



Subcontractors Pre-Qualification Application

The Process

Notification



Pre-Bid Conference



Addendum(s)



Bid Proposal



Selection Process



Notice of Award/No Award



Notice to Proceed

Workshop Objectives

At the end of this workshop, you will understand:

- The purpose of the pre-qualification process
- How to properly complete the pre-qualification application
- How to address any concerns regarding completion
- Consequences of not completing the pre-qualification process

Some people blame everything that goes wrong in their life on something or someone else. They take the role of a victim and they give all their power and control away. Successful people instead dedicate themselves towards taking responsibility for their lives, no matter what the unforeseen or uncontrollable events. Live in the present: the past cannot be changed, and the future is the direct result of what you do right now! - UNKNOWN

Sample Application

This application when complete will provide a complete snapshot of your company.

STATEMENT OF COMPLETENESS

AND

AUTHORIZATION TO RELEASE INFORMATION

By submitting this pre-qualification application, electronically or in hardcopy form, I certify that the facts contained herein are true and complete to the best of my knowledge and belief.

I understand that, if given the opportunity to bid or propose on a contract or if awarded a subcontract, falsified statements in this application shall be grounds for disqualification or subcontract termination.

I understand that the information provided herein will be verified. I hereby authorize HRT to contact references noted or associated with the information provided herein for the purpose of determining my qualifications to provide construction services to HRT.

I hereby release HRT, the Metropolitan Transit Authority of Harris County (METRO) and others associated with the LRT Corridor Project or those who provide verification information from any liability or damages that may result from furnishing the information requested.

Signature: *Andrew Millhouse Jackson*

Date: August 20, 2010

Andrew Millhouse Jackson, President

Printed Name and Title

Jackson General Services, llc

Applicant/Firm Name

Prequalification Type

Check appropriate box:

- Solicitation # _____ Only
- Initial Prequalification Submittal
- Annual Renewal

PREQUALIFICATION INFORMATION	
A. Identification, Location, Principals and Contacts	
1. Firm Name	Jackson General Services, LLC
2. Trade Name <small>(D/B/A =Doing Business As)</small>	Jackson General Services LLC
3. Number of Years in Business (check appropriate box)	<input type="checkbox"/> <1 year <input type="checkbox"/> 1-2 years <input checked="" type="checkbox"/> 3-5 years <input type="checkbox"/> 5-10 years <input type="checkbox"/> 10-15 years <input type="checkbox"/> 15-20 years <input type="checkbox"/> +20 years
4. If applicable, list all other names the business has used	Not applicable

PREQUALIFICATION INFORMATION

5. Contact Information	Check appropriate box: <input checked="" type="checkbox"/> Main Office/Headquarters <input type="checkbox"/> Regional or Branch Office
Address Line 1	3535 Main Street – Suite 524
Address Line 2	Not applicable
City, State, Postal Code	Houston, TX 77002
Telephone Number	(832) 555-1212
Fax Number	(832) 555-1215
Email Address	jacksongeneral@gmail.com
Website	www.jacksongeneralservices.com
Contact Person (Name and Title)	Andrew Millhouse Jackson, President
Principals of the Firm	

PREQUALIFICATION INFORMATION

<p>(List the names, titles, addresses and phone numbers for:</p> <ul style="list-style-type: none"> • Owner (if sole proprietorship) • Officers/Directors (if corporation) • Partners (if partnership) • Member Representatives (if Joint Venture) <p>Add attachment if needed</p>	<p>Andrew Millhouse Jackson, President 2651 Walnut St Houston, TX 77656 (832) 555-3642</p> <p>Carol Gertrude Jackson, Secretary 2651 Walnut St Houston, TX 77656 (832) 555-3642</p> <p>Michael Smith, Board Member 66434 Briarwick Ln Sugarland, TX 77690 (281) 555-1456</p> <p>Michelle Carter, Board Member 11232 Campos Cove Ave Mt Pleasant, TX 76854 (325) 555-1570</p>
<p>Solicitation Contact Name/Title/Phone (if prequalifying for a specific bid or proposal request)</p>	<p>Andrew M Jackson President (832) 555-3642</p>

