



## MULTNOMAH COUNTY

### PRIME CONTRACTOR PREQUALIFICATION APPLICATION

**Submit Application to:**

**Email:** [prequal@multco.us](mailto:prequal@multco.us)

**Mail:**

**Multnomah County Purchasing  
501 SE Hawthorne Blvd, Suite 400  
Portland, OR 97214  
Phone: 503-988-5111**

**Date Application Prepared:** \_\_\_\_\_

**\*Application of:** \_\_\_\_\_  
(Legal Business Name)

**Physical Address:** \_\_\_\_\_

**\*Mailing Address (if different):** \_\_\_\_\_

**\*City, State, Zip:** \_\_\_\_\_

**\*Contact Person:** \_\_\_\_\_

**\*Phone:** \_\_\_\_\_

**Cell:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**\*Email:** \_\_\_\_\_

**This Prequalification Application is submitted for the following Project (if applicable):**

**Title of Project:** \_\_\_\_\_

**Anticipated Bid Opening Date:** \_\_\_\_\_

**\*REQUIRED**

## INSTRUCTIONS

### 1. INTRODUCTORY STATEMENT

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 (**herein referred to as applicant**) to submit a full and complete statement concerning their equipment and experience in constructing public improvements.

The application and questionnaire forms which are bound herewith comply with the requirements of public contracting rules and must be used in determining the qualifications of applicants and in assigning limits as to the size and kinds of projects for which the applicant may submit bids.

The applicant should use care and integrity in preparing this information. Multnomah County may make independent inquiries concerning the contractor's past performance and/or capabilities.

### 2. COMPLETING THE APPLICATION

This application shall include equipment and experience information for only the specific single business organization or entity that is applying for prequalification and that would be the signatory on a contract with the County.

All responses and other entries on the forms, except signatures, should be filled in electronically or printed. It shall be the responsibility of the applicant to provide all requested information. All answers and entries shall be specific and complete in detail.

Failure to respond completely may result in rejection of the Application at the sole discretion of the County.

This application shall be signed by the Applicant and sworn to as the form indicates. The signatory of the statement guarantees the truth and accuracy of all responses contained in this Application. If your business uses email to submit your application, keep the original notarized copy in your file until the expiration date of your approved PreQualification term as specified in the approval letter.

### 3. USE OF ATTACHMENTS

Schedules, reports and other forms of prequalification statement may be used as attachments to the prescribed form, provided that the information contained therein specifically includes the information required by this form.

### 4. SUBMISSION

Email: [prequal@multco.us](mailto:prequal@multco.us)

Mail: **Multnomah County Purchasing  
501 SE Hawthorne Blvd., Suite 400  
Portland, OR 97214  
Phone (503) 988-5111**

### 5. TIME OF SUBMISSION

A prequalification application may be submitted at any time; however, if the application is project specific and therefore has a scheduled Solicitation Closing Date, the application must be received by County Purchasing or postmarked not less than ten (10) days prior to the date of the Solicitation Closing date unless otherwise provided in the Solicitation Document. The Solicitation Document shall indicate if a prequalification application is mandatory.

**Only Offers from prequalified applicants will be considered if the Solicitation Document requires mandatory prequalification.**

Prequalification applications submitted without being designated for a specific project advertised for bid by the County will be considered as a general prequalification application and processed pursuant to [ORS 279C.430](#), and notice of prequalification status will be given within thirty (30) days of receipt of the application.

### 6. APPEAL

Applicant shall have the right to appeal the County's decision in accordance with ORS 279C.445-450.

### 7. NOTIFICATION OF ACTION TAKEN BY THE COUNTY

The applicant will be notified, in writing, of the action of the County on their application. Applicant will then be allowed to bid on such projects as are within the limits of size and kind of work for which applicant has been declared qualified.

## 8. PERIOD OF QUALIFICATION

An applicant who has been notified of prequalification for projects of a given size and kind will remain qualified until the date specified in the notification. The County may limit prequalification approval to individual public improvement projects. Unless such applicant is otherwise notified by the County the applicant will be permitted to submit bids for any and all projects of said kind and size for which bids are to be received. The County may from time to time require new or revised prequalification applications and have them approved prior to allowing a bid.

