

**FREDERICK COUNTY PUBLIC SCHOOLS**  
PURCHASING DEPARTMENT  
33 THOMAS JOHNSON DRIVE  
FREDERICK, MARYLAND 21702  
PHONE: 301-644-5201  
[www.fcps.org](http://www.fcps.org)

**LARGE CONSTRUCTION APPLICATION**

Frederick County Public Schools maintains a list of pre-approved companies to receive notification of bids for projects over \$250,000. Firms interested in furnishing bid proposals to Frederick County Public Schools for large construction must:

1. Complete the attached application
2. Provide company's current State of Maryland License
3. Copy of insurance certificate for both general liability and comprehensive automobile liability of a minimum of \$1,000,000/each
4. Complete a Federal W9 form ([www.irs.gov/pub/irs-pdf/fw9.pdf](http://www.irs.gov/pub/irs-pdf/fw9.pdf))

It is the responsibility of the bidder to keep the Purchasing Department of Frederick County Public Schools informed of their intent to remain as a pre-approved bidder along with any and all information regarding changes in address, email addresses and contact profiles.

Your completed application can be mailed to the address above or emailed to Amy V. Beall at [amy.beall@fcps.org](mailto:amy.beall@fcps.org). **Faxed copies will not be accepted.**

The following will be reviewed when approving the contractor's application:

- ?? Past performance on previous work in terms of work quality, ability to adhere to schedule and cost limitations.
- ?? Failure to complete the application in full or to submit required documentation.
- ?? Failure to respond to a written request for an explanation to questions arising from the application.
- ?? Bonding capability and compatibility of firm size to dollar value of proposed projects.
- ?? Evidence of insurance, both general liability and comprehensive automobile liability of a minimum of \$1,000,000/each.
- ?? Satisfactory references of principal projects that have been completed by the firm for each trade your company is making applications for pre-qualification.
- ?? Proof of licensing from the appropriate authorities, such as the Maryland Department of Assessments and Taxation, Maryland Department of Regulation, or any other applicable local, state or federal licensing authority. Bidder must be licensed by the State of Maryland as a contractor.
- ?? A credit history report may be obtained by Frederick County Public Schools.
- ?? Any other criteria deemed important by the Purchasing Manager.

An approval/denial letter will be issued following review of the application. **Your application will not be considered if it is not completed in full and/or the required documents are not accompanied with the application.** If a firm has not received approval, the firm shall be ineligible to receive notification of bidding documents for large construction.

Pre-approval entitles your firm to obtain plans and specifications for products and services for large construction over \$250,000. It does not preclude the need to meet specific bid requirements in order to receive a bid award. Before award, firms may be required to verify that a bid response, if offered, is in accordance with the bid specification and/or information submitted with the application.

You may receive a notification via US mail, email or fax, alerting you to an upcoming bid. The notice will advise of the availability of the bid package and how it may be obtained.

The approval term is valid for three years. At the end of the three year term, a renewal notice may be issued for the purpose of re-registration.

Pre-approved companies will be evaluated by Frederick County Public Schools after each completed project. Firms may be disqualified for a variety of reasons, including but not limited to the following:

- ?? Companies evaluated less than satisfactory.
- ?? Any company with repeated history of not bidding with Frederick County Public Schools.
- ?? Failure to possess the minimum qualifications.
- ?? Perjury in submitting truthful information

A list of pre-approved contractors shall be maintained after an evaluation of the application based upon the following:

Frederick County Public Schools retains the right to modify our pre-approval requirements, which may include rescinding or changing a bidder's approval status at anytime. Please note, references provided will be contacted. Information provided in this application will be kept confidential to the extent permitted by law.

Frederick County Public Schools does not discriminate in admissions, access treatment, or employment in its programs and activities on the basis of race, color, gender, age, national origin, religion, or disability. For more information in this regard, contact the Executive Director of Legal Services at 301-696-6851.

For additional information regarding doing business with Frederick County Public Schools, visit our website at: [www.fcps.org/purchasing](http://www.fcps.org/purchasing) or contact: Amy V. Beall via email: [amy.beall@fcps.org](mailto:amy.beall@fcps.org) or by phone at 301-644-5201.