PREQUALIFICATION INFORMATION

B. Firm Information

<p>1. Legal Structure (check applicable box)</p>	<p> <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input checked="" type="checkbox"/> Limited Liability Corporation <input type="checkbox"/> Subchapter S Corporation <input type="checkbox"/> Joint Venture <input type="checkbox"/> Other (explain) </p>																						
<p>2. Business Type (check applicable box)</p>	<p> <input checked="" type="checkbox"/> Contractor <input type="checkbox"/> Manufacturer <input type="checkbox"/> Supplier <input type="checkbox"/> Distributor/Supply House <input type="checkbox"/> Manufacturer's Representative <input type="checkbox"/> Other (explain) </p>																						
<p>3. NAICS (provide primary and secondary codes with brief, keyword descriptions)</p>	<table border="1"> <thead> <tr> <th align="left">Category</th> <th align="right">NAICS Code</th> </tr> </thead> <tbody> <tr> <td>All Other Specialty Trade Contractors</td> <td align="right">238990</td> </tr> <tr> <td>Other Building Finishing Contractors</td> <td align="right">238390</td> </tr> <tr> <td>Finish Carpentry Contractors</td> <td align="right">238350</td> </tr> <tr> <td>Tile and Terrazzo Contractors</td> <td align="right">238340</td> </tr> <tr> <td>Flooring Contractors</td> <td align="right">238330</td> </tr> <tr> <td>Painting and Wall Covering Contractors</td> <td align="right">238320</td> </tr> <tr> <td>Drywall and Insulation Contractors</td> <td align="right">238310</td> </tr> <tr> <td>Other Building Equipment Contractors</td> <td align="right">238290</td> </tr> <tr> <td>Plumbing, Heating, and Air-Conditioning Contractors</td> <td align="right">238220</td> </tr> <tr> <td>Electrical Contractors</td> <td align="right">238210</td> </tr> </tbody> </table>	Category	NAICS Code	All Other Specialty Trade Contractors	238990	Other Building Finishing Contractors	238390	Finish Carpentry Contractors	238350	Tile and Terrazzo Contractors	238340	Flooring Contractors	238330	Painting and Wall Covering Contractors	238320	Drywall and Insulation Contractors	238310	Other Building Equipment Contractors	238290	Plumbing, Heating, and Air-Conditioning Contractors	238220	Electrical Contractors	238210
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PREQUALIFICATION INFORMATION

	Other Foundation, Structure, and Building Exterior	238190
	Siding Contractors	238170
	Masonry Contractors	238140
	Framing Contractors	238130
	Structural Steel and Precast Concrete Contractors	238120
	Poured Concrete Foundation and Structure	238110
	Commercial and Institutional Building Construction	236220
	Industrial Building Construction	236210
	Residential Remodelers	236118
	New Multifamily Housing Construction	236116
	New Single-Family Housing Construction	236115
	Construction	23

4. CSI Codes and Descriptions (if known)	01000 Division 1 – General Requirements
	02000 Division 2 – Site Construction
	03000 Division 3 – Concrete
	04000 Division 4 – Masonry
	06000 Division 6 – Wood & Plastics
	08000 Division 8 – Doors & Windows
	13000 Division 13 – Special Construction
	15000 Division 15 – Mechanical
	16000 Division 16 – Electrical

C. Financial Capacity Information

1. Revenue/Income	Gross Revenue year to date	\$ 175,000.00
	Gross Revenue last fiscal year	\$ 235,000.00

PREQUALIFICATION INFORMATION

	Average Gross Revenue Last 3 years \$ 180,000.00
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2. Dun & Bradstreet Account Number (if applicable)	Not Applicable – Not applied For
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3. Bonding	<p>Can you provide a Performance Bond? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, indicate dollar limits (check only one box)</p> <table style="width: 100%;"> <tr> <td><input type="checkbox"/> <\$100,000</td> <td><input type="checkbox"/> >\$100,000 to \$250,000</td> </tr> <tr> <td><input checked="" type="checkbox"/> >\$250,000 to \$500,000</td> <td><input type="checkbox"/> >\$500,000 to \$1,000,000</td> </tr> <tr> <td><input type="checkbox"/> >\$1,000,000 to \$2,000,000</td> <td><input type="checkbox"/> >\$2,000,000 to \$5,000,000</td> </tr> <tr> <td><input type="checkbox"/> > \$5,000,000 to \$10,000,000</td> <td><input type="checkbox"/> >\$10,000,000 to \$20,000,000</td> </tr> <tr> <td><input type="checkbox"/> >\$20,000,000 to \$30,000,000</td> <td><input type="checkbox"/> >\$30,000,000 to \$40,000,000</td> </tr> <tr> <td><input type="checkbox"/> >\$40,000,000 to \$50,000,000</td> <td><input type="checkbox"/> > over \$50,000,000</td> </tr> </table> <p>Can you provide a Payment Bond? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	<input type="checkbox"/> <\$100,000	<input type="checkbox"/> >\$100,000 to \$250,000	<input checked="" type="checkbox"/> >\$250,000 to \$500,000	<input type="checkbox"/> >\$500,000 to \$1,000,000	<input type="checkbox"/> >\$1,000,000 to \$2,000,000	<input type="checkbox"/> >\$2,000,000 to \$5,000,000	<input type="checkbox"/> > \$5,000,000 to \$10,000,000	<input type="checkbox"/> >\$10,000,000 to \$20,000,000	<input type="checkbox"/> >\$20,000,000 to \$30,000,000	<input type="checkbox"/> >\$30,000,000 to \$40,000,000	<input type="checkbox"/> >\$40,000,000 to \$50,000,000	<input type="checkbox"/> > over \$50,000,000
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Surety Name	Mutual Farmer's Performance Inc
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Bonding Agent Name/Phone	<p>Karl Meyer, Farmer's Independent Agency - (832) 555-1942</p> <p>Karl Meyer, Independent Agent</p> <p>Farmer's Independent Agency</p>
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PREQUALIFICATION INFORMATION

