards & Commissions
4 South Frederick Street, 4th Floor
Baltimore, Maryland 21202

Dear Contractor:

Thank you for your interest in seeking Prequalification with the City of Baltimore. Prequalification serves the City and the citizens by insuring that our agencies receive the best possible performance for its contract dollars. Prequalification serves you, the contractor, by establishing your company as a potential bidder or subcontractor and your proven competence to perform in the areas in which the contracting agencies are seeking.

In order to allow an adequate time, please allow at least 40 days for your application or renewal to be processed. Once approved by the City's Board of Estimates, you will receive a Prequalification Certificate via standard mail. Prequalification must be renewed annually to retain prequalification status.

Before submitting this application, please make sure you have:

(Use as a checklist)

- Submitted a new or have secured an approved Affirmative Action Plan.
- Provided contact names and phone numbers for your projects, noting the related OBC categories.
- Submitted a complete Financial Statement.
A year end 'Audited' or 'Reviewed' financial statement must be completed by an independent Certified Public Accountant and include a Balance Sheet, Income Statement, Accountant's Report, related notes and any other financial data prepared by the Accountant. Financial statements in any other form will be considered "Compiled" with prequalification ratings governed accordingly.
- Responded in detail to all questions on the Experience Statement.
- Included a current list of equipment owned by your company. (If equipment is leased, a sign letter stating this must be submitted.)
- Included the completed and notarized affidavits.
- Included the Category List (downloaded from the OBC website) with the selected the areas of work requested clearly marked.
- A 'Good Standing' rating with the Maryland Department of Assessments and Taxation.

Firms interested in being considered for Minority and/or Woman-owned business certification with the City of Baltimore should contact the Minority and Women's Business Opportunity Office at (410) 396.4355.

Please do not hesitate to call our office at (410) 396.6883 if you have questions concerning your application or the prequalification process. We look forward to a mutually successful working relationship.

Thank you,

Office of Boards and Commission

PROJECT INFORMATION

LIST PROJECTS COMPLETED BY YOUR FIRM IN THE PAST 3 YEARS AND/OR ARE PRESENTLY UNDER CONSTRUCTION. CONTRACTS SHOULD BE REPRESENTATIVE OF OBC CATEGORIES REQUESTED. A PREPARED PROJECT LIST WITH CORRESPONDING CATEGORIES MAY BE SUBSTITUED.

NAME OF PROJECT:	
ADDRESS:	
PROJECT OWNER NAME & TELEPHONE:	
PRIME CONTRACTOR NAME & TELEPHONE:	
SPECIFIC TYPE OF WORK PERFORMED:	
CONTRACT AMOUNT:	
DATE COMPLETED:	
RELATED OBC CATEGORIES:	

NAME OF PROJECT:	
ADDRESS:	
OWNER NAME & TELEPHONE:	
PRIME CONTRACTOR NAME & TELEPHONE:	
SPECIFIC TYPE OF WORK PERFORMED:	
CONTRACT AMOUNT:	
DATE COMPLETED:	
RELATED OBC CATEGORIES:	

NAME OF PROJECT:	
ADDRESS:	
PROJECT OWNER NAME & TELEPHONE:	
PRIME CONTRACTOR NAME & TELEPHONE:	
SPECIFIC TYPE OF WORK PERFORMED:	
CONTRACT AMOUNT:	
DATE COMPLETED:	
RELATED OBC CATEGORIES:	

NAME OF PROJECT:	
ADDRESS:	
PROJECT OWNER NAME & TELEPHONE:	
PRIME CONTRACTOR NAME & TELEPHONE:	
SPECIFIC TYPE OF WORK PERFORMED:	
CONTRACT AMOUNT:	
DATE COMPLETED:	
RELATED OBC CATEGORIES:	

MUST BE EXECUTED BY ALL APPLICANTS

Part I

AFFIDAVIT FOR QUALIFICATION

I, _____ the undersigned, first

being duly sworn and under oath, say and affirm this _____ day of _____

(Month)

