Submit hardcopy application
No FAX or EMAIL copies accepted

CITY OF PORTLAND
Procurement Services
1120 SW 5th Ave., Room 750
Portland, OR 97204
503-823-5783
www.portlandoregon.gov/purchasing

APPLICATION DUE September 2, 2014

Prime Contractor Development Program APPLICATION

APPLICATION FOR _____
(PLEASE PRINT **COMPANY** NAME)

- ☐ An Individual
- ☐ Partnership
- ☐ Corporation
- ☐ Joint Venture
- ☐ LLC/LLP/LP

Address to which all applicant's correspondence is to be mailed:

Physical Address: _____

_____

Mailing Address: _____
(if different than above)

_____

Contact Person: _____

Email: _____

Telephone: _____ Cell: _____

FAX: _____

List All Company and Assumed Business Names Here:
(If you need additional space, please attach a separate sheet.)

_____

_____

_____

_____

_____

SUBMIT ORIGINAL

Failure to comply with all requirements may result in your application being rejected.

FOR OFFICE USE ONLY

❒ **TIME/ DATE STAMPED** ❒ **ORIGINAL, SIGNED APPLICATION** ❒ **REGISTERED VENDOR**

❒ **EEO CERTIFIED** ❒ **EB CERTIFIED**

❒ **ATTACH COPY OF OMWESB CERTIFIED CATAGORIES** **ADD'L INFO REQUESTED:** _____**REC'D** _____

AWARD/DENIAL LETTER SENT: _____

Prime Contractor Development Program Application

1. Name of firm: _____

Name of Corporation (if applicable): _____

Business address: _____

City: _____ County: _____ State: _____ Zip: _____

Mailing address (if different): _____

City: _____ County: _____ State: _____ Zip: _____

Phone: ( ) _____ Fax: ( )_____

Cell Phone: ( ) _____

E-mail Address: _____

Owner's full name: _____ Title: _____

Certification from the State of Oregon: MBE_____ WBE_____ ESB_____

Construction Contractor Board (CCB) Certification Number: _____

City of Portland Business License Number: _____

City of Portland EEO Certification Expiration Date: _____

City of Portland EB Certification: ☐ Yes ☐ No

Prime Contractor Application Checklist

As part of your application to the Prime Contractor Development Program you are required to submit the following items:

- ☐ A copy of your firm's certification letter from the State of Oregon certifying your firm as an M/W/ESB firm
- ☐ Copies of your firm's annual federal tax returns (Schedule C) for the previous two years
- ☐ A signed Prime Contractor Development Program Application. You can download this application online at www.portlandoregon.gov/purchasing. If you have questions or need assistance completing your Prime Contractor Development Program Application, please contact Mary Kapelczak at 503-823-5783.

Incomplete applications may be rejected or may result in the denial of your firm's acceptance into the program.

Please return completed applications via mail or in person to:

Mary Kapelczak
City of Portland, Procurement Services
1120 SW 5th Avenue, Room 750
Portland, Oregon 97204
503-823-5783
mary.kapelczak@portlandoregon.gov

APPLICATION INSTRUCTIONS

1. INTRODUCTION:

In accordance with the statutes of the State of Oregon, every public contracting agency contemplating receiving bids for and awarding any contract for a public improvement, may require any prospective bidder to submit a full and complete statement concerning that bidder's equipment and experience in constructing public improvements.

As a contractor participating in the Prime Contractor Development Program, your company must be certified by the Oregon Office of Minority, Women and Emerging Small Business in each class of work for which you are seeking to perform. The City of Portland will only review project history for those classes of work which your company is certified to perform.

2. FILLING OUT APPLICATION:

Please type or print all answers and other entries on the application forms, except where signatures are required. It is the responsibility of the applicant to **provide all requested information and materials**. **Failure to do so will delay the review of your application and may be grounds for denial.**

Upon receipt of your company's application, it will be reviewed for completeness. If additional information is required, you will be notified. **The City of Portland reserves the right to request additional or supporting documentation,** including, but not limited to, additional project history, safety records, OSHA violations or Experience Modification Rates. If the City does not receive the requested information within thirty (30) days of request, your company's application will be considered inactive which may require that you begin the process again. **The date on which all required information has been received by the Procurement Services Division will be considered the receipt date of the application**.

The signatory of the affidavit guarantees the truth and accuracy of all answers, statements, and any additional information submitted to process this application.

3. PLACE OF SUBMISSION

The original application should be submitted by mail or hand delivered to the Procurement Services Division, 1120 SW 5th Ave., Room 750, Portland, Oregon 97204; Telephone (503) 823-9166. **Faxed or emailed copies will not be accepted.**

4. NOTIFICATION OF ACTION TAKEN BY PROCUREMENT SERVICES DIVISION

The City will notify the applicant of their status within thirty (30) days of receipt of the application The applicant will then be allowed to bid on such projects as are within the limits of size and kind of work for which they have been determined qualified.