## 9. REQUIREMENT OF CONTINUING PREQUALIFICATION

A prequalification may be revoked under the provision of ORS 279C.430.

## 10. CHANGES

Major changes must be submitted with a new prequalification application. Minor changes may be submitted by addendum. Minor changes involve, but are not limited to, company name, adding or deleting classes of work. Contact the County Purchasing Manager for specific procedures when there are changes to the information submitted in the application. Requests for revision of the prequalification standing of any applicant will be considered whenever the applicant can make a showing of materially improved ability, but not more often than once in three months.

Any change which the applicant wishes to be considered with respect to a specific solicitation must be made at least ten (10) days prior to Solicitation Closing Date.

The prequalification status on class of work or size of project MAY be reviewed by the County and increased or decreased at any time as found appropriate. The prequalified applicant will be notified in writing of any such revision. The decision of the County may be appealed in accordance with ORS 279C.445-450.

## 11. JOINT VENTURE

Before submitting a joint venture application, an applicant should ascertain if special instructions are applicable and obtain them from Purchasing.

## 12. JURISDICTION

The County shall investigate the applicant as necessary to determine if the applicant is qualified and determine if the applicant is qualified within 30 days. The determination shall be made in less than 30 days, if practicable, if the applicant requests an early decision to prepare a bid on a contract that has been advertised.

## 13. TYPES OF WORK

- A. FACILITIES RELATED PROJECTS. Applicants requesting prequalification for Facilities Related Projects must respond to each section of **PART A AND PART C** of this Application.
- B. TRANSPORTATION PROJECTS. Applicants requesting prequalification for Transportation Projects must respond to each section of **PART B AND PART C** of this Application. If preferred, Transportation Projects Applicants may submit the [ODOT prequalification form](#) AND the Multnomah County [Supplemental Transportation Prequalification Application](#), both forms are required to constitute a complete application.
- C. ALL PROJECTS. Applicants requesting prequalification for both Facilities Related and Transportation Projects must respond to each section of **PART A, PART B, AND PART C** of this Application.

TYPE OF WORK	REQUIRED FORMS
Facilities	This application: Part A and Part C
Transportation	This application: Part B and Part C –OR– ODOT application AND Supplemental Transportation Prequalification Application
All types of work	This application: Part A, Part B, and Part C

**PLEASE ANSWER EACH SECTION AND QUESTION IN THE APPLICATION.  
FAILURE TO DO SO WILL RESULT IN THE APPLICATION BEING RETURNED TO THE APPLICANT FOR COMPLETION.**

**PART A – ONLY COMPLETE FOR FACILITIES RELATED PROJECTS**

**A-1. COMPLETE THE CLASSES OF WORK YOU WISH TO BID WORK ON. .**

**For Each Class of Work.**

- A Enter the maximum dollar amount for which you are seeking prequalification.  
B Enter the maximum dollar amount of work you are qualified to undertake in Multnomah County.  
C Enter the number of years of experience in this class of work.

(If more space is required, attach additional sheets.)

OTHER PUBLIC IMPROVEMENTS			
Class	A Max Dollar Amt	B Qualified Dollar Amt	C Years Experience
HVAC			
Boilers			
Building Alteration and Repair			
Building Construction			
Carpentry			
Chillers			
Demolition and Related Excavation and Clearing			
Electrical Wiring			
Painting, Commercial			
Plumbing			
Roofing			
Sewer Construction			
Sheet Metal Work (HVAC)			
Sheet Metal (Architectural)			
Finish Carpentry			
Carpet and Flooring, Commercial			
Other (List specific class)			

***[End Part A]***

**PART B – ONLY COMPLETE THIS SECTION FOR TRANSPORTATION PROJECTS. TRANSPORTATION PROJECT APPLICANTS MAY SUBMIT AN APPROVED ODOT PREQUALIFICATION APPLICATION INSTEAD, IF PREFERRED.**

**B-1. COMPLETE THE CLASSES OF WORK YOU WISH TO BID WORK ON.**

**For Each Class of Work.**

- A Enter the maximum dollar amount of work for which you are seeking prequalification.
- B Enter the maximum dollar amount of work for which you have been prequalified in other states.
- C Enter the state(s) in which you have qualified for the amount(s) shown in column "B".
- D Enter the number of years of experience in this class of work.

