

SCHOOL DISTRICT OF PHILADELPHIA
OFFICE OF CAPITAL PROGRAMS
PRIME CONTRACTOR PREQUALIFICATION APPLICATION

INSTRUCTIONS

The SDP requires firms that wish to be considered for contract work with the SDP MUST be pre-qualified with the SDP. All firms seeking pre-qualification must complete and submit the attached PRE-QUALIFICATION APPLICATION.

NOTE: IMPORTANT POLICY CHANGES

1. Continuous, Open Enrollment: The SDP has adopted an open enrollment policy. Firms may apply for Pre-qualification at any time. Pre-qualification of firms shall be valid for four years after the date stated in their Notice of Prequalification.

Firms that were previously notified by the SDP as pre-qualified may apply for additional trade classifications and/or for an increase in their Category 2 & 3 dollar ranges at any time, but they must submit an updated complete application.

Review of applications for Pre-qualification will be completed and the applicant notified in writing of the results within seven (7) days of receipt of the complete application. Appeals of the SDP's determination must be made in writing within seven (7) days of receipt of the notice in accordance with the section on Appeals below.

2. Certificate of No Change (Form 6) Required with Every Bid: A Certificate of No Change (Form 6) must be executed and included with each and every Bid Proposal submitted on or after April 1, 2016 to verify that there has been no adverse change to the bidder's financial capabilities, organization, prior experience, past performance, bonding capacity and safety record, since the approved application and questionnaire was submitted.

3. Separate Re-Qualification Forms and Procedures Eliminated: All Firms applying for Pre-qualification for the first time or applying for renewal of their Pre-qualification shall submit the same Pre-qualification Forms and Questionnaire. The separate Re-qualification forms and requirements have been eliminated.

4. Administrative Appeal Procedures and Requirements Added: A mandatory Administrative Appeal Procedure has been included in these procedures that must be followed before an appeal pursuant to Board Policy 621-Disqualification, Suspension or Debarment of Bidders can be initiated. Appeal procedures are discussed in more detail later on in these Instructions.

SCHOOL DISTRICT OF PHILADELPHIA
OFFICE OF CAPITAL PROGRAMS
PRIME CONTRACTOR PREQUALIFICATION APPLICATION

INSTRUCTIONS FOR FILING

1. The preparer of this application must be a principal of the firm.
2. The application will be evaluated by the SDP taking into consideration the following factors:
 - Completeness and accuracy of application
 - Integrity
 - Company profile
 - Experience and capabilities
 - Financial stability and viability as a going concern

3. A firm will be assigned a size classification rating based on the following formula:

THE SUM OF THE FOLLOWING RATINGS:

- (a) Project Experience**-the average of the three largest projects completed in the last five (5) years: 1-Over \$5,000,000; 2-\$500,000-\$5,000,000; 3-Under \$500,000
- (b) Bonding Capacity**-largest single project:
1-Over \$1,000,000; 2-\$1,000,000 to \$10,000,000; 3-Under \$1,000,000
- (c) Gross Receipts**-Current Assets to Current Liabilities must be 60% or more
1-Over \$5,000,000; 2-\$500,000-\$5,000,000; 3-Under \$500,000

OVERALL CLASS RATING

Class 1: Total of all three = 3-4;

Class 2: Total = 5-7;

Class 3: Total = 8-9

4. Your pre-qualification status will be valid for a period of four years from the date stated on your NOTICE OF PREQUALIFICATION.
5. Only those firms holding a valid classification issued by SDP shall be eligible to bid for work included in the Capital Improvement Programs. Said classification and rating must be valid on the bid due date for each project.
6. Non Pre-Qualified Contractors, at the sole discretion of the School District of Philadelphia, may be permitted to bid on Emergency Projects as may be required by the District.
7. All firms must submit a copy of their firm's Good Standing or Subsistence Certificate issued by the Pennsylvania Department of

SCHOOL DISTRICT OF PHILADELPHIA
OFFICE OF CAPITAL PROGRAMS
PRIME CONTRACTOR PREQUALIFICATION APPLICATION

State, Corporation Bureau. All items must be completed. If a particular question does not apply, the response must state "not applicable" or "N/A". If incomplete, the form may be returned for additional data prior to a detailed review, or may be rejected entirely at the discretion of SDP. The SDP may, at its sole discretion, begin processing upon receipt of the application. In the event that the missing information is not received by the SDP within 7 days after notice to the firm of any missing information, the application shall be rejected as incomplete. Any firm seeking pre-qualification must have at least one principal on its staff that has been engaged in active private practice for at least two years or has been a principal for a period of at least two years in another firm immediately preceding its request for pre-qualification.