5. APPEALS

Appeals will be reviewed and determination made by the Chief Procurement Officer. Please refer to the Prime Contractor Development Manual.

6. CONFIDENTIALITY

All applicant information submitted by applicants shall be public record and subject to disclosure pursuant to the Oregon Public Records Act (ORS 192.410 et seq.), except such portions of the application for which the applicant requests exception from disclosure consistent with Oregon Law. Financial, trade secret or proprietary information will be kept confidential (e.g. bonding limits).

If a public records request to review a company's application is made, the City will notify the applicant company of the request before releasing any records.

7. **EQUAL EMPLOYMENT OPPORTUNITY (EEO)**
   EEO certification is required to do business with the City of Portland. Apply for EEO certification online at www.ebidexchange.com/cityofportland.

8. **EQUAL BENEFIT (EB)**
   EB certification is required to do business with the City of Portland. Apply for EB certification online at www.ebidexchange.com/cityofportland.

The City of Portland reserves the right to request additional or supporting documentation.

BE SURE TO RETAIN A COPY OF YOUR APPLICATION FOR YOUR RECORDS

Section 1 - CONSTRUCTION EQUIPMENT

List only major items. Lump together small equipment and tools. If equipment is leased please include leasing company information in Section 4.

Quantity, Description and Capacity of Items	Lease or Own	Age in Years	Condition

Section 2 – EXPERIENCE OF COMPANY OWNERS / PRINCIPALS

List the construction experience of the principal individuals of your company.

Individual's Name	Title of Present Position	Years of Construction Experience	Type of Work Experience, i.e., utility, building & remodeling, etc.

Section 3 - BONDING

The City of Portland requires Bid, Payment and Performance bonding capacity for all construction bids with an engineers estimated value that is greater than $150,000. **The City of Portland will not grant bidding limits in excess of the "per project" bonding amount as stated in the letter from your Surety Company.**

Bonding Per Project $ _____

Aggregate Capacity $ _____

If your company currently does not have bonding capacity, please indicate this.

SURETY COMPANY INFORMATION - Required Hardcopy Document

Attach a letter to your application from your Surety Company indicating your bonding limits for Bid, Performance and Payment bonding (see Instructions above).

Section 4 - BANKS, EQUIPMENT SUPPLIERS AND MATERIAL SUPPLIERS

Provide names and addresses of the **BANKS, EQUIPMENT SUPPLIERS and MATERIAL SUPPLIERS** with whom you have done the major volume of business in the last three years. (***Do not include bank account numbers***)

Name of Bank or Company	Address	Name and **Phone No.** of Officers With Whom You Transacted Business

Section 5 – PROJECT HISTORY **Project history must reflect experience for all classes of work requested.** Work must have been performed by your own work force. **A contact name and phone number must be provided for each project. List major projects completed by your company within the last five years.**

PROJECT # 1	Name, Address, Contact Name & Phone No. of Owner	Contract $ Value (broken out per class)	Month & Year Completed	Prime, Sub Joint Venture
a.				
Prime Contractor or Architect/Engineer Name & Phone No. (if applicable)		Description of work you performed	Project Location	
b.				

PROJECT # 2	Name, Address, Contact Name & Phone No. of Owner	Contract $ Value (broken out per class)	Month & Year Completed	Prime, Sub Joint Venture
a.				
Prime Contractor or Architect/Engineer Name & Phone No. (if applicable)		Description of work you performed	Project Location	
b.				

PROJECT # 3	Name, Address, Contact Name & Phone No. of Owner	Contract $ Value (broken out per class)	Month & Year Completed	Prime, Sub Joint Venture
a.				
Prime Contractor or Architect/Engineer Name & Phone No. (if applicable)		Description of work you performed	Project Location	

b.		

PROJECT # 4	Name, Address, Contact Name & Phone No. of Owner	Contract $ Value (broken out per class)	Month & Year Completed	Prime, Sub Joint Venture
a.				
Prime Contractor or Architect/Engineer Name & Phone No. (if applicable)		Description of work you performed	Project Location	
b.				

PROJECT # 5	Name, Address, Contact Name & Phone No. of Owner	Contract $ Value (broken out per class)	Month & Year Completed	Prime, Sub Joint Venture
a.				
Prime Contractor or Architect/Engineer Name & Phone No. (if applicable)		Description of work you performed	Project Location	
b.				

ATTACH ADDITIONAL PAGES AS NEEDED

Section 6 - BUSINESS ENTITY INFORMATION

Fill out appropriate sections.

Sole Proprietorship

If doing business as a **sole proprietorship** answer this:

Individual's name liable for all obligations of business _____

Active Oregon registration number _____

Assumed Business Name

If doing business under an **assumed business name** answer this:

Assumed business name _____

Owner's name & address _____

_____

Active Oregon registration number _____

General Partnership

If a **general partnership** answer this:

Date of organization _____

If a foreign (out of state) co-partnership or persons engaging in business in the state under an assumed business name, but not domiciled within this state, state whether or not such partnership has been registered as may be required in compliance with Chapter 648, Oregon Revised Statutes.