(If more space is required, attach additional sheets.)

HIGHWAYS, ROADS and STREETS				
Class	A Max Dollar Amt	B Qualified Dollar Amt	C State(s) Qualified	D Years Experience
1. Earthwork and Drainage (Clearing, Earthwork, Blasting, Riprap, Culverts, Manholes, Inlets, Storm Sewers, Sanitary Systems)				
2. Bridges and Structures (Concrete, Steel, and Timber Bridges, Retaining Walls and Soundwalls; Seismic Retrofit; Box Culverts; Structural Plate Pipe, and Pipe Arches)				
3. Painting (Bridges and Buildings)				
4. Rock Production (Aggregate Crushing, Sanding Rock)				
5. Aggregate Bases				
6. Asphalt Concrete Paving and Oiling (Paving, Chip Sealing, Crack Sealing, Slurry Sealing, Fog Sealing)				
7. Portland Cement Concrete Paving				
8. Pavement Markings (Permanent – Painted, Durable, Markers, Delineators)				
9. Signing (Permanent)				
10. Electrical (Traffic Signals, Illumination, Ramp Meters, Roadway Weather Information Systems (RWIS) Variable Messages Signs (VMS), Traffic Cameras				

HIGHWAYS, ROADS and STREETS				
Class	A Max Dollar Amt	B Qualified Dollar Amt	C State(s) Qualified	D Years Experience
11. Landscaping (Roadside Seeding, Lawns, Shrubs, Trees, Irrigation Systems, Topsoil, Temporary and Permanent Erosion Control)				
12. Miscellaneous Highway Appurtenances (Guardrail, Barrier, Curbs, Walks, Fences, Protective Screening, Impact Attenuators, Cold Plane Pavement Removal, Rumble Strips)				
13. Temporary Traffic Control (All Temporary Traffic Control items including Flaggers and Pilot Cars)				
14. Buildings (Toilets, Bathhouses, Maintenance, Sand Sheds)				
15. Other (List specific class)				

***[End Part B]***

**PART C – OTHER INFORMATION**

**C-1 BONDING CAPACITY**

State the total amount of work, in dollars, which the Applicant can be bonded at one time:

\$ \_\_\_\_\_.

**C-2 BID AND PERFORMANCE SURETY BONDS**

List the following about Applicant's bonding agent:

Agent's Name \_\_\_\_\_

Agent's Address: \_\_\_\_\_

Agent's Telephone No.: (\_\_\_\_) \_\_\_\_\_

**C-3 APPLICANT'S ENTITY STATUS**

(1) Applicant is a (check one):

<input type="checkbox"/> Individual Sole Proprietorship	
<input type="checkbox"/> General Partnership, state of formation:	
<input type="checkbox"/> Corporation, state of incorporation:	
<input type="checkbox"/> Joint Venture, state of formation:	
<input type="checkbox"/> Member of Joint Venture, state of formation:	
<input type="checkbox"/> Limited liability company, state of formation:	
<input type="checkbox"/> Limited partnership, state of formation:	
<input type="checkbox"/> Limited liability partnership, state of formation:	
<input type="checkbox"/>	

(2) Date Entity was formed: \_\_\_\_\_

(3) If a foreign (out of state) corporation or organization:

(a) Date Entity was authorized to do business in the State of Oregon: \_\_\_\_\_

(b) Name and address of Entity's registered agent in Oregon:

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

Address: (street) \_\_\_\_\_

(city, state, zip code) \_\_\_\_\_

(4) Has Applicant filed with the Oregon Dept. of Revenue as required by [ORS 279A.120](#)?