_____ that I hold the office of _____ of _____

(Year)

(Office Held)

(Name of Business Entity)

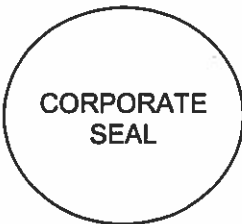
_____ which is applying to the Mayor and City Council of Baltimore, a municipal corporation of the State of Maryland, for qualification to bid on contracts for construction, maintenance, repair or demolition of physical facilities of the City, and that to the best of my knowledge and belief neither the above business nor any of its officers, directors, partners, nor any employee or other person involved in obtaining its contracts with the State of Maryland, the City, or any county or other subdivision of the State has ever been convicted of, had probation before judgment imposed, or has pleaded guilty or nolo contendere to any charge of bribery, attempted bribery, or conspiracy to bribe, extortion, fraud or similar malfeasance prohibited under either Article 27 of the Annotated Code of Maryland, or the criminal statutes of any other State or the federal government.

I further affirm that to the best of my knowledge and belief neither _____

(Name of Business Entity)

_____ nor any of the above mentioned persons connected with it has failed to comply with all applicable federal, state and local laws, executive orders, rules and regulations relevant to contract acquisition and performance.

If affirmation cannot be given, please indicate the reason and list any conviction, plea, or imposition of probation before judgment with the date, court, official or administrative body, the sentence or disposition, the name(s) of the person(s) involved, and their current position and responsibilities with the business.



(Signature) _____ (SEAL)
Affiant

Name of Business Entity

Subscribed and sworn to before me, a Notary Public, the year and date first above.

Notary Public

My Commission Expires:

Part II

AFFIDAVIT FOR BUSINESS ENTITY

STATE OF _____ (CITY) (COUNTY) OF _____

ENTITY FORM: Sole Proprietorship Corporation Non Profit
 LLP LLC Other: _____

_____ being duly sworn, deposes and says

that I'm _____ of the _____
(Office Held) (Name of Business Entity)

the entity described in and which executed this application; that I'm familiar with the books of the said corporation showing its financial conditions; that to the best of their knowledge, information and belief the accompanying financial statement, taken from the books of the said entity, is true and accurate statement of the financial condition of the said entity as of the date thereof; that to the best of my knowledge, information and belief the answers to the foregoing interrogatories are true; that this application is being submitted for the express purpose of inducing the party to whom it is submitted to award the submitter a contract; and that any depository, vendor, agency or other party herein named is hereby authorized to supply such party with any information necessary to verify these statements.

(Officer must sign here)

(SEAL)

Sworn to before me this
_____ day of _____ Year _____



Notary Public

Date incorporated _____

In what State _____

Capital paid in cash \$ _____

Names of Officers or Partners		% of stock owned
_____ (Title)	_____ (Name)	_____
_____ (Title)	_____ (Name)	_____
_____ (Title)	_____ (Name)	_____
_____ (Title)	_____ (Name)	_____
_____ (Title)	_____ (Name)	_____

Names of Directors:		% of stock owned
_____	_____	_____
_____	_____	_____

CITY OF BALTIMORE

Catherine E. Pugh, MAYOR



CONTRACTORS QUALIFICATION

**3RD PARTY PREPARED FINANCIAL STATEMENTS
MAY BE SUBMITTED IN LIEU OF THIS FORM**

**COMPILED FINANCIAL STATEMENT = MAXIMUM \$1.5 MILLION RATING
REVIEWED FINANCIAL STATEMENT = MAXIMUM \$8.0 MILLION RATING
AUDITED FINANCIAL STATEMENT = NO LIMIT TO RATING**

CONTRACTOR'S COMPILED FINANCIAL STATEMENT

Submitted by _____

Address _____

Telephone _____

Date _____

**CONTRACTORS QUALIFICATION
Office of Boards & Commissions
4 South Frederick Street, 4th Floor
Baltimore, Maryland 21202**