IMPORTANT POLICY REQUIREMENTS

ANTI-DISCRIMINATION POLICY: It is the policy of the School District of Philadelphia (the "District") acting through and by the School Reform Commission (the "SRC") to ensure equal opportunity in all contracts let by the District (the "Contracts"). In light of this policy, the District has adopted this Anti-Discrimination Policy (the "Policy") which is applicable to all Contracts, including but not limited to, Contracts for the design, development, construction, operation and maintenance of school buildings and other buildings and structures owned, leased or used by the District or its contractors, assignees, lessees and licensees (the "Facilities"); Contracts for professional services and Contracts for the purchase of goods, services, supplies and equipment for the District and the Facilities. The objective of the Policy is the promotion of prime contract and subcontract opportunities for minority and woman-owned business enterprises ("M/WBE' s") that are approved by the District, Southeastern Pennsylvania Transportation Authority or any other certifying agency designated by the District in its discretion. The fundamental requirement of the Policy is that all contractors, vendors and consultants, who contract with the District (the "Contractors"), satisfy the District that they will: (i) not discriminate against any person in regard to race, color, religion, age, national origin, sex, ancestry, handicap or disability; and (ii) provide a full and fair opportunity for the participation of M/WBE's in Contracts. Contractors must demonstrate that the participation of M/WBE's is "meaningful and substantial" in all phases of a Contract under criteria adopted by the District. "Meaningful and substantial" shall be interpreted by the District as meaning the range of participation that reflects the availability of bona fide M/WBE's in the Philadelphia Metropolitan Statistical Area. Participation shall be measured in terms of the actual dollars received by M/WBE's. "Minority" as used in this Policy, means Black American (all persons having origins in any of the Black African racial groups); Hispanic/Latino American (all persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin); Asian Pacific Island American (all persons having origin in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands); and Native American (all persons having origins in any of the original peoples of North America and maintaining identifiable tribal affiliations through membership and participation or community identification).

SCHOOL DISTRICT OF PHILADELPHIA
OFFICE OF CAPITAL PROGRAMS
PRIME CONTRACTOR PREQUALIFICATION APPLICATION

Specific requirements to implement this policy are included in all bidding and contract documents issued for public bid by the School District. The applicant for pre-qualification agrees to abide by those requirements; otherwise the applicant's bid may be rejected, or its contract terminated or the applicant disqualified, debarred or suspended as provided in the contract documents

NON-DISCRIMINATION IN CONTRACTING: It is the policy of the School District that business concerns owned and controlled by minority group members and women shall have full and fair opportunity to participate in performance of contracts let by the School District. Participation of minority-owned and women-owned business enterprises must be meaningful and substantial in all phases of this Contract. The Contractor shall ensure that minority-owned business enterprises ("MBEs") and women-owned business enterprises ("WBEs") have the maximum opportunity to participate in the performance of this engagement, and shall make a good-faith effort to achieve the goals. MBEs and WBEs are minority-owned business enterprises and women-owned business enterprises that have been certified or qualified by the School District Office of Small Business Development. Specific requirements to implement this policy are included in all bidding and contract documents issued for public bid by the School District. The applicant for pre-qualification agrees to abide by those requirements; otherwise the applicant's bid may be rejected, or its contract terminated or the applicant disqualified, debarred or suspended as provided in the contract documents.

