

## INSTRUCTIONS FOR COMPLETING PRE-QUALIFICATION STATEMENT

- Item 1*      *Select only those projects that you wish to pre-qualify.*
- Item 2*      *Enter full company name.*
- Item 2a*     *Check the appropriate box.*
- Item 2b*     *Insert the company Federal ID No.*
- Item 3*      *Enter company main office address, phone & fax no.*
- Item 4*      *Enter date when business was first established.*
- Item 5*      *Enter date of incorporation and State.*
- Item 6*      *Enter number of years that this corporate entity has been engaged in contracting.  
Provide applicable lists for either a or b.*
- Item 7*      *Enter brief description of type of work performed.*
- Item 7a*     *Enter years of experience.*
- Item 8*      *Attach schedule of uncompleted work.*
- Item 9*      *Attach schedule of completed work for prior 5 years.*
- Item 10a*    *Check the appropriate box. If any are Yes, attach documentation.*
- Item 10b*    *Check the appropriate box in 1, 2 & 3. If any are Yes, attach documentation.*
- Item 11*     *Attach list as indicated.*
- Item 12a*    *Attach list of major suppliers & sub-contractors utilized in the past 5 years.*
- Item 12b*    *Attach list of major suppliers & sub-contractors who have brought suit or filed liens  
against the company in the past five years.*
- Item 13*     *Provide all required information for bank, bonding company and bonding agent.*
- Item 14*     *Attach list of the Company's major equipment.*
- Item 15*     *Attach list of 3 professional references as indicated.*
- Item 16*     *Attach list of all parties involved in legal action with the company in the past 5 years.*
- Item 17*     *Attach list of government entities to be utilized as a company reference.*
- Item 18*     *Attach letter from the bonding company indicating bonding capacity.*

### **STATEMENT OF TRUTH FORM and RELEASE FORM:**

*Applicant is to fill out and sign the Statement of Truth Form and Release Form.*

### **FORM A:**

*Applicant is to fill out a minimum of five (5) Form A's.*

**The company applying for pre-qualification is to fill out page one only. Page 2 is to be filled out by the firm or client that you are requesting to recommend your company for pre-qualification.**

**Both pages must be forwarded to entities that will recommend and subsequently fill out page 2 of the Form and return both pages to the Manchester Boston Regional Airport, 1 Airport Road, Suite-300, Manchester, NH 03103. Fax is acceptable but must be followed with signed originals.**

**PRE-QUALIFICATION STATEMENT**

**FOR**

**PROJECTS FOR THE YEAR 2023**

**AT**

**MANCHESTER BOSTON REGIONAL AIRPORT**

**CONFIDENTIAL**

***This statement must be completed, notarized, submitted and received at the Airport Administration Office not later than three weeks prior to the bid opening date of any given project that the contractor plans on bidding.*** Contractors may submit one pre-qualification application for multiple projects.

All questions must be answered, and the data given must be clear and comprehensive. This statement must be notarized. Where necessary, questions shall be answered on separate attached sheets. The applicant may submit any additional information he/she desires.

1. Project(s) for which the applicant requests pre-qualification: (Check Boxes)

<u>PROJECT</u>	<u>Pre-Qualification Statement Submittal Date</u>
<input type="checkbox"/> <i>FY 2023 Parking Garage Repairs / Maintenance</i>	<i>March 1, 2023</i>
<input type="checkbox"/> <i>Airport Terminal HVAC Equipment Replacements</i>	<i>March 1, 2023</i>
<input type="checkbox"/> <i>Terminal Roofing Replacement</i>	<i>March 1, 2023</i>
<input type="checkbox"/> <i>Miscellaneous Building Improvements</i>	<i>March 1, 2023</i>

2. Full Name of Company:

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- a. Company is:           Corporation     
                                  Partnership     
                                  Individual

b. Federal ID No. (Employer's Identification No.):

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3. Permanent main office address:

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Address	City	State	Zip
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Phone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

4. Date Established: \_\_\_\_\_

5. If a corporation, when and where incorporated?

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6. How many years has this organization been engaged in the contracting business under the present firm or trade name?

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a. If a corporation: Attach list of names and phone numbers of the principal officers.

b. If a partnership: Attach list type of partnership (general, limited, association, etc.) and names and phone numbers of all partners.

7. Describe the general character of the work performed by the applicant.

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a. How many years of experience, in work similar to the identified projects, has the applicant had?

(1) As a General Contractor: \_\_\_\_\_

(2) As a Sub-Contractor: \_\_\_\_\_

8. List the construction projects the organization has under contract on the date of this application. Attach a schedule showing: gross contract amount; actual or anticipated start and completion dates; percent complete; percent sublet; name and address of client; name and phone number of person supervising for the client.
9. List the construction projects the organization has completed in the last five (5) years. Attach a schedule showing: gross contract amount; actual start and completion dates; percent sublet; name and address of client; name and phone number of person supervising for the client.
10. a. Of the projects listed in # 8 above, did the applicant's organization, its partners or officers not complete a project by the original contract date?  
Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, attach a list of the project(s) with explanation (s).
- b. Of the projects listed in # 8 above.
- (1) Did the applicant's organization, its partners', or officers' delay the work by more than 14 days?  
Yes \_\_\_\_\_ No \_\_\_\_\_
- (2) Did the applicant's organization, its partners', or officers' cease work?  
Yes \_\_\_\_\_ No \_\_\_\_\_
- (3) Did the applicant's organization, its partners', or officers' leave the job site during the construction?  
Yes \_\_\_\_\_ No \_\_\_\_\_