NAME OF FIRM _____

BALANCE SHEET AS OF _____ YEAR _____

ASSETS

CURRENT ASSETS

For City Use Only

A. Cash	_____	_____
B. Short-Term Securities	_____	_____
C. Notes Receivable (Due Within One Year):		
1. Affiliated Companies	_____	_____
2. Trade and Other	_____	_____
D. Accounts Receivable:		
1. Affiliated Companies	_____	_____
2. Trade and Other	_____	_____
E. Inventories	_____	_____
F. Costs and Estimated Earnings in Excess of Billings on Uncompleted Contracts	_____	_____
G. Prepaid Expenses	_____	_____
H. Other Short-Term Assets	_____	_____
(Attach Schedule)		

TOTAL CURRENT ASSETS

I. Investments:		
1. Stocks and Bonds of Affiliated Companies	_____	_____
2. Other Bonds and Stocks	_____	_____
3. Joint Ventures	_____	_____
4. Cash Surrender Value of Life Insurance	_____	_____
5. Other	_____	_____
J. Property Plant and Equipment (Less Accumulated Depreciation):		
1. Land	_____	_____
2. Building (Attach. Schedule of Current Year Depreciation Expense)	_____	_____
3. Machinery and Equipment (Attach. Schedule of Current Year Depreciation Expense)	_____	_____
K. Other Assets: (Attach. Schedule of Cost and Current Year Depreciation Expense if Applicable)	_____	_____

TOTAL ASSETS

CURRENT LIABILITIES

For City Use Only

L. Notes Payable (Due Within One Year):

- 1. Affiliated Companies
- 2. Trade and Other

M. Accounts Payable

- 1. Affiliated Companies
- 2. Trade and Other

N. Income Taxes Payable (Due Within One Year):

- 1. Current Income Tax Liability
- 2. Deferred Income Tax Liability

O. Other Taxes Payable Within One Year

P. Accrued Liabilities

Q. Billing in Excess of Cost and Estimated Earnings on Uncompleted Contracts

R. Portion of Long-Term Debt Payable After One Year (Mortgage, etc.)

TOTAL CURRENT LIABILITIES

LONG-TERM LIABILITIES

T. Investments:

- 1. Deferred Income Tax Liability

U. Portion of Long-Term Debt Payable After One Year (Mortgage, etc.)

V. Other Liability

V. Property Plant and Equipment (Less Accumulated Depreciation):

- 1. Land
- (Attach Note on Contingent Liabilities and Established Amount if Available)

TOTAL LIABILITIES

EQUITY

W. Capital Stocks

X. Partner's Capital

V. Owner Equity

V. Retained Earnings

TOTAL EQUITY

TOTAL LIABILITIES AND EQUITY

=====

=====

NAME OF FIRM _____

STATEMENT OF INCOME AND RETAINED EARNINGS FOR THE _____
ENDED _____ YEAR _____

CONTRACT INCOME \$ _____
OTHER INCOME \$ _____
TOTAL INCOME \$ _____

COSTS AND EXPENSES:

COST OF CONSTRUCTION _____
INDIRECT COSTS _____
ADMINISTRATIVE EXPENSE OPERATING EXPENSE
(Excluding Depreciation) _____
DEPRECIATION _____
INTEREST EXPENSE _____
OTHER (Attach Supporting Schedules) _____

TOTAL COSTS AND EXPENSES _____

INCOME (LOSS) BEFORE TAXES _____

PROVISION FOR INCOME TAXES _____

NET INCOME (LOSS) _____

RETAINED EARNINGS-BEGINNING OF PERIOD _____

RETAINED EARNINGS-END OF PERIOD \$ _____

-----DO NOT WRITE BELOW THIS LINE-----

TOTAL CURRENT ASSETS	_____
LESS TOTAL CURRENT LIABILITIES	_____
WORKING CAPITAL	_____
INCLUSIONS:	
.....	_____
ADJUSTED WORKING CAPITAL	_____ X9
BASE WORK CAPACITY RATING	=====