SCHOOL DISTRICT OF PHILADELPHIA
OFFICE OF CAPITAL PROGRAMS
PRIME CONTRACTOR PREQUALIFICATION APPLICATION

SCHOOL DISTRICT PARTNERSHIP AGREEMENT

Pursuant to SRC Resolution No. SRC-3 dated May 24, 2006, the School District's School Reform Commission ("SRC") has entered into a Partnership Agreement with the Philadelphia Building and Construction Trades Council ("Philadelphia Building Trades Council"), dated June 7, 2006, which will, among other things:

- (1) cover all its construction, reconstruction, alteration and maintenance projects included in its approved Capital Improvement Program; and
- (2) include a goal that Local residents as defined in the Partnership Agreement will perform twenty-five percent (25%) of all hours worked, on a craft-by-craft basis, on such School District projects; and
- (3) include a goal that apprentices who are Local residents will perform twenty percent (20%) of all apprentice's hours worked, on a craft-by-craft basis, on such School District projects; and
- (4) permit minority-owned and women-owned Contractors who have not previously been signatory to collective bargaining agreements with unions participating in the Partnership Agreement, if awarded a contract within the scope of the Partnership Agreement, to utilize all of their employees on a covered project; and provide for referral of such employees for admission to the appropriate craft union for journeyman assignment or apprentice recruitment; and
- (5) prohibit strikes, sympathy strikes, picketing, work stoppages, slowdowns, sickouts, handbilling, lockouts, or other disruptive activity on School District property, except with regard to the non-payment of fringe benefit payments or wages or the remission of monies withheld from such wages.

The Contractor agrees to become a signatory to the School District's Partnership Agreement with the Philadelphia Building Trades Council at the time of contract award, and to accept and to be bound by all the goals, terms and conditions contained in this Partnership Agreement, which goals in this Partnership Agreement do not override other commitments contained in the Contracts as awarded. The Contractor shall require each Subcontractor, to the extent of the work to be performed by the Subcontractor, to accept and to be bound by all the goals, terms and conditions contained in this Partnership Agreement, which goals in this Partnership Agreement do not override other commitments contained in the Contracts as awarded, and to evidence its acceptance by the execution of a written Agreement or a Letter of Assent prior to the commencement of work.

The Partnership Agreement is included in the bidding and contract documents of every construction contract to which it is applicable. It is also incorporated into this application by reference only; but an applicant for pre-qualification may request a copy for review from the Contracts Manager at the address included elsewhere in these Instructions.

SCHOOL DISTRICT OF PHILADELPHIA
OFFICE OF CAPITAL PROGRAMS
PRIME CONTRACTOR PREQUALIFICATION APPLICATION

All firms must submit a copy of their firm's (1) Good Standing or Subsistence Certificate issued by the Pennsylvania Department of State, Corporation Bureau, (2) Federal Tax ID Number, and (3) their Philadelphia Business Privilege License Number. Failure to do so may result in the application being returned for additional data prior to a detailed review; or the application may be rejected entirely at the discretion of SDP.

Answer all the questions. If any require an explanation, do so as an attachment marking each page with the firm's name and Federal Tax ID number. In the event of change of ownership, circumstances, conditions or status of the firm or its principals or key personnel that would require amending the answers to Questions (c), (d) or (f) of this application, the applicant must notify the SDP in writing of such changes within thirty (30) calendar days after the change has occurred. Failure to do so shall result in the applicant, Contractor or Bidder being deemed a "non-responsible bidder" and being barred from contracting or subcontracting with SDP under the Pennsylvania Public School Code, 24 P.S. .5-51O, V-751, and §8-807.1 and Pennsylvania law. Failure to do so is also a cause for disqualification, suspension or debarment under the School District of Philadelphia — Board of Education — Board Policy 621 referred to as Disqualification, Suspension or Debarment of Bidders, dated June 16, 1986 and revised on June 26, 1989 and April 25, 1994.

Person preparing the Application, who must be a principal of the firm with authority to bind the firm, must acknowledge that he or she has read the Important Policy Requirements set forth above in these Instructions and commits the firm to abide by those requirements as they are set forth in the bidding and contract documents of any contract for which they may submit a bid and be awarded a contract. Person preparing the Application, must also certify that any information or documents submitted as part of the Application are valid, accurate, true and compete to the best of his or her knowledge.