- Suspended Debarred Declared ineligible
 Voluntarily Excluded Disqualified

Are there any pending proceedings related to the following: **Not Applicable**

- business responsibility debarment voluntary exclusion
 qualification default contract termination

6. Insurance

Do you currently have general liability insurance? Yes No

Policy Limit: \$ 300,000

Do you currently have excess liability insurance (umbrella)? Yes No

Policy Limit: \$ 1,000,000

Do you currently have employer's liability insurance? Yes No

Policy Limit: \$ 500,000

Do you currently have owned/rented auto insurance? Yes No

Policy Limit: \$ 500,000

Do you currently have Workers' Compensation insurance? Yes No

What is your current Experience Modification Rating (EMR) 1.00

What was your EMR last year? 1.00

What was your EMR the year before last? 1.10

If your current or most recent prior EMR is higher than 1.0 please attach an explanation.

PREQUALIFICATION INFORMATION

What is your current "Total Injury Incident Rate"? 6.4103

(# of employee treated by a physician x 200,000 / man-hours)

Any change from previous year? Yes No (If yes, explain)

1 employee injury required treatment by physician.

Any change from two years ago? Yes No (If yes, explain)

No employee injuries required treatment by physician.

Attach the following documents to this prequalification application:

Letter from your insurance carrier verifying your current EMR

Issued by Insurance Carrier

Copies of your EMR calculation sheets for the last 3 years

Issued by Insurance Carrier

OSHA 300 or 300 A Logs for the last 3 years

Form attached for 2009 YTD 2008, 2007, included in attachment

PREQUALIFICATION INFORMATION

of Employees (current) 15 # Hours Worked YTD 31,200

Average # of Employees Last 3 years 7

Hours Worked by All Employees last 3 years 64,000

Insurance Carrier Information
(attach sheets if needed to identify all carriers)

Company Name: Mutual Farmer's Insurance

Agent Name/Phone Number: Karl Meyer, (832) 555-1942

Length of time insured with this Carrier: 3 yrs
(if less than 3 years, provide contact information for prior carrier)

7. Audits/Financial Statements

Do you have an audited financial statement for this year or your most recent fiscal year end? Yes No

If requested would you provide it for review? Yes No

If no, could you provide a current balance sheet? N/A Yes No

or copies of your business tax returns for the last 3 years? Yes No

Do you have regular audits performed by a certified public accountant? Yes No

PREQUALIFICATION INFORMATION

	Do you have a federal or state audited overhead rate? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
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8. Banking (if less than 3 years include information regarding prior banking relationships)	Cash Account (Checking) 006-12865Z Name of Bank: Chase Bank N.A. Number of years account has been active with this bank: 3 years Average Monthly Balance: \$20,000 Cash Account (Savings/Certificates of Deposit) Name of Bank: Chase Bank N.A. Number of years account has been active with this bank: 3 years Average Monthly Balance: \$50,000 (CD's 20,000, 20,000, 10,000)
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9. Credit References (at least 3 suppliers or subcontractors who can attest to payment history)	Montalbano Lumber - Supplier, Credit Dept – 713-555-1215 Houston Ready Mix – Supplier, Credit Dept - 713-555-8612 Subcontractor – Reyes Plumbing , Alonzo Reyes 832-555-1215
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D. Experience

1. Contracts	Largest Contract Awarded: \$ 89,000.00 Year Awarded/Completed: 2008 Current Active Contracts: \$ 35,000 # of Active Contracts: 3 Anticipated completion date(s): Sept 30, 3009 Current Backlog (awarded not started): \$ 70,000 Anticipated start date(s): Sept 15, 2009
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PREQUALIFICATION INFORMATION

2. Projects (a minimum of 3 projects of a size and complexity appropriate to the size contract you wish to prequalify for with HRT)

Add attachments as necessary

Project 1: Miller Family Practice, 3404 Austin St, Houston, TX 77004

Contract with: Dr. Grace Miller (281) 555-1151

Work performed/Services provided: Rebuilt parking lot and building entrance. Demolished existing parking lot and entrance. Restored parking and curbing surfaces, installed rainwater drainage with connections to city's rainwater collection/sewer system. Replaced irrigation system and lighting. Constructed accessible entrance and handrail system. Constructed new entry door and awning.