**DETAILS RELATIVE TO ASSETS
SCHEDULE A-CASH**

BALANCE SHEET ITEM REFERENCE	NAME OF DEPOSITORY & ACCOUNT NUMBER	ACCOUNT IN NAME OF & TYPE OF ACCOUNT AMOUNT	BALANCE SHEET AMOUNT

SCHEDULE B-SHORT TERM SECURITIES

BALANCE SHEET ITEM REFERENCE	DESCRIPTION	COST	MARKET VALUE	BALANCE SHEET AMOUNT

SCHEDULE C-NOTES RECEIVABLE (DUE WITHIN ONE YEAR)

BALANCE SHEET ITEM REFERENCE	DUE FROM (NAME AND ADDRESS)	FOR WHAT	DATE OF MATURITY	HOW SECURED	BALANCE SHEET AMOUNT

SCHEDULE D-ACCOUNTS RECEIVABLE USE ADDITIONAL SHEETS IF NECESSARY

BALANCE SHEET ITEM REFERENCE	DUE FROM (NAME AND ADDRESS)	FOR WHAT	WHEN DUE	BALANCE SHEET AMOUNT

(List separately each item amounting to 10% or more of the total and combine the remainder)

Applicant hereby applies to the City of Baltimore to perform the types of work checked below:

A. Paving

- A02210 Grading**
- A02601 Portland Cement Concrete**
- Paving02602 Bituminous Concrete Paving**

B. Utilities

- B02551 Water Mains**
- B02552 Sewer Construction**
- B02553 Duct Line Construction**
- B02554 Drainage Structures (Manholes, Inlets, Etc.)**

C. Highway Bridges and Highway Grade Separation Structures

- C02300 Pile Driving**
- C02934 Bulkheads and Jetties**
- C03300 Concrete Construction**
- C03420 Precast Concrete Construction**
- C05100 Structural Steel Erection**
- C09900 Bridge Painting**

D. Roadside Improvements

- D02240 Erosion Control**
- D02241 Gabion Construction**
- D02620 Curbs, Gutters, Sidewalks**
- D02710 Fencing and Guard Rail**
- D02800 Landscaping**

E. Building Construction (General)

- E13001 Three-Story and Under**
- E13002 Over Three Story**
- E13003 Water and/or Sewer Treatment Plants and Pumping Stations**
- E13004 Rehabilitation of Structures**
- E13005 Architectural Concrete Structures- Spec. In Museums, Libraries and Hist. Structure**
- E13006 Renovation of Historical Structures-Spec. In Museums, Libraries, Etc.**

F. Building Construction and Maintenance Specialties

- F02110 Building and Structure Demolition**
- F02120 Interior Demolition**
- F02200 Earthwork and Site Preparation**

- F03300 Concrete Construction**
- F04200 Masonry**
- F04500 Masonry Restoration, Cleaning, Repointing**
- F05120 Structural Steel, Ironwork**
- F06130 Heavy Timber Construction**
- F07100 Waterproofing**
- F07200 Insulation**
- F07500 Roofing - Industrial**
- F07501 Roofing - Residential**
- F08100 Doors and Frames**
- F08500 Windows**
- F08800 Glazing**
- F09100 Lath and Plaster**
- F09510 Ceiling**
- F09650 Flooring (Tile/Ceramic)**
- F09900 Painting**
- F15400 Plumbing**
- F15600 Mechanical (H.V.A.C)**
- F16000 Electrical**

G. Other Specialties

- G90001 Jacking, Tunneling, Boring**

- G90002 Incinerator Construction, Refractory Work, Etc.**
- G90003 Fire Protection Systems**
- G90004 Concrete Median Barriers**
- G90005 Audio and/or Video Systems**
- G90006 Scarifying, Planing, Recycling and Repairing Exist. Asphalt Pavements**
- G90007 Cleaning and Cement Mortar Lining of Water Mains**
- G90008 Electronic Protection Systems**
- G90009 Foundations, Underpinning, Drilled-In Caissons**
- G90010 Stream Restoration**
- G90011 Installation for Cable Communication Systems**
- G90012 Installation of Elevators**
- G90013 Dredging**
- G90014 Food Service Equipment and Machines**
- G90015 Casework and Cabinet Work**
- G90016 Railroad Track Construction**
- G90017 Brick Pavers, Architectural Paving**
- G90018 Gunite Construction**
- G90019 Drilling and Blasting**
- G90020 Water and Wastewater Scada and Pcs Systems Integrator**