TRADES REQUESTED The firm shall indicate each trade classification for which they intend to submit a bid for related construction projects as Prime Contractors. The firm shall carefully read each classification and trades as it relates to other trades and classification. It shall be incumbent upon the firm to provide all trade classification checked on said form. If it is found that the firm cannot provide the trades as noted, the firm may be subject to disqualification, debarment, suspension or termination from current and future work with the School District of Philadelphia (SDP). Firms previously pre-qualified may apply for additional trade classification(s).

SCHOOL DISTRICT OF PHILADELPHIA
OFFICE OF CAPITAL PROGRAMS
PRIME CONTRACTOR PREQUALIFICATION APPLICATION

PROJECT EXPERIENCE

In order to achieve a pre-qualification rating and trade classification, the firm shall provide a minimum of three (3) completed projects for each trade classification requested. List only those projects completed within the last five (5) years which are the most relevant or analogous in scope or complexity to schools or educational facilities. It is advantageous to represent the largest projects for each trade classification request.

BONDING CAPACITY

A firm proposing to submit bids, in excess of \$5,000, on an educational facility project which requires a performance bond and or a payment bond, or both, shall submit as part of the application a certified statement of the firm's bonding capacity and a Surety Affidavit executed by its surety company. The firm shall state whether a bond has been "called" or terminated with cause or a claim has been made or filed against the bond. In addition, the firm shall indicate the number of bonds currently "open" and the number of bonds currently requested or anticipated over the next three (3) months. *No firm shall be able to submit bids in excess of their bonding capacity.*

SURETY AFFIDAVIT

The firm requesting classification and prequalification shall forward this form to its Surety Company. The Surety Company completing this form must currently be legally authorized to do business as a surety in the Commonwealth of Pennsylvania. If the Surety Affidavit is signed by an individual other than the Authorized Officer, the firm shall provide a properly executed power of attorney, authorizing said individual to have signatory capacity. This affidavit must be witnessed by a Notary Public.

FINANCIAL STATEMENTS

The firm must submit its most recent financial statement, which shall not be more than 12 months old. The financial statement shall include, at a minimum, a balance sheet, related statements of income and retained earnings and cash flows and notes to financial statements in complete detail and shall comprise at least a six-month accounting cycle.

AUDITED OR REVIEWED STATEMENTS ARE STRONGLY PREFERRED.

The financial statement shall include a cover letter signed by the public accountant or CPA who prepared the document and audited financial statements shall have an unqualified opinion.

SCHOOL DISTRICT OF PHILADELPHIA
OFFICE OF CAPITAL PROGRAMS
PRIME CONTRACTOR PREQUALIFICATION APPLICATION

CERTIFICATE OF NO CHANGE

An executed Certificate of No Change is required for every bid proposal after the effective date of pre-qualification, or applications for additional trade classifications by previously pre-qualified firms. NOT REQUIRED FOR APPLICATIONS FOR NEW OR RENEWAL PRE-QUALIFICATIONS.

PROCESSING

The SDP will notify the applicant within seven (7) calendar days after receipt of its approval, or any missing or incomplete required documents, signatures or certifications. The applicant shall submit such missing information or documents as soon as possible, but in any case within seven (7) calendar days of the notice. The SDP may begin processing upon receipt of the application at its sole discretion. In the event that the missing information is not received by the SDP within seven (7) calendar days after notice, the application may be rejected as incomplete.

APPEALS

Administrative Appeal

If a firm does not agree with its classification and/or pre-qualification status as assigned by the SDP, or the denial of a pre-qualification classification, it may appeal in writing to the SDP for reconsideration within seven (7) days of being notified of the SDP determination. This appeal shall be submitted to the Operations Manager, Office of Capital Programs at the address listed elsewhere in these Instructions. The reasons for the appeal must be detailed and specific facts to be reconsidered must be included in the appeal along with supporting documentation. Results of this review will be made known to the firm in writing within seven (7) calendar days after receipt of an appeal. This administrative appeal is a condition precedent to submission of a final appeal.