☐ Yes ☐ No

(5) If doing business under an assumed name:

(a) Assumed Name: \_\_\_\_\_

(b) Date Name was registered in Oregon: \_\_\_\_\_

(6) What officers/persons are authorized to execute bids and contracts on behalf of Applicant:

<u>Name</u>	<u>Title</u>
_____	_____
_____	_____
_____	_____
_____	_____

(7) How many years has Applicant conducted business under its current name:

As a Prime contractor: \_\_\_\_\_ years      As a subcontractor: \_\_\_\_\_ years

(8) How many years experience in construction work:

As a Prime contractor: \_\_\_\_\_ years      As a subcontractor: \_\_\_\_\_ years

The County may require additional information and documentation from Applicant concerning its entity status.

C-4 APPLICANT’S EQUIPMENT LISTING

(1) List Equipment and tools owned by the Applicant. List only major items and lump together small equipment and tools.

Quantity, Description and Capacity of Items	Age in Years	Condition of Equipment

(Add additional sheets as necessary)

(2) Total market value of equipment: \$ \_\_\_\_\_

(3) If Applicant intends to rent equipment for a specific project, generally describe equipment and terms of lease:

\_\_\_\_\_

\_\_\_\_\_

**C-5 APPLICANT'S EXPERIENCE**

List major projects Applicant has undertaken in the last five years; list most recent projects first.

<b>Project Name</b>	
<b>Project Owner's Name</b>	
<b>Project Owner's Address</b>	
<b>Project Owner's Project Manager Name</b>	
<b>Project Owner's Project Manager Phone No.</b>	
<b>Class(es) of Work</b>	
<b>Contract Amount</b>	
<b>Date of Completion (if completed)</b>	
<b>Location of Work</b>	
<b>Performed work as a Prime (P) or Sub (S)</b>	
<b>Surety Company if Project Bonded &amp; Amount of Bond</b>	
<b>Name of Architect &amp; Engineering Firm</b>	
<b>A&amp;E Phone Number</b>	

<b>Project Name</b>	
<b>Project Owner's Name</b>	
<b>Project Owner's Address</b>	
<b>Project Owner's Project Manager Name</b>	
<b>Project Owner's Project Manager Phone No.</b>	
<b>Class(es) of Work</b>	
<b>Contract Amount</b>	
<b>Date of Completion (if completed)</b>	
<b>Location of Work</b>	
<b>Performed work as a Prime (P) or Sub (S)</b>	
<b>Surety Company if Project Bonded &amp; Amount of Bond</b>	
<b>Name of Architect &amp; Engineering Firm</b>	
<b>A&amp;E Phone Number</b>	

**APPLICANT'S EXPERIENCE (Continued)**

<b>Project Name</b>	
<b>Project Owner's Name</b>	
<b>Project Owner's Address</b>	
<b>Project Owner's Project Manager Name</b>	
<b>Project Owner's Project Manager Phone No.</b>	
<b>Class(es) of Work</b>	
<b>Contract Amount</b>	
<b>Date of Completion (if completed)</b>	
<b>Location of Work</b>	
<b>Performed work as a Prime (P) or Sub (S)</b>	
<b>Surety Company if Project Bonded &amp; Amount of Bond</b>	
<b>Name of Architect &amp; Engineering Firm</b>	
<b>A&amp;E Phone Number</b>	

<b>Project Name</b>	
<b>Project Owner's Name</b>	
<b>Project Owner's Address</b>	
<b>Project Owner's Project Manager Name</b>	
<b>Project Owner's Project Manager Phone No.</b>	
<b>Class(es) of Work</b>	
<b>Contract Amount</b>	
<b>Date of Completion (if completed)</b>	
<b>Location of Work</b>	
<b>Performed work as a Prime (P) or Sub (S)</b>	
<b>Surety Company if Project Bonded &amp; Amount of Bond</b>	
<b>Name of Architect &amp; Engineering Firm</b>	
<b>A&amp;E Phone Number</b>	

(Add additional sheets as necessary)

**C-6 APPLICANT'S PRINCIPALS**

What is the construction experience of all owners, officers, partners and principal individuals in Applicant's organization? Also list any other individuals or organizations that, to any extent, control or influence Applicant's bidding.