- G90021 Erection of Steel Storage Tanks**
- G90022 Slurry Wall Construction**
- G90023 Erection of Miscellaneous Metals**
- G90024 Placing of Reinforcing Steel**
- G90025 Street Lighting and Power Lines**
- G90026 Highway and Bridge Deck Grooving and Saw Cutting**
- G90027 Highway Signing and Lighting**
- G90028 Sheet Metal Construction**
- G90029 All Types of Pavement Markings**
- G90030 Installation of Steel Roof Decks**
- G90031 Installation of Prefabricated Siding and Walls**
- G90032 Pipe and Structural Welding**
- G90033 Epoxy Patching and Injection**
- G90034 Pile Jacketing**
- G90035 Installation of Water Wells and Pumps**
- G90036 Soil Boring**
- G90037 Dam, Lock and Spillway Construction**
- G90038 Underwater Repairs To Structures**
- G90039 Concrete and Masonry Structural Repairs**
- G90040 Pressure Grouting**
- G90041 Installation of Playground Equipment**
- G90042 Installation of Valves Pressure Tappings and Line Stoppings**

- G90043 Carpet and Resilient Flooring**
- G90044 Shoring, Scaffolding and Decking**
- G90045 Clearing and Grubbing**
- G90046 Concrete and Brick Retaining Walls**
- G90047 Construction of Tennis Courts and Running Tracks**
- G90048 Installation of Metal Deck forms and Shear Studs for Bridges**
- G90049 Tunnels, Subway Construction**
- G90050 Ground Water Control (Dewatering)**
- G90051 Industrial Air-Coiled Heat Exchanger (Equipment)**
- G90052 Repair and Painting of Tanks**
- G90053 Subaqueous Pipelines, Outfalls, Cables, Etc.**
- G90054 Hauling**
- G90055 Coating and Lining Pipes, Tanks, Etc.**
- G90056 Sandblasting and Underwater Coating and Epoxy Resins**
- G90057 Submarine Cable Removal**
- G90058 Wastewater Collection System Maintenance(Cleaning, Lining and Minor Repairs)**
- G90059 Rigging Into Place, Setting Lining-Up and Leveling Heavy Mfg. Equipment**

- G90060 Bridge Crane Monorail & Hoist Installs, Conveyor Sys, Pneumatic Tube Sys.**
- G90061 Tree Removal and Pruning**
- G90062 Prefabricated and Modular Structures, Mobile offices**
- G90063 Installation of Grandstand, Bleachers, Band Platforms, Portable Stages, Etc.**
- G90064 Installation of Window Guards, Railings, Wire Partitions, Folding Gates.**
- G90065 Aluminum Siding and Awning**
- G90066 Office, Toilet, Demountable and Folding Partitions, Incl. Related Work Thereto.**
- G90067 Chalk Boards, Tack Boards**
- G90068 Lockers, Shelving**
- G90069 Water Meter Vault Adjustment and Cleaning**
- G90070 Composition Wood Flooring, Seamless Flooring**
- G90071 Sound Barriers (Fanwalls)**
- G90072 Automatic Temperature Control Systems**
- G90073 Swimming Pool Construction and Repair**
- G90074 Hardwood Flooring and Wood Floor Refinishing**
- G90075 Chemical Grouting, Compaction Grouting**
- G90076 Earth/Rock Anchors**