Final Appeal

If a firm does not agree with a pre-qualification appeal decision of the Operations Manager that involves the denial of eligibility to bid for work on an educational facility project, the firm shall notify the SDP in writing within seven (7) calendar days of being notified of the pre-qualification appeal decision. This appeal shall be submitted to the Director, Capital Programs at the address listed elsewhere in these Instructions. The Director, Capital Programs shall refer the pre-qualification appeal decision and the firm's response to the Superintendent and the Office of General Counsel, requesting the appointment of Hearing Officer for a hearing and issuance of a written decision for consideration in accordance with the rules, regulations and procedures set forth in the School District of Philadelphia — Board of Education — Board Policy 621 referred to as Disqualification, Suspension or Debarment of Bidders, dated June 16, 1986 and revised on June 26, 1989 and April 25, 1994. The Hearing Officer's decision shall be final with regard to pre-qualification of a firm.

SCHOOL DISTRICT OF PHILADELPHIA
OFFICE OF CAPITAL PROGRAMS
PRIME CONTRACTOR PREQUALIFICATION APPLICATION

YOUR QUALIFICATION

In the event of changes in ownership, address, circumstances, conditions or status of the firm that would require amending the answers to this application, or would reduce or change your pre-qualification rating or specialty/discipline, the applicant must notify the SDP in writing of such changes within 30 calendar days after the change has occurred. Failure to do so may result in the suspension of the firm's pre-qualification to submit proposals on SDP general contracting services contracts or to serve as Subcontractors on such contracts until the application is amended to reflect the current status and reviewed by the SDP.

The SDP reserves the right to review your application at any time to verify the information provided or request additional information. The applicant may amend their application anytime if conditions or status of the firm changes that may upgrade the firm's classification or rating. A letter of explanation, along with the appropriate supporting documentation, will be required in order to properly evaluate your request.

Firms that were previously notified by the SDP as pre-qualified may apply for additional trade classifications and/or for an increase in their Category 2 & 3 dollar ranges at any time; but they need to resubmit a complete package of prequalification forms. Firms previously notified as not prequalified may reapply by submitting a complete package at any time.

HOW AND WHERE TO FILE

1. **All firms seeking pre-Qualification must complete and submit the Prime Contractor's Pre-Qualification Application to the Office of Capital Programs at the address listed below.** The applicant shall submit one (1) original application with ALL requested information; one (1) copy of the original with ALL requested information. **Faxes will not be accepted for submission of application.**
2. In the event that an individual does not have access to the "Web", application packages will be made available for pickup at the below referenced address on request to Jesse Jones, Contracts Manager at the address listed below.
3. If you have questions about the information required on this application, please direct inquiries to:
jejones@philasd.org

The School District of Philadelphia
Office of Capital Programs
440 North Broad Street, 3rd Floor
Philadelphia, PA 19130
Attn: Jesse Jones, Contracts Manager

**THE SCHOOL DISTRICT OF PHILADELPHIA
OFFICE OF CAPITAL PROGRAMS
PRIME CONTRACTOR PREQUALIFICATION APPLICATION**

Date Submitted:

Contractor's Name:

Contact Person:

Title:

Address:

Phone:

Fax:

Email:

Please check if your firm a certified Minority Business Enterprise, Women Businesses Enterprise, Minority-Women Business Enterprise
If you checked any of the above, please provide a copy of certification.

LICENSE INFORMATION (Photocopy of License and Business Permit where applicable must be attached)

TYPE OF LICENSE	LICENSE NUMBER	LICENSEE NAME	EFFECTIVEDATE	EXPIRATION
CONTRACTOR	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
ELECTRICAL	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
PLUMBING	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
HVAC	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
TELECOMMUNICATIONS	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
ASBESTOS REMOVAL	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
WELL DRILLING	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
UST CLOSURE & INSTALLATION	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**THE SCHOOL DISTRICT OF PHILADELPHIA
OFFICE OF CAPITAL PROGRAMS
PRIME CONTRACTOR PREQUALIFICATION APPLICATION**

FIRM's EIN#

STOCKHOLDER/COMMON DISCLOSURE

List below the names, home addresses, dates of birth, offices held and ownership interest all individuals, partnerships, corporations or any other owner with 10% or more interest in the firm. If additional space is necessary, provide additional sheet(s).