**FREDERICK COUNTY PUBLIC SCHOOLS  
LARGE CONSTRUCTION APPLICATION  
(FOR NEW CONSTRUCTION, RENOVATION, AND/OR  
MAJOR REPAIR PROJECTS)**

**(Roofing Contractors are not pre-qualified on an open enrollment basis via this form.)**

1. Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Bid Notice Email Address: \_\_\_\_\_ DUNS #: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_
2. Is your company affiliated in any way with any construction management company/general contractor? If so, please list below:  
Affiliation: \_\_\_\_\_
3. Has this company ever operated under another name? \_\_\_\_\_ If yes, list the previous name(s): \_\_\_\_\_  
\_\_\_\_\_
4. Has your company ever filed for bankruptcy? \_\_\_\_\_  
If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_
5. Has your organization previously worked for Frederick County Public Schools? If yes, please list projects:  
\_\_\_\_\_
6. Is any member of your organization employed by the State of Maryland, a member of any State Institution's Board of Managers or Trustees, or in any way officially connected with the State Government or Board of Education of Frederick County? \_\_\_\_\_
7. How many full time equivalent employees do you employ? \_\_\_\_\_
8. Has your company ever been terminated by an owner or general contractor? If yes, explain:  
\_\_\_\_\_  
\_\_\_\_\_
9. Give name and data about any projects you have failed to complete (use separate sheet if necessary):  
\_\_\_\_\_  
\_\_\_\_\_
10. Has your organization ever been party to any criminal litigation as a result of construction or operating methods, costs, etc.? \_\_\_\_\_  
If yes, explain: \_\_\_\_\_  
\_\_\_\_\_
11. Minority Business Enterprise Information: **The following information is applicable only if your company is registered with the state of Maryland and has a Maryland certificate number.**
- MBE: Yes \_\_\_\_\_ No \_\_\_\_\_ State Registered In \_\_\_\_\_ Certificate # \_\_\_\_\_

**\*\* Please circle your company's appropriate MBE status: \*\***

African American Hispanic Native American Asian Women  
Disabled Alaskan Native Non-Profit Other \_\_\_\_\_

12. Financial:

(A) Give values of current and total assets of organization: \_\_\_\_\_

(B) Give values of current and total liabilities of organization: \_\_\_\_\_  
(The debt to equity ratio of assets to liabilities helps determine financial stability.)

13. Give total contract value of work accomplished by your organization in each of the last three (3) years:

\_\_\_\_\_- \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
(Value) (Date) (Value) (Date) (Value) (Date)

14. On a separate sheet list all work presently being accomplished by, or pending award to your organization.

15. Give value of any judgments or liens outstanding against your organization: \_\_\_\_\_  
\_\_\_\_\_

16. Has any bonding company refused to write you a bond on any work? \_\_\_\_\_ If yes, explain:  
\_\_\_\_\_  
\_\_\_\_\_

17. Give the maximum value of contract work for which you could obtain a bond during the fiscal year:

\$ \_\_\_\_\_ (Individual Project)

\$ \_\_\_\_\_ (Aggregate)

Contractor Bonding Company (Not Agent) \_\_\_\_\_

Rating as listed by the A.M. Best rating: \_\_\_\_\_  
(Information available from website: www.ambest.com)

18. Does your company carry both general liability and comprehensive automobile liability insurance coverage for a minimum of one million dollars each? \_\_\_\_\_ If not, explain why:

\_\_\_\_\_  
\_\_\_\_\_

19. Safety:

Do you have a Written Safety Program (including Hazard Communications)? \_\_\_\_\_

20. What is your EMR (Experience Modification Rate) for the last three (3) years?  
The Experience Modification Rate (EMR) is the rate by which insurance companies base the amount charged to contractors. The industry Average is 1.0; the EMR for contractors will either increase or decrease based on the number of accidents vs. the number of man-hours logged company-wide. EMR rates can be obtained by contacting the firm's insurance company.

\_\_\_\_\_  
(Year) (EMR Rate)

\_\_\_\_\_  
(Year) (EMR Rate)

\_\_\_\_\_  
(Year) (EMR Rate)

21. Please list your company's Safety Director or other safety contact: \_\_\_\_\_



22. Experience:

Indicate type of contracting undertaken by your company and years experience (under present company name): If General Prime contractor, list only work that your company performs.