- G90077 Drywall**
- G90078 Process Instrumentation and Control Systems**
- G90079 Impact Attenuators**
- G90080 Petroleum Equipment Installation**
- G90081 Surfacing and Re-Surfacing of Tennis Courts, Playgrounds and Running Tracks**
- G90082 Lining and Sealcoating of Parking Lots**
- G90083 Sandblasting/waterblast/steam Clean**
- G90084 Parking Control Equipment**
- G90085 Cathodic Protection/Corrosion Control**
- G90086 Asbestos Removal/Encapsulation/Control**
- G90087 Installation of Gymnasium Equipment**
- G90088 Fabrication and Installation of Floating Dock Structures**
- G90089 Automatic Meter Reader (Amr) Manufacturer/Installer**
- G90090 Erection/Rehabilitation of Elevated Awwa Steel Water Storage Tanks**
- G90091 Installation and Maintenance of Telecommunication Systems**
- G90092 Hazardous Waste Excavation, Removal, and Containment**
- G90093 Electronic Traffic Control Systems**

- G90094 Installation of Automotive Lift and Lubrication Systems**
- G90095 Architectural Concrete**
- G90096 Hazardous Paint Removal**
- G90097 Hazardous Paint Removal On Elevated Structures**
- G90098 Installation and Maintenance of Bowling Lanes and Equipment**
- G90099 Lining Sewers and Drains Via Cured In-Place Pipe**
- G90100 Roller Compacted Concrete for Dam Construction**
- G90101 Post Tension Rock Anchors for Dam Construction**
- G90102 Micro Tunneling for Pipeline Installation**
- G90103 Carpentry**
- G90104 Lg. Reinforced Concrete Prestressed and C.I.P. Box Culverts, Diversion Structs. and Junc. Chambers**
- G90105 Synthetic Liner Installation, Subtitle D, for Landfill Construction**
- G90106 Digital Closed Circuit Television (CCTV) Inspection of Utility Pipes**
- G90107 Sanitary Sewer Bypass Pumping**
- G90108 Cleaning and Maintenance of Siphon Structures**

- G90109 Sewer System Root Control (Chemical)**
- G90110 Pipe Bursting for Sanitary Sewer Construction**
- G90111 Sewerage System Maintenance (Collection System, Pump Stations and Treatment Plants)**
- G90112 Specialized Door System Installation, I.E. Overhead, Revolving, Collapsible, Rolling Door, Etc.**
- G90113 Installation of Horizontal Underwater Post-Tensioned Anchor Bars for Dam Rehabilitation**
- G90114 Installation of Flood Warning Systems**
- G90115 Maxi-Horizontal Directional Drilling for Utilities Including Water, Sewer and Storm Water**
- G90116 Slip Lining of Sanitary Sewers Pipe**
- G90117 Signage and Graphics/Design, Fabrication and Installation**
- G90118 Tunnel Boring Machine (TBM) Excavation**
- G90119 Subsurface Environmental Remediation and/or Removal of Underground Storage Tank**
- G90120 Landfill Gas Extraction Systems Construction**
- G90121 Landfill Gas Well Driller**
- G90122 Installation of Inter-Active Fountains**
- G90123 Construction/Repair Cryogenic Air Separation Industrial Gas Equipment**

- G90124 Environmental Engineering Concrete Structures**
- G90125 Installation of Ice Rink Refrigeration System**
- G90126 Intelligent Transportation Systems - ITS**
- G90127 Dry Stone Masonry Construction**
- G90128 Urban Stream Restoration**
- G90129 Large Diameter Sewer Cleaning Contractors**
- G90130 Sewer House Connection Rehabilitation Contractors**
- G90131 Skatepark Construction**
- G90132 Park Rehabilitation**
- G90133 Carbon Fiber Reinforced Repair of Pipelines Greater Than 48Inch Diameter**
- G90134 Micro Tunneling of less Than 30-inch Inside Diameter Pipeline**
- G90135 Microm Tunneling of 30-inch and Larger Inside Diameter Pipeline**
- G90136 Pre-qualification Requirements of External Post Tensioning Repair of Prestressed Concrete Cylinder Pipe (PCCP) Contractors**
- G90137 Manufacturing and Installation Of Storm Water Inlet Opening Screens And Inserts**