Name	Birth Date	Office Held	Shares OR % Owned	Signature
<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>
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Gross Fees from Contracts Entered into in the Past 5 Years:

	From All Entities	From State Govt.	From Local Govt.	From Federal Govt.	Private Sector
YEAR	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>
YEAR	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>
YEAR	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>
YEAR	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>
YEAR	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>

**THE SCHOOL DISTRICT OF PHILADELPHIA
OFFICE OF CAPITAL PROGRAMS
PRIME CONTRACTOR PREQUALIFICATION APPLICATION**

STOCKHOLDER/COMMON DISCLOSURE

Please check appropriate response.

- (a) Is the applicant firm, identified in this application, owned by any other company and/or corporation? No Yes
- (b) Within the past 5 years, has the applicant firm been owned by another company or firm? No Yes
- (c) Have any principals listed in this application ever been arrested, charged, indicted or convicted of a crime? No Yes
- (d) Has the person or entity listed in this application ever been suspended, debarred or otherwise declared ineligible, by any agency of government, from contracting to provide services, labor, material or supplies? No Yes
- (e) Has any federal, state or local government license, permit or other similar authorization necessary to perform the work applied for herein, and held or applied for by any person or entity listed in this form been suspended or revoked, or is the subject of any pending proceedings specifically seeking or litigating the issue of suspension or revocation? No Yes
- (f) Are there currently any administrative, civil or criminal actions, proceedings or hearings pending in any federal, state or local government jurisdiction in which the firm or its principals or key personnel are involved? No Yes
- (g) Has the applicant firm been denied pre-qualification in the past five years under this name or another? No Yes
- (h) At present or during the past five years, have any of the principals or key personnel of the applicant firm served as a principal or key personnel or owned 5% or more of any other firm (including those firms that are inactive or dissolved)? (If yes, give name, name of firm, position held, % owned, remainder owned by, and dates owned.) No Yes
- (i) Has the applicant firm, its affiliate or any of the principals or key personnel been a party to a bankruptcy or re-organization proceeding? (If yes, provide caption, date docket number court and county.) No Yes
- (j) In the past 5 years has the applicant firm or any of its affiliate firms:
- (i) Had a contract terminated for cause? No Yes
- (ii) Been given a final unsatisfactory performance rating on a specific project? No Yes
- (iii) Had liquidated damages assessed against it in connection with a contract? No Yes
- (iv) Engaged in any litigation with regard to any contract? No Yes

**THE SCHOOL DISTRICT OF PHILADELPHIA
OFFICE OF CAPITAL PROGRAMS
PRIME CONTRACTOR PREQUALIFICATION APPLICATION**

(k) Do any of the principals of the applicant firm have an ownership interest in any other entity, which is in the same line of business for which the firm is now seeking pre-qualification? (If yes, identify the name, address and federal tax ID number for such entity and the nature of the ownership interest.) No Yes

(l) Is your firm or any of its principals affiliated with a manufacturer or material supplier of construction materials or equipment, financially or otherwise? (If yes, attach an explanation of each instance.) No Yes

If any of the STOCKHOLDER/Common Disclosure questions require additional explanation please provide below. Please list which question(s) the explanation(s) are in reference to. Provide additional pages if necessary.

**THE SCHOOL DISTRICT OF PHILADELPHIA
OFFICE OF CAPITAL PROGRAMS
PRIME CONTRACTOR PREQUALIFICATION APPLICATION**

TRADE CLASSIFICATION

INSTRUCTIONS: Check each trade classification for which your company intends to submit a bid. You must provide at least (3) relevantly completed projects to be approved for a classification.