<u>Category #</u>	<u>Category</u> <u>(Please Check if Applicable):</u>	<u>Company's Years Experience</u>
912 Concrete	_____	_____
927 Conveying Systems	_____	_____
913 Doors & Windows	_____	_____
914 Electrical	_____	_____
915 Equipment	_____	_____
916 Finishes	_____	_____
917 Furnishings	_____	_____
911A General Contractor (\$250,000 to \$5,000,000)	_____	_____
911AA General Contractor (\$250,000 to \$10,000,000)	_____	_____
911B General Contractor (\$250,000 to \$20,000,000)	_____	_____
911C General Contractor (\$250,000 to \$40,000,000 & over)	_____	_____
918 Masonry	_____	_____
919 Mechanical	_____	_____
920 Metals	_____	_____
922 Site Work	_____	_____
923 Special Construction	_____	_____
924 Specialties (Specify):	_____	_____
925 Wood and Plastics	_____	_____

**\*For each trade you select you will need to provide 4 references (three should be over \$250,000) within the past 3 years. (See Pages 4 & 5)**

23. List experience of principal members of your organization:

<u>Name</u>	<u>Title</u>	<u>Exp.</u> <u>(Yrs.)</u>	<u>Type of Work</u>	<u>In What Capacity</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

24. Give any special qualifications of firm members (Registered Engineer, Surveyor, etc.):

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25. List minimum of four (4) projects **completed** by your organization under current company name. You must list a minimum of four (4) projects for **each trade** your company is applying for pre-approval. At least three (3) of the references should be over \$250,000. These projects must be within the last three (3) years. (School projects are preferred, but are not required). The following must be **completed** and **e-mail addresses** provided in order to be considered for approval.

**CATEGORY:** \_\_\_\_\_

<u>NAME OF PROJECT</u>	<u>CONTRACT VALUE</u>	<u>YEAR</u>	<u>NAME OF OWNER/CUSTOMER CONTACT</u>	<u>COMPANY/ ADDRESS</u>
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1. \_\_\_\_\_ \$ \_\_\_\_\_

Phone No.: \_\_\_\_\_ E-mail: \_\_\_\_\_

Brief Description of Project: \_\_\_\_\_

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

Phone No.: \_\_\_\_\_ E-mail: \_\_\_\_\_

Brief Description of Project: \_\_\_\_\_

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

Phone No.: \_\_\_\_\_ E-mail: \_\_\_\_\_

Brief Description of Project: \_\_\_\_\_

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

Phone No.: \_\_\_\_\_ E-mail: \_\_\_\_\_

Brief Description of Project: \_\_\_\_\_

CATEGORY: \_\_\_\_\_

<u>NAME OF PROJECT</u>	<u>CONTRACT VALUE</u>	<u>YEAR</u>	<u>NAME OF OWNER/ CUSTOMER CONTACT</u>	<u>COMPANY/ ADDRESS</u>
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1. \_\_\_\_\_ \$ \_\_\_\_\_

Phone No.: \_\_\_\_\_ E-mail: \_\_\_\_\_

Brief Description of Project: \_\_\_\_\_

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

Phone No.: \_\_\_\_\_ E-mail: \_\_\_\_\_

Brief Description of Project: \_\_\_\_\_

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

Phone No.: \_\_\_\_\_ E-mail: \_\_\_\_\_

Brief Description of Project: \_\_\_\_\_

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

Phone No.: \_\_\_\_\_ E-mail: \_\_\_\_\_

Brief Description of Project: \_\_\_\_\_

26. List all projects completed in the last three (3) years. On a separate sheet of paper.
27. What is the monetary value of the largest project accomplished by your organization? \$ \_\_\_\_\_
28. Maximum value you prefer to undertake: \$ \_\_\_\_\_
29. Price range of work your organization is deemed best adapted to undertake: \$ \_\_\_\_\_
30. List the local, state and/or federal authorities with whom your organization is licensed: To avoid delay in approval, submit copies of these licenses with this application. Bidder must at least be licensed as a general contractor in the State of Maryland.

Licensing Authority	Issue Date	Expiration Date License Number	License Title
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Contact Amy V. Beall in the Purchasing Department for more information at [amy.beall@fcps.org](mailto:amy.beall@fcps.org) or (301) 644-5201.

I, the undersigned, hereby certify that the information contained on this application is true and correct statement of facts. I further certify that the undersigned shall abide by and be subject to all applicable federal, state, and local laws and relations pertaining to any subsequent contract that may be issued.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_