Individual's Name	Present Position or Office	Years of Construction Experience	Type of Work and Estimated Value	In What Capacity

**C-7 LICENSES AND REGISTRATIONS**

State which of the following licenses and registrations are held by Applicant and provide the requested information:

License - Registration	Number/Designation
Oregon Secretary of State Corporation Division – Active Business Registry No. <a href="http://www.filinginoregon.com/business/index.htm">http://www.filinginoregon.com/business/index.htm</a> Phone: 503-986-2200	
Oregon Construction Contractors Board No. <a href="http://www.ccb.state.or.us">www.ccb.state.or.us</a> Phone: 503-378-4621	
Oregon Business Landscape Contractors License No. <a href="http://www.lcb.state.or.us">www.lcb.state.or.us</a> Phone: 503-378-5909	
Oregon Electrical Contractor License No. <a href="http://www.oregonbcd.org">www.oregonbcd.org</a> Phone: 503-378-4162	
Oregon Plumbing License No. <a href="http://www.oregonbcd.org">www.oregonbcd.org</a> Phone: 503-373-1248	

License - Registration	Number/Designation
Oregon Boiler/Pressure Vessel Business License No. <a href="http://www.oregonbcd.org">www.oregonbcd.org</a> Phone: 503-378-3980	
Other(s)	

#### C-8 APPLICANT REMARKS

The following space may be used for general remarks and explanations pertaining to the foregoing responses. Explain here any experience claimed which results from a business organization, other than Applicant (including any predecessor entities to Applicant).

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C-9 OWNERSHIP AND CONTROL OF APPLICANT’S ENTITY

(1) Is there any organization, owned or controlled by the Applicant, its officers, directors, partners, which owns at least 10% or more of any interest in Applicant?  
Yes ☐ No ☐ If yes, please list in space below.

(2) Except as listed above, is there any person or organization which owns at least 10% or more of any interest in Applicant?

(3) Is there any other person or organization in Applicant's organization which has a financial interest in or serve as officers or partners in another firm prequalified by the County to bid County projects?  
Yes ☐ No ☐ If yes, list below:

Person or Organization's Name	Present Position or Office with Applicant	Other Firm or Firms	Position in Other Firm(s)	Location of Other Firm

## C-10 PRIOR ACTION

- (1) Has Applicant ever been denied prequalification by any federal, state or local agency in Oregon or any other state?

☐ Yes ☐ No If yes, explain:

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- (2) Has Applicant ever been debarred from bidding on contracts by any federal, state or local agency in Oregon or any other state?

☐ Yes ☐ No If yes, explain:

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- (3) Has any officer, partner, shareholder or principal of Applicant ever applied for prequalification with any federal, state or local agency in Oregon or any other state under a different name?

☐ Yes ☐ No If yes, explain:

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- (4) Has Applicant ever failed to complete a federal, state or local agency public improvement (works) contract in Oregon or any other state??

☐ Yes ☐ No If yes, explain:

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- (5) Has any officer, partner, shareholder or principal of Applicant ever been found in breach of a federal, state or local agency public improvement (works) contract in Oregon or any other state?

☐ Yes ☐ No If yes, explain:

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C-11 AFFIDAVIT

Applicant must complete the following affidavit:

STATE \_\_\_\_\_ )  
OF \_\_\_\_\_

ss.

County \_\_\_\_\_ )  
of \_\_\_\_\_

\_\_\_\_\_ being first sworn, state that I am  
\_\_\_\_\_ of the Applicant herein and that the statements made in this  
(Title)

Application are true and I acknowledge that any false, deceptive or fraudulent statements on the Application will result in the denial of prequalification, and may subject me to charges of false swearing or perjury. Should there be any subsequent material reduction in Applicant's ability to carry out any project for which Applicant desires to submit a bid, Applicant will give written notice of such change to the designated officer to whom this Application is submitted at least ten days prior to the bid opening and that it is understood that such notice may change the eligibility of Applicant to be considered for award of a contract.

\_\_\_\_\_  
(Authorized Representative) (Title)

Subscribed and sworn to before \_\_\_\_\_ day of \_\_\_\_\_, Year \_\_\_\_\_  
me this

Notary Seal  
or  
Stamp

\_\_\_\_\_  
Original Notary Public Signature

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