Code Classification (Includes the following trade classifications 02 thru 39)

- 01 **General Construction**
- 02 - Demolition
- 03 - Site Work
- 04 - Road Construction/Paving
- 05 - Landscaping
- 06 - Fencing
- 07 - Concrete Footings/Foundations
- 08 - Precast Concrete
- 09 - Masonry Work
- 10 - Structural Steel
- 11 - Welding
- 12 - Ornamental Iron Work
- 13 - Architectural Cast Iron
- 14 - Carpentry
- 15 - Millwork
- 16 - Insulation
- 17 - Caulking & Waterproofing
- 18 - Siding & Gutters
- 19 - Roofing-Membrane-EPDM/PVC/CPE/CSPE*
- 20 - Roofing-Modified Bitumen /Built-Up/Urethane*
- 21 - Roofing-Metal/Tile/Slate/Shingle
- 22 - Doors/Hardware
- 23 - Windows
- 24 - Partitions/Ceilings
- 25 - Flooring/Tile
- 26 - Carpeting
- 27 - Acoustical
- 28 - Painting
- 29 - Visual Display Boards
- 30 - School Furnishings

**THE SCHOOL DISTRICT OF PHILADELPHIA
OFFICE OF CAPITAL PROGRAMS
PRIME CONTRACTOR PREQUALIFICATION APPLICATION**

- 31 - Prefab Music/Sound/Clean Rooms
- 32 - Lab furniture/Equipment
- 33 -Seating/Bleachers
- 34 - Food Service Equipment
- 35 - Relocatable Buildings
- 36 - Prefabricated Buildings
- 37 - Swimming Pools*
- 38 - Storage Tanks*
- 39 - Hazardous Material Remediation*

Conveying

- 40 - Elevators
- 41 - Escalators and Moving Walks
- 42 - Lifts

Plumbing

- 43 - Insulation- Plumbing
- 44 - Underground Water and Utilities
- 45 - Sewer Piping and Storm Drains
- 46 - Plumbing Fixtures and Equipment
- 47 - Food Service Equipment*
- 48 - Fire Protection (sprinklers)*

HVAC- Mechanical

- 49 - Insulation-Mechanical
- 50 - Oil and Burners
- 51 - Boilers-New/Repairs
- 52 - Incinerators
- 53 - Control Systems*
- 54 - Refrigeration
- 55 - Dust Collectors

**THE SCHOOL DISTRICT OF PHILADELPHIA
OFFICE OF CAPITAL PROGRAMS
PRIME CONTRACTOR PREQUALIFICATION APPLICATION**

Electrical

- 56 - Electrical Power
- 57 - Transmission and Distribution
- 58 - Low-Voltage Distribution
- 59 - Lighting
- 60 - Communications
- 61 - Sound and Video
- 62 - Security/Intrusion Alarms
- 63 - Fire Alarm / Systems
- 64 - Energy Management Systems*

Environmental

- 65 - Asbestos Removal-Treatment*
- 66 - Radon Mitigation*
- 67 - Hazardous/Contaminated Soil Remediation*
- 68 - Lead Paint Abatement*
- 69 - Waste Removal-Toxic/Hazardous*
- 70 - Microbial Remediation*

Underground Storage Tanks

- 71 - UST Tank Testing*
- 72 - UST New Installation*
- 73 - UST Closing/Removal*
- 74 - Regulated Storage Tanks –Gas/Diesel*
- 75 - UST Corrosion Protection Systems*
- 76 - Above Ground Storage Tanks*

*** Pre-qualified Prime Contractors may bid on projects involving specialized trades, noted with an asterisk (*), but must engage a subcontractor qualified in that trade and specially licensed where required.**

**THE SCHOOL DISTRICT OF PHILADELPHIA
OFFICE OF CAPITAL PROGRAMS
PRIME CONTRACTOR PREQUALIFICATION APPLICATION**

RELEVANT PROJECT EXPERIENCE

INSTRUCTIONS: List at least three (3) completed relevant projects for each trade classification requested. List the largest projects. List only those projects completed within the last five (5) years and those projects that are the most relevant in scope and complexity to schools or educational facilities. Give details. Attach additional sheets if necessary.