Your Contract Value: \$46,500.00

Award date: 12/15/2008 Completion Date: 01/ 26/2009

Check appropriate box

- Prime/General Contractor First Tier Subcontractor
- Lower Tier Subcontractor Supplier
- Manufacturer Distributor
- Other (explain)

Type of Contract (check appropriate box):

- Lump Sum Unit Price Cost Plus Time & Materials
- Purchase Order Other (explain)

Project 2: Tran General Store #4, 11520 Harwin, Houston, TX 77057

Contract with: Michael Tran / Lin Tran (281) 555-1920

Work performed/Services provided: Demolish and remove existing cold/dry storage building. Rebuilt slab foundation, frame, construction

PREQUALIFICATION INFORMATION

roof, install mechanicals (Plumbing, Electrical, HVAC). Client to finish sheet rock and installation of appliances.

Your Contract Value: \$48,620

Award date: 02/2009 Completion Date: 03/20/2009

Check appropriate box

- Prime/General Contractor First Tier Subcontractor
- Lower Tier Subcontractor Supplier
- Manufacturer Distributor
- Other (explain)

Type of Contract (check appropriate box):

- Lump Sum Unit Price Cost Plus Time & Materials

- Purchase Order Other (explain)

Project 3: Halliburton – Heights Yard – Reconstruction Work Room

Contract with: Halliburton Logistics, Mauri Meltzer (713) 693-1000

PREQUALIFICATION INFORMATION

Work performed/Services provided: Demolish and rebuild trucking yard control and locker room. Construct foundation, frame and complete walls and roof. Install mechanicals (plumbing, electrical, HVAC). Install security monitoring system and electrical motor control center. Install suspended ceiling and floating floor system to accommodate cabling for computer systems.

Your Contract Value: \$89,000

Award date: 9/2008

Completion Date: 10/05/2008

Check appropriate box

Prime/General Contractor

First Tier Subcontractor

Lower Tier Subcontractor

Supplier

Manufacturer

Distributor

Other (explain)

Type of Contract (check appropriate box):

Lump Sum Unit Price Cost Plus Time & Materials

Purchase Order Other (explain)

3. Client references –at least 3--(provide the name, title, telephone number, and email)

Client Reference:

Mauri Meltzer

PREQUALIFICATION INFORMATION

<p>of individuals for whom you have provided services similar to those for which you are prequalifying</p>	<p>Capital Projects Manager Haliburton (713) 693-1000 info@haliburton.web</p> <p>Carol King Facilities Manager Safety Kleen (832) 934-1500 info@safetykleen.web</p> <p>Alex Moore Owner Moore Paints and Supply (239) 555-2300 alex@moorepaint.web</p>
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E. Quality

<p>1. Quality Management System</p>	<p>Have you developed a quality plan for your firm? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Are you ISO certified? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Do you have a quality control program? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Do you have a quality assurance program? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Describe your approach to quality? (attach pages if necessary, not to</p>
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PREQUALIFICATION INFORMATION

	<p>exceed 5 pages)</p> <p>Our quality control system is centered on good planning, checking the process multiple times mid stream, documenting progress and staying in communication with the client to ensure that their needs are met prior to the completion of the job.</p>
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<p>2. Quality Audits</p>	<p>Has a client or contractor conducted a quality audit of your work on any project? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>What were the results?</p> <p>Haliburton conducted an audit of our work prior to payment of the final invoice. Our work was deemed above average and deemed earned and payable.</p> <p>Do you routinely conduct internal quality audits? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>How often? Our managers perform installation audits on all major systems and at pauses in the construction process coinciding with permitted inspections.</p>
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F. Safety

<p>1. Identify the Safety Manager for your firm</p>	<p>Name: Andrew Jackson</p>
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PREQUALIFICATION INFORMATION

	<p>Phone: (832) 555-3642</p> <p>Email: andy@jacksongeneralservices.com</p>
<p>2. Safety Management and Training</p>	<p>Check all applicable boxes:</p> <p><input checked="" type="checkbox"/> a written safety plan is provided to all employees</p> <p><input checked="" type="checkbox"/> a safety policy statement is provided to all employees and posted in prominent locations at all offices</p> <p><input checked="" type="checkbox"/> new employee orientation includes a safety component</p> <p><input checked="" type="checkbox"/> a site specific safety plan is developed for each project site</p> <p><input checked="" type="checkbox"/> a written drug free workplace policy is provided to all employees and posted in prominent locations at all offices</p> <p><input checked="" type="checkbox"/> Field supervisors attend site safety meetings</p> <p><input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Biweekly <input type="checkbox"/> Monthly <input type="checkbox"/> As needed</p> <p><input checked="" type="checkbox"/> Site toolbox safety meetings are held</p> <p><input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Biweekly <input type="checkbox"/> Monthly <input type="checkbox"/> As needed</p>
<p>3. Railroad Safety</p>	<p>Has your firm performed work involved with or immediately adjacent to an active railroad? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>

PREQUALIFICATION INFORMATION

a. If yes, identify the railroad, location and type of work performed.

Work at Haliburton was performed adjacent to railroad.

b. If yes, were there any incidents that

affected rail movement or operations? Yes No

If yes, explain.

c. If yes, do you have a current "On-Track"

safety program? Yes No

d. Were any Federal Railroad Administration

(FRA) citations issued to your employees

or firm? Yes No

If yes, explain

G. Construction Information

1. Construction Craft
Workers

Check all that you regularly employ:

PREQUALIFICATION INFORMATION

	<input checked="" type="checkbox"/> Carpenters <input checked="" type="checkbox"/> Laborers <input checked="" type="checkbox"/> Masons <input checked="" type="checkbox"/> Truckers <input checked="" type="checkbox"/> Equipment Operators <input checked="" type="checkbox"/> Electricians <input checked="" type="checkbox"/> Plumbers <input checked="" type="checkbox"/> Painters <input type="checkbox"/> Other (list)
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<p>2. Owned/Leased Equipment</p>	<p>List all owned or leased equipment available for use on the job.</p> <p>Earth movers, graders, backhoe, lifts, cranes, fork lift, auger, cement truck and pumping equipment, Power and hand tools including saws, drills, wrenches, and others.</p>
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H. SBE/DBE Status

<p>1. Certification Data</p>	<p>Check all that apply:</p> <input type="checkbox"/> METRO Certified SBE <input type="checkbox"/> METRO Certified DBE
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PREQUALIFICATION INFORMATION

How often are your employees paid?

Weekly Biweekly Monthly Other (explain)

Have you worked on projects/jobs that
required certified payrolls?

Yes No

If yes, did you provide hard-copy certified payrolls? Yes No

or electronic certified payrolls?

Yes No

Have you ever used LCP Tracker software
for your certified payrolls?

Yes No

If awarded a contract that requires use of
LCP Tracker software how many people in
your organization would you want to have trained
to use the program?

 2

TERMS AND DEFINITIONS

- **HRT** – The Houston Rapid Transit Joint Venture is responsible for expanding the existing system into four new corridors totaling an additional 20 LRT miles. The project also includes 32 stations, storage and inspection facilities, and an operations center renovation.
- **NAICS CODE** - The North American Industry Classification System (NAICS, pronounced Nakes) was developed as the standard for use by Federal statistical agencies in classifying business establishments for the collection, analysis, and publication of statistical data related to the business economy of the U.S. NAICS was developed under the auspices of the Office of Management and Budget (OMB), and adopted in 1997 to replace the old Standard Industrial Classification (SIC) system.
- **CSI CODE** - CSI is a national association dedicated to creating standards and formats to improve construction documents and project delivery through better communication. The organization is unique in the industry because its members are a cross section of specifiers, architects, engineers, contractors and building materials suppliers.
- **SIC CODE** - The Standard Industrial Classification (abbreviated SIC) is a United States government system for classifying industries by a four-digit code. Established in 1937, it is being supplanted by the six-digit North American Industry Classification System, which was released in 1997; however certain government departments and agencies, such as the U.S. Securities and Exchange Commission (SEC), still use the SIC codes.
- **PERFORMANCE BOND** - A performance bond is a surety bond issued by an insurance company or a bank to guarantee satisfactory completion of a project by a contractor.
- **DAVIS BACON ACT**-The Davis-Bacon Act of 1931 is a United States federal law, which established the requirement for paying prevailing wages on public works projects. All federal government construction contracts, and most contracts for federally assisted construction over \$2,000, must include provisions for paying workers on-site no less than the locally prevailing wages and benefits paid on similar projects