**If yes to any of the above, attach list of project(s) with explanation(s).**

11. List backgrounds and experience of the principal members of the applicant's organization, including the officers and the individuals who will be the field superintendent(s) on the proposed work at the Manchester-Boston Regional Airport. Attach a schedule showing: individuals name; present position; years of construction experience; magnitude and type of work; in what capacity; previous airport work.
12. a. List major material suppliers and/or sub-contractors with whom the organization has done business in the past five (5) years. Attach a schedule showing: name; complete address; phone number; contact person for each.
- b. List each material supplier and/or sub-contractor of the applicant who has given notice of lien, filed a mechanics lien, or brought suit for payment on any contract in the last five (5) years. Attach schedule showing: name; complete address; phone no.; contact person; explanation and resolution for each.

13. Provide name, complete address, phone no., and contact person for each of the following:
- a. Bank \_\_\_\_\_
  - b. Bonding Company \* \_\_\_\_\_
  - c. Bonding Agent \_\_\_\_\_

\* Bonding Co. must be registered and licensed to do business in the State of New Hampshire.

14. List the major equipment available for the proposed project(s). Attach a schedule showing: quantity; description including size of capacity; condition; age; cost; depreciation; book value.
15. Provide names, complete addresses, and phone numbers for three (3) owners, engineers, or architects, not employed by the applicant, involved in current contracts or contracts completed in the last five (5) years, who can attest to the character, integrity, reputation, judgment, experience, and efficiency of the applicant.
16. Provide names, complete addresses, and phone numbers of all adverse parties in any suit involving the applicant in the last five (5) years.
17. Provide names, complete addresses, and phone numbers for all government entities who have determined the applicant qualified for the type of work requested herein and all who have not determined the applicant qualified, in the last five (5) years.
18. Submit letter from the applicant's bonding company stating the maximum bonding limit available to the applicant. Performance and payment bonds in the amount of 100 percent of the bid price will be required on contracts awarded by the Airport.

**STATEMENT OF TRUTH FORM**

I, \_\_\_\_\_ swear that all the statements herein contained, including the declaration of ownership or organization, and the record of experience have been examined by me, and to the best of my knowledge and belief, are true and correct.

I hereby authorize the Airport Director, his designees, or their agents to make such investigation, inquiry, checks and tests as they, in their sole discretion, deem necessary to attempt to ascertain my qualifications. I hereby waive any and all claims, release and agree to hold harmless any person who provides to the Director or his designees information or opinions held in good faith.

Signed:

\_\_\_\_\_

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

SUBSCRIBED AND SWORN TO BEFORE ME, THIS

Day of \_\_\_\_\_ 20 \_\_\_\_\_.

Notary-Public or Justice of the Peace

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

NOTE: Contractor must complete the Release Form and five (5) copies of side one of the attached Pre-Qualification Form A which must then be sent to 5 references of your choice.

### RELEASE FORM

As a prequalified contractor for Manchester-Boston Regional Airport, I agree to allow the following contact information of our firm (including name, address, phone number and contact name) to be listed on the Airport's website. This information will be posted on the Airport's website as a service to contractors, subcontractors, and the general public. This information will be listed under the Pre-Qualification Process link.

Signed: \_\_\_\_\_

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

### CONTACT INFORMATION:

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

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

\_\_\_\_\_

Phone Number: \_\_\_\_\_

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

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

**FORM A**

To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Return to: Manchester-Boston Regional Airport  
1 Airport Road, Suite 300  
Manchester, NH 03103

RE: APPLICATION FOR MANCHESTER-BOSTON REGIONAL  
AIRPORT PRE-QUALIFICATION FOR:

\_\_\_\_\_  
(Applicant's Company Name)

Dear Sir/Madame:

Your name has been obtained in connection with the application of the above referenced contractor. The application will be carefully considered by the appropriate City body and your reply, as well as other replies, is an important part of that consideration. Your responsibility in replying to this request is as a responsible citizen rather than as a friend/adversary/acquaintance of the applicant. The City must rely on replies such as yours to be candid, fair and complete.

Please answer the questions on the second page as accurately and completely as you can from your or your company's experience with the applicant. When completed, please mail both page one and two of Form A to the Airport at the above address.

Very truly yours,

Manchester-Boston Regional Airport

RELEASE AND HOLD HARMLESS

I, \_\_\_\_\_, \_\_\_\_\_, of  
(Individual Name of Applicant) (Title)

\_\_\_\_\_, hereby authorize \_\_\_\_\_  
(Applicant Company Name) (Name of person/company filling out Form A)

to provide to the City of Manchester, Department of Aviation, with all information of any kind which you or the City deem relevant to my qualification as an applicant. I hereby release, discharge and hold you harmless from any claim arising out of the provision of such information.

Date: \_\_\_\_\_

By: \_\_\_\_\_  
(Signature of Individual Applicant)