Relevant Classification Code(s):	<input type="text"/>
Name of Owner:	<input type="text"/>
Address:	<input type="text"/>
Telephone No:	<input type="text"/>
Project Name and Location:	<input type="text"/>
Owner Contact (Name & Phone):	<input type="text"/>
Description of work performed:	<input type="text"/>
Prime or Sub-contractor:	<input type="text"/>
Architect/Engineer:	<input type="text"/>
Person in Charge:	<input type="text"/>
Original Contract Amount (Your portion of the Contract):	<input type="text"/>
Change Orders:	<input type="text"/>
Approximate Date Commenced Approximate:	<input type="text"/>
Date Completed:	<input type="text"/>
Was Time Extension Necessary?	<input type="text"/>
Were Any Penalties Imposed?	<input type="text"/>
Were Liens, Claims or Stop Notices Filed?	<input type="text"/>
Reference:	<input type="text"/>
Contact Name:	<input type="text"/>
Phone Number :	<input type="text"/>

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**THE SCHOOL DISTRICT OF PHILADELPHIA
OFFICE OF CAPITAL PROGRAMS
PRIME CONTRACTOR PREQUALIFICATION APPLICATION**

BONDING CAPACITY

Bonding Company Name:

Bonding Companies Best Rating:

Bonding Agent:

Agent Contact:

Address:

Telephone:

Fax:

E-mail:

Total (Aggregate) Bonding Capacity:

Single Project Bond Limit:

Work Currently Bonded:

1. Has any commercial surety ever refused to furnish a performance or payment bond for your firm? If yes, please explain.

2. Has a client, owner or agent to the owner ever been required to "call" a bond or has had need to terminate a bond or has made or filed a claim against a bond? — If yes, please explain.

To be signed by Bonding Company

(Signature)

(Title)

(Print Name)

(Date)

Sworn before me this day of , in the year

(Signature)

State of

Notary Public Registration No.

Affix Stamp Here

**THE SCHOOL DISTRICT OF PHILADELPHIA
OFFICE OF CAPITAL PROGRAMS
PRIME CONTRACTOR PREQUALIFICATION APPLICATION**

SCHOOL DISTRICT OF PHILADELPHIA PARTNERSHIP AGREEMENT WITH PHILADELPHIA BUILDING TRADES

(CONTRACTOR) hereby acknowledges and agrees, that as a condition of Prequalification as a PRIME CONSTRUCTION CONTRACTOR, that it will become a signatory to the Partnership Agreement between the School District of Philadelphia (“School District”) and the Philadelphia Building and Construction Trades Council (“Philadelphia Building Trades Council”) and that it will accept and be bound by and comply with all the goals, terms and conditions contained in the Partnership Agreement between the School District and the Philadelphia Building Trades Council and any amendments hereto.

The applicant and signee agrees to be bound by and comply with the local collective bargaining agreements of the crafts utilized by signee in the performance of its contracted work with the School District of Philadelphia.

It is expressly understood and agreed that any Prequalified Prime Construction Contractor who does not agree to become a signatory to the School District’s Partnership Agreement with the Philadelphia Building Trades Council will not be awarded a School District capital construction contract, and, at the sole discretion of the School District, may be disqualified from submitting a Bid Proposal for a School District capital construction contract.

(Signature)

(Print Name)

(Date)

Sworn before me this day of , in the year

(Signature)

State of

Notary Public Registration No.

Affix Stamp Here

**THE SCHOOL DISTRICT OF PHILADELPHIA
OFFICE OF CAPITAL PROGRAMS
PRIME CONTRACTOR PREQUALIFICATION APPLICATION**

FINANCIAL STATEMENTS

Please include your firm's most current financial statement, preferably prepared by CPA.

Did you attach your Firm's Financial Statement s? Check the following box

No Yes

CERTIFICATION

I ,
(Title) of
(Contractor)

being duly sworn, depose and state on behalf of the above named Contractor that the provided within this Prime Contractor Prequalification application is true and correct and understand a materially false statement willfully or fraudulently made in connection with this certification, and/or the failure to conduct appropriate due diligence in verifying the information that is the subject matter of this certification, may result in rendering this entity non-responsible for the purpose of contract award; and a materially false statement willfully or fraudulently made in connection with this certification may subject the person making the false statement to the penalties prescribed by law.

(Signature)
 (Print Name)
 (Date)

Sworn before me this day of , in the year

(Signature)

Notary Public Registration No.

Affix Stamp Here

State of