Yes ☐ Registration No: _____ Date Registered: _____

No ☐

Oregon Corporation

If an **Oregon corporation** answer this:

When incorporated _____

Active Oregon registration number _____

President _____

1st Vice President _____

Secretary _____

Treasurer _____

Printed names and titles of officers authorized to execute contracts:

_____

_____

_____

Foreign Corporation

If **incorporated outside the State of Oregon** answer this:

When incorporated _____
In what state _____
Are you authorized to transact business in the State of Oregon? Yes ☐ No ☐
Active Oregon registration number _____
President _____
1st Vice President _____
Secretary _____
Treasurer _____

Printed names and titles of officers authorized to execute contracts:

_____
_____
_____
_____

Limited Liability

If a **limited liability** company, limited liability partnership, or limited partnership indicate which:

- ❑ Limited Liability Company
- ❑ Limited Liability Partnership
- ❑ Limited Partnership

Date organized _____ Oregon registration number _____

List members or partners who are authorized to execute contracts

_____
_____
_____
_____

Name and address of registered office and registered agent

_____
_____
_____

A. List any individuals, companies or corporations owning 10% or more of the applicant's company.

☐ Not applicable

_____

B. List any other company owned or controlled by the applicant, its officers, directors or partners or in which the applicant was or is an officer, director or partner.

☐ Not applicable

C. List all other personnel in applicant's company who have a financial interest in or serve as officers or partners in another company in the State of Oregon or another State.

☐ Not applicable

Individual's Name	Present Position or Office	Other Company	Position in Other Company	State of Other Company

Section 7 – ADDITIONAL BUSINESS INFORMATION

A. How many years has your company been in business as a prime contractor under your present business name?_____

B. Has your company changed its name during the past 5 years? ☐ Yes ☐ No
If yes, provide your company's former name:

_____

C. How many years' experience in construction work has your company had as a Prime contractor?

D. Has your company ever failed to complete a state, local or federal public improvement (works) contract?
☐ Yes ☐ No **If yes, use an additional page to explain.**

E. Have you or your company ever been debarred from bidding on contracts by any state, local or federal agency in this or any other state?
☐ Yes ☐ No **If yes, use an additional page to explain..**

F. Has any officer or partner of your company ever been an officer or partner of another company that failed to complete work under a contract?
☐ Yes ☐ No **If yes, use an additional page to explain..**

G. Has any officer or partner of your company ever failed to complete work under a contract issued under that individual's own name?
☐ Yes ☐ No **If yes, use an additional page to explain.**

H. Within the last three years have you, your company or any officers, agents or employees of your company been found to have violated any State or Federal prevailing wage statute, regulation (including the federal Davis-Bacon and Related Acts and ORS 279C.830 et. seq.) in any Final Order of the Oregon Bureau of Labor and Industries or the US Department of Labor, or by any court of competent jurisdiction?
☐ Yes ☐ No
If yes, provide copies of the final order or judgment and explain in detail the following:

- the circumstances behind any violation, including the amount not paid
- whether the amounts have now been paid
- the reasons for the violation
- all efforts undertaken to ensure that future violations will not occur

I. Have you pledged or transferred title of any equipment or other assets in favor of a surety company as a part of an indemnity agreement for the issuance of a performance bond by any such surety?
☐ Yes ☐ No
If yes, provide date of transfer and name of the surety company requiring such a transfer.

Name of Surety Company:

Address:

Date of Transfer:

J. How did you become involved in the construction industry? What are your business goals for participating in this program? (Attach sheet if needed.)

_____

_____

Section 8 - AFFIDAVIT

Please sign.

The applicant must sign the following affidavit verifying the information provided in this application is correct and true. The following signatory requirements will prevail:

- If a sole proprietor, the sole proprietor must sign.
- If a partnership, an authorized partner must sign.
- If a corporation, an authorized officer of the corporation must sign.
- If a limited liability company, an authorized member of the LLC must sign.

AFFIDAVIT

I, _____ state that I am
(Name of Individual Authorized to Execute Bids and Contracts)

_____ of _____
(Title) (Company Name)

and that the foregoing statements and answers in all sections of this application are correct and true as of the date of this affidavit. Any additional information submitted to process this application will be correct and true; that further, there has been no material reduction in my ability to carry out any project for which I desire to submit a bid; that should there be a material reduction in my ability to carry out any project for which I desire to submit a bid, I will give written notice of such change or changes to the public office to whom this statement is submitted at least ten (10) days prior to the bid opening; and that it is understood that such notice may change my eligibility to submit the bid.

_____
(Signature of Individual Authorized to Execute Bids and Contracts)