

RE-ROOFING PROJECTS

PREQUALIFICATION - FAIRFAX COUNTY PUBLIC SCHOOLS (FCPS)

The Fairfax County Public Schools (the “Owner”) is accepting prequalification applications from contractors to perform re-roofing services. All interested roofers shall submit their PDF Prequalification Application to the Owner by email to Roofingprequalification@fcps.edu.

The email submission should contain the completed Prequalification Application and required documents listed on page three (Attachments A-M) with the email, subject line as follows:

Prequalification Application for Re-Roofing Projects – Contractor Name

Comments and questions concerning the scope of work and the overall project should be addressed to Angela Mylechraine, Senior Buyer at (703) 764-2457 or via email at acmylechrain@fcps.edu.

OWNER: Fairfax County School Board
Fairfax County Public Schools
Office of Facilities Management
5025 Sideburn Road
Fairfax, VA 22032

DISCLAIMER:

**PREQUALIFICATION FOR FCPS RE-ROOFING SERVICES
FOR CAPITAL IMPROVEMENT PROJECTS**

_____ applicant for Prequalification for Re-Roofing Services - Capital Improvements Projects for Fairfax County Public Schools absolve all rights to appeal determination deemed “not qualified to bid.” This waiver is enacted due to failure to submit prequalification application in a timely basis. Applications for Prequalification of Re-Roofing Capital Improvement Projects must be received (60) days prior to the advertised bid opening.

Name of Firm

Address: _____

Signature of Authorized Representative

Date

SEAL

**APPLICATION FOR PREQUALIFICATION
FAIRFAX COUNTY PUBLIC SCHOOLS**

FOR: **Re-Roofing Services
Capital Improvement Projects
Fairfax County Public Schools**

1. All material submitted shall be in PDF. This page shall be the cover page.
2. All required attachments and any additional information requested in this Application must be attached when submitted.

Attachments:

- A. Applicant's Prequalification Statement (Form)
- B. Record of Similar Built-Up Projects with Specifications Section 07510 (Summary and Forms)
- C. Anticipated Projects with Specifications Section 07510 (Summary and Forms)
- D. Key Personnel (Form)
- E. Affidavit of Accuracy (Form)
- F. Action Plan (by Applicant)
- G. Management Plan (by Applicant)
- H. Virginia Class A Contractor's License Statement (by Applicant) Virginia State Corporation Identification Number and Fairfax County Business/Professional/Occupation License Number (BPOL #)
- I. Suggested Surety Statement
- J. Safety Violations
- K. Work by Roofing Contractor – to include a letter of proof from the manufacturer
- L. Example of Standard Labor and Material Payment Bond
- M. Roofing Specifications Section 07510

Submitted by:

Applicant Name: _____

Address: _____

City/State/Zip Code: _____

Signed By: _____

Printed Name and Title: _____

Telephone No. and Fax No.: _____

Email Address: _____

GENERAL:

Fairfax County Public Schools, (FCPS) is soliciting for Prequalification of Bidders (Applicant) for Re-Roofing Services for Capital Improvement Projects.

Only firms that have been prequalified in accordance with the procedures herein will be allowed to submit bids for the projects. Bids received from roofers who have not been prequalified will not be considered.

The term "Applicant" shall be defined as an individual, partnership, or corporation which submits an application in response to this application. Fairfax County Public Schools, (FCPS) shall be defined as "Owner"

All materials submitted by an applicant shall become the property of the Fairfax County Public Schools and will not be returned.

DESCRIPTION OF WORK:

The Work consists of new built-up as specified in Section 07510 (Attachment M) roofing over new decks or over existing decks where tear-off of existing membrane and insulation shall be performed. Some deck replacement may be required, as well as incidental wood blocking and sheet metal work. Specific drawings for the scope of work and nature of existing conditions are submitted for each project bid. Extent of built-up roofing system work is indicated on drawings and specifications and is defined to include roofing membrane, insulation, flashing and stripping and roofing accessories integrally related to roof installation.

Provide primary products, including each type of roofing sheet (felt), bitumen, insulations, and composition flashings produced by a single manufacturer. Provide secondary products only as recommended by manufacturer of primary products for use with roofing system specified.

A single Installer ("Roofer") shall perform the work and shall be a firm with not less than ten (10) years of successful experience in installation of built-up roofing systems similar to those required for this project. Roofer shall have had Soprema, Firestone "Red Shield", GAF Master Select or Johns Manville approval in this area for at least eight (8) years from manufacturer, and shall perform a minimum of five (5) of these built-up roofing manufacturer guarantees per year, as specified in Section 07510 (Attachment M).

The Roofer must have an office, warehouse with supplies, and permanent roofing crews within a 50-mile radius of the City of Fairfax, Virginia. No "sub-letting" of work to other companies will be allowed under a contract for roofing services.

Roofer shall coordinate work areas, schedules, and sequences with Owner's representatives to minimize disruption of school activities.

The Invitation for Bids for Re-Roofing Capital Improvement Projects for Fairfax County Public Schools shall be issued only to pre-qualified applicants.

PROJECT SOLICITATION PROCESS

PREQUALIFICATION:

Applicants shall submit qualification information in accordance with the requirements identified herein. Fairfax County Public Schools or assigned designee may, at their sole discretion, contact one or more applicants during the evaluation process for clarification of any entries in the Application for Prequalification submitted by the applicant and may request additional information. Such additional information must be submitted to FCPS no later than five (5) business days after the request. The decision to prequalify an applicant shall not, however, constitute a determination that the applicant is responsible, and such applicant may be subsequently rejected as non-responsible on the basis of subsequently discovered information.

Fairfax County Public Schools may deny prequalification to any applicant if assigned designee finds any of the following:

1. The applicant fails to provide a signed Surety Statement that indicates that the Surety knows of no reason at this time that the Surety would not be able to provide bid, performance and payment bonds for the applicant in connection with the project.
2. The applicant does not have the appropriate experience to perform this project, as determined by Fairfax County Public Schools.
3. The applicant or any officer, director, or owner thereof has had judgments entered against him/her within the past ten years for the breach of contracts for governmental or nongovernmental projects, including, but not limited to, design-build or construction management.
4. The applicant has been in substantial noncompliance, as determined by FCPS, with the terms and conditions of prior construction contracts with Fairfax County Public Schools without good cause. If FCPS has not contracted with the applicant in any prior construction contracts, Fairfax County Public Schools may deny prequalification if the applicant has been in substantial noncompliance with the terms and conditions of comparable Construction contracts with another public body without good cause.
5. The Applicant or any officer, director, principal, project manager, procurement manager or chief financial official thereof been convicted within the past ten (10) years of a crime related to governmental or non-governmental construction or contracting, including, but not limited to, a violation of (i) Article 6 (§ 2.2-4367 et seq.) of this chapter, (ii) the Virginia Governmental Frauds Act (§ 18.2-498.1 et seq.), (iii) (iii) Chapter 4.2 (§ 59.1-68.6 et seq.) of Title 59.1, or (vi) any substantially similar law of the United States or another state.
6. The applicant or any officer, director or owner thereof is currently debarred pursuant to an established debarment procedure from bidding or contracting by any public body, agency of another state or agency of the federal government.
7. The applicant failed to provide to the School system within the established time frame, any information requested in this solicitation relevant to items 1 through 6 above.
8. The applicant must hold and submit a copy of current Virginia Class A Contractor's License and a State Corporation Commission Corporate Identification Number.
9. The applicant must hold and submit a copy of current Fairfax County BPOL License.

The Owner will determine whether applicant is qualified to bid on Projects. The Owner will notify the applicant whether or not they have been determined to be qualified to bid within sixty (60) days after the receipt of the Prequalification Application, unless extended by the Owner in its sole discretion. In any event, the Owner will notify all applicants of its determination with respect to their prequalification

applications at least thirty (30) days prior to the date established of bids pursuant to this procurement process.

Applications will be evaluated in accordance with the criteria listed within this application. An unsatisfactory rating in any one category may be considered sufficient cause to determine that an applicant is not qualified.

Prior to the issuance of a written determination of "not qualified to bid," the Owner will notify the applicant in writing of the results of the evaluation and disclose the basis thereof. Upon written request, the applicant may inspect public documents, which relate to the determination, if so, requested by the applicant within 5 business days after receipt of the Owner's notice. Within 10 business days after receipt of the Owner's determination concerning the applicant's prequalification within 5 business days after the Owner's receipt of all necessary information.

If determined not qualified to bid, the applicant may, within 10 days after notification of such determination, notify the Owner, in writing and appeal to the Circuit Court of Fairfax County, Virginia, in accordance with the pertinent provisions of the Virginia Public Procurement Act, Va. Code 2.2-4300. The Owner's determination of not qualified to bid may be reversed by the Circuit Court only if the applicant establishes that the determination was arbitrary or capricious or not in accordance with the Constitution of Virginia, statutes or regulations. Failure to notify the Owner and to file an appeal with the Circuit Court within the specified time will result in a waiver of all rights to appeal. In the event that the Owner's determination is reversed by the Circuit Court, the sole relief will be the declaration of the applicant as qualified to bid. Other than an appeal in accordance with this Section, a determination that an applicant is not qualified to bid shall not be the basis for any claim against the Owner, its officers, members or employees.

EVALUATION OF APPLICATIONS:

In evaluating each Application for Prequalification, Fairfax County Public Schools will include, by way of illustration and not limitation, the following criteria:

Minimum Experience:

1. The roofer shall be a firm with not less than ten (10) years of successful experience in installation of built-up roofing systems specific in FCPS specification, Section 07510 (Attachment M). If the roofer or its principals operated under another name or entity within the past five (5) years a complete descriptive statement and audited financial statements for at least the past two (2) years will be required.
2. The roofer shall have completed at least three (3) built-up as specified in Section 07510 (Attachment M) roofing projects of \$500,000 or more on Schools or similarly built-up complex structures within the last year. Copies of these projects must be available for FCPS review.
3. The roofer shall be a certified installer for the approved roofing system. Fairfax County Public Schools shall be the sole judge as to determine-whether similar structures are equivalent to the roofing projects covered by this solicitation.
4. Performance on past and current projects within the past five (5) years. List all roofing projects completed in the last five (5) years, particularly on projects of a similar size and installation of built-up roofing systems per Section 07510, including the ability to meet scheduled completion dates.
5. Show history of contract completion dates, which must include the original and final completion dates, and the compliance with that time schedule.
6. Ability based on evidence of prior work to meet budget constraints. Show history of original contract amounts and final contract amounts.

7. Experience of key personnel proposed for this project. The designated project manager and site superintendent must have a minimum of 10 years' experience in similar size and similar type of built-up roofing systems of projects, per FCPS specification, Section 07510 (Attachment M). Show the percentage of time that the Project Manager will dedicate to the project.
8. Commitment to objectives relating to minimizing costs related to changes and disruptions of work.
9. Ability to obtain Performance and Payment Bonds.
10. Possession of a valid Class A Virginia Contractor's license prior to bid submission.
11. Virginia State Commission Corporation Identification Number.
12. Fairfax County Business/Professional/Occupation License Number (BPOL #).

APPLICATION REQUIREMENTS:

Application forms and supplemental information must be submitted with application as a PDF. Information presented therein shall be clear, complete, and concise. The following forms and attachments comprise the Application for Prequalification:

- A. **Applicant's Prequalification Statement:** The applicant shall provide the information required. The form in Attachment A shall be used.
- B. **Similar Built-Up Roofing Projects:** A list of all similar built-up roofing projects currently being performed or performed during the past five years (showing project name, project owner, address, completion date, and value) and details on three (3) of those projects which are most similar in size and scope to FCPS specification 07510 (Attachment M), completed in the last year on Attachment B – Project #1, #2 and #3.
- C. **Anticipated Projects:** A list of all anticipated projects currently a possibility of contract execution within the time