



March 28, 2008

To: Contractors, Subcontractors, Skilled Trades, and Similar Vendors
Including General Contractors, Construction Managers, Design-Builders, Primary
Contractors, and Primary Sub-Contractors

RE: Construction Services Prequalification Statements

Dear Contractor,

The Eastern Michigan University Physical Plant and Purchasing Department would like to invite all contractors, skilled trades, and similar vendors interested in establishing a business relationship with the University to review, complete, and submit a Prequalification Statement. Successful completion of the Prequalification Statement will establish a list of competent vendors that the University may invite to bid on future projects. This statement will be kept on file and considered valid for one year. It is the responsibility of the submitting contractor or professional to keep all pertinent information current, and update this Prequalification Statement on a yearly basis. A contractor or professional may complete or update their statement at any time of the year.

Based on the list of vendors, the University may select suitably qualified firms and invite them to bid on projects. These selections will be made based on qualifications specific to the work scope, possible current vendors under a time and material contract, and/or a rotating basis of other firms to promote competitive bidding and new relationships. Please note that submission of a Prequalification Statement does not guarantee notification of RFQ's, RFP's, or invitation to bid for work.

Please find the Construction Services Prequalification Statement at the EMU Purchasing Department website (<http://www.emich.edu/controller/purchasing/index.html>). For those interested in submitting, please complete the form and submit original signed documents to Rick Paffenroth of the Purchasing Department (rpaffenro@emich.edu). Responses **must be** completed and submitted on the EMU supplied forms. Questions regarding the Prequalification should also be directed to the Mr. Paffenroth.

Thank you for your interest in EMU.

Sincerely,

EMU Physical Plant
EMU Purchasing Department



CONSTRUCTION SERVICES APPLICATION FOR ANNUAL PREQUALIFICATION

PLEASE PRINT OR TYPE ALL INFORMATION

IF AN ITEM DOES NOT APPLY, PLEASE INSERT "N/A" – NOT APPLICABLE.

Incomplete applications may be deemed non-responsive and returned without evaluation.

Please Note: As a public institution in the state of Michigan, the Eastern Michigan University is subject to provisions of the state's Freedom of Information Act (FOIA).

* BUSINESS NAME OF APPLICANT: _____

* Street, PO Box: _____, _____

* CITY, * STATE, * ZIP: _____, __, _____

* TELEPHONE: _____

FAX NUMBER: _____

COMPANY WEBSITE: _____

TAX I.D. or S.S. NUMBER: _____

DUNS NUMBER: _____

* APPLICANT CONTACT PERSON: _____

CONTACT PERSON'S TITLE: _____

E-MAIL ADDRESS: _____

Vendor ID, Addr Seq No: _____ (For Internal Use Only), _____ (For Internal Use Only)

RETURN TO: EASTERN MICHIGAN UNIVERSITY

Purchasing Department
Attn: Rick Paffenroth
Physical Plant
875 Ann Street, suite 122
Ypsilanti, MI 48197
Phone: (734) 487-1200
Fax: (734) 487-4191



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(Check all that apply)

Corporation: State of Incorporation: Year:

Subsidiary / Division of: Headquarters Address: City, State, Zip: DUNS Number:

Parent to: List Subsidiaries & Divisions

Partnership General Limited State & County where filed: Date of Organization:

Joint Venture Date of Organization:

Attach a copy of the Joint Venture Agreement and corporate minutes authorizing a joint venture. Individual members of Joint Ventures must be pre-qualified. Submit a separate application for each member that is not currently on file at the University.

Individual Proprietorship Date of Organization:

Years your organization has been in business as a Contractor (providing construction services)

Years your organization has been in business under its present name

List other or former names under which your organization has operated:

Blank lines for listing other or former names

List key officers in your organization:



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

2. LICENSING INFORMATION

Company registration/license numbers, locations and the trade categories to which they apply in the State of Michigan.

_____	_____
_____	_____
_____	_____

3. CLASSIFICATION

* Type of Business: (check only ONE)

- | | |
|--|--|
| <input type="checkbox"/> A Small Business | <input type="checkbox"/> S Labor Surplus Area – Large Business |
| <input type="checkbox"/> B Large Business | <input type="checkbox"/> H Non-Profit Organization |
| <input type="checkbox"/> E Labor Surplus Area – Small Business | <input type="checkbox"/> I Foreign-Based |

If you have any questions regarding your size classification (Large or Small Business), contact your local office of the Small Business Administration or check their website at <http://www.sba.gov/size/>.

Ownership: (at least 51%)

- F Women-Owned (WBE)
- J Handicapped / ADA (DBE)
- C Minority/Disadvantaged (MBE)
 - African American
 - Puerto Rican
 - Native American (includes Indians, Aleut & Native Hawaiian)
 - Hispanic American
 - Asian/Indian American (includes India, Pakistan, and Bangladesh)
 - Asian/Pacific American (includes Asia, Pacific Islands, etc.)

Diversity Certification: (attach copy of certification letter)

- MMBDC (Michigan Minority Business Development Council)
- NAWBO (National Association of Women Business Owners)
- MWBC (Michigan Women’s Business Council)
- Other: _____

STATEMENT OF NON-DISCRIMINATION:

Contractor(s) hired by Eastern Michigan University shall not discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, marital status, sexual orientation, or gender identity or expression, or disability that is unrelated to the individual’s ability to perform the duties of a particular job or position. A breach of this covenant may be regarded as a material breach of the contract. Submission of this Prequalification Statement shall constitute understanding and acceptance of this Non-Discrimination requirement.



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4. EXPERIENCE

* For the past five years, what percentage of your firm's revenues were generated by performing the following disciplines: (Please provide information for at least one of the disciplines)

	Yr. 2007	Yr. 2006	Yr. 2005	Yr. 2004	Yr. 2003
<input type="checkbox"/> General Contractor	____%	____%	____%	____%	____%
<input type="checkbox"/> Construction Manager	____%	____%	____%	____%	____%
<input type="checkbox"/> Design / Builder	____%	____%	____%	____%	____%
<input type="checkbox"/> Primary Contractor	____%	____%	____%	____%	____%
<input type="checkbox"/> Primary Sub	____%	____%	____%	____%	____%

Project / Work Type Breakdown:

In the last 5 years, what percentage of your total workload was for the following:

Higher Education _____%	<u>Higher Education Subcategories</u> (total to 100%):	Hospital/Healthcare _____%	Sports Facility _____%
K-12 _____%		Science/Research _____%	Food Service _____%
Commercial _____%		Classroom _____%	Support Facility _____%
Residential _____%		Office _____%	Parking / Traffic _____%
Industrial _____%		Performing Arts _____%	Apartment _____%
Municipal _____%		Residence Hall _____%	Public Safety _____%
_____ %		Library _____%	Security _____%
_____ %		_____ %	_____ %
_____ %		_____ %	_____ %
Total: <u>100</u> %			

* Total number of full time Personnel: # _____

Executive Management:	# _____	Design / Engineering:	# _____
Administration & Support:	# _____	General Laborers:	# _____
Field Management:	# _____	Self Performing Skilled Trades:	# _____
Estimating:	# _____	_____:	# _____

Personnel Experience. Identify those in your Firm who would be responsible for our account and submit copies of their licenses, registrations or certifications. Please provide resumes of key personnel assigned to the account along with a corporate organizational chart.



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Has your company worked on any projects for Eastern Michigan University in the past five (5) years?

- Yes
- No

*** What categories of work does your company do? (Self-Performed):** (Check all that apply. At least one of the categories and sub categories should be checked.)

- Construction Administration
 - General Contractor
 - Construction Manager
 - Design-Builder
 - Estimator
 - Program Management
 - _____
- Site Work
 - Earthwork
 - Hauling
 - Fencing
 - Landscaping – Plantings
 - Landscaping – Irrigation
 - Landscaping – Retaining Walls
 - Landscaping – _____
 - U/G Utilities & Sewer
 - Catch Basins & Manholes
 - Asphalt Paving
 - Concrete Paving
 - Curbs & Gutters
 - Demolition
 - Waterproofing
 - _____
- Concrete
 - Foundations
 - Cast-in-place
 - Pre-cast
 - Flatwork & Sidewalks
 - Waterproofing
 - _____
- Masonry
 - Brick / Block / Stone
 - Decorative (Stone / Terra Cotta)
 - Restoration / Tuckpointing
 - Cleaning
 - Waterproofing
 - _____
- Carpentry
 - Framing / Rough
 - Finish
 - Cabinetry / Casework
 - Architectural Woodwork
 - Doors & Hardware
 - Windows, Glass, Glazing
 - Suspended Ceiling Systems
 - Drywall
 - Insulation
 - _____
- Finishes
 - Acoustical Treatment
 - Painting & Wall covering
 - Flooring – Tile & Terrazzo
 - Flooring – Marble & Granite
 - Flooring – Carpet & Vinyl
 - Window Treatments
 - Window Film
 - _____
- Electrical
 - Power Distribution System
 - Lighting – Interior
 - Lighting - Exterior
 - Coaxial / Cable
 - Data
 - Telecommunications
 - Controls
 - Substations
 - A / V Systems
 - Metering
 - Low Voltage
 - High Voltage (4.8 – 13.2 Kv)
 - Residential
 - _____
- Mechanical
 - Plumbing & Piping
 - Boilers
 - Appliance Repair
 - HVAC



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- HVAC Controls (Bldg Automation)
- Building Integration
- Sheet Metal
- Mechanical Insulation
- Steam / Condensate Piping
- Pool Equipment
- _____

- Life Safety
 - Fire Alarm
 - Fire Protection
 - Security Systems
 - Commercial Exhaust Hood System Cleaning
 - Fire Extinguisher
 - Catastrophic Clean-up
 - _____

- Environmental / Catastrophic
 - Asbestos Abatement
 - Lead Abatement
 - Hazardous Spill Clean up
 - Food Clean up
 - Soil Remediation
 - Mold Remediation
 - Air Monitoring
 - Industrial Hygiene
 - _____

- Metal / Structural Steel
 - Structural Steel Fabricator
 - Structural Steel Erector
 - Metal Decking
 - Miscellaneous Metal
 - _____

- Roofing
 - Built-up Roofing Systems
 - Single Ply Roofing Systems
 - Shingled Roofs
 - Slate Roofs
 - Standing Seam Metal Roofs
 - Waterproofing
 - _____

- Moving
 - _____

- Demolition
 - _____
 - _____

- Conveying Systems
 - Elevators
 - ADA Lifts
 - _____

- Building Equipment
 - Food Service Equipment
 - _____
 - _____

- Specialty:
 - U/G Storage Tank Removal
 - _____
 - _____
 - _____

6. INSURANCE CAPABILITIES

Liability:

Limits your firm is able to obtain:

* General Liability: \$ _____ per occurrence

* \$ _____ aggregate

Automobile Liability: \$ _____

Name of agent: _____

Phone: _____

Address: _____

Contact: _____



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7. FINANCIAL INFORMATION

Surety:

Name of bonding company: _____ Rating: _____

Name of agent: _____ Phone: _____

Address: _____ Contact: _____

* Your firm's single bond capacity: \$ _____ Aggregate bond capacity: \$ _____

Contract Capability (determined by size of previous work and bonding capability)

- Checkboxes for contract capability ranges: \$0 - \$10,000, \$0 - \$50,000, \$0 - \$100,000, \$0 - \$250,000, \$0 - \$500,000, \$0 - \$1,000,000, \$0 - \$1,500,000, \$0 - \$2,000,000

Claims and Suits. (If the answer to any of the questions below is yes, please attach details.)

- Has your organization ever defaulted on a contract?
Are there any judgments, claims, arbitration proceedings or suits pending or outstanding against your organization or its officers?
Has your organization filed any lawsuits or claims with regard to construction contracts within the last five years?

8. SAFETY PROGRAM

Does Contractor have a Formal Written Safety Program?: Yes No

(If the answer is no, please explain how safety is taught, promoted and enforced by your company):

If the request is made by the University, the firm shall provide a copy of the Safety Program.

9. AFFIRMATIVE ACTION

This information is optional and is not required - it may be supplied at the discretion of the applicant.

Does your firm have an Affirmative Action Program? Yes No

If the request is made by the University, the firm shall provide a copy of the Affirmative Action program/statement. Also include a percentage breakdown of the firm and the key personnel.



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10. QUALITY ASSURANCE

Does your firm have a Quality Assurance Program? [] Yes [] No

If the request is made by the University, the firm shall provide a copy of the Quality Policy Statement and Table of Contents from your Quality Manual, ISO or similar certification, and a copy of the most recent Customer Satisfaction Survey produced from the program.

11. SIGNATURE

Dated this __ day of __, 20__.

Name of Organization: _____

By: _____
Signature

Title: _____

_____, being duly sworn, deposes and says that the information provided herein is true and sufficiently complete so as not to be misleading.

Subscribed and sworn before me this _____ day of _____, 20_____.

Notary Public:

My Commission Expires:

12. COMMENTS

COMPLETENESS / CORRECTNESS OF INFORMATION FOR PREQUALIFICATION STATEMENT

Firms are required to complete, sign, and notarize this Prequalification Statement and file with the Purchasing Department in order to be included on the prequalified list. Firms shall fill out all appropriate sections, and include only the information requested and/or required. Do not include peripheral or impertinent information. Failure to properly complete this document or inclusion of unnecessary information may result in a rejection of the Prequalification Statement and will require the firm to resubmit an accurate form.

Eastern Michigan University reserves the right to reject any and all proposals received in conjunction with the Prequalification Statement, to waive any defects or irregularities therein, and negotiate Contract terms where it is in the University's interest. All bidders must agree that these actions shall be without liability on the part of the University for any damage or claim brought by any bidder because of such actions, nor shall the bidders seek any recourse of any kind against Eastern Michigan University. The filing of any response to this invitation shall constitute and agreement of the Bidder to these conditions.

ATTACHMENT CHECKLIST (Check N/A if item is not applicable or not available)

- [] Joint Venture Agreement (Sect. 1)
[] N/A
[] Sub-Contractors List - 1 Page (Sect. 4)
[] Diversity Certification Letter (Sect. 3)
[] N/A
[] Claims and Suits (Sect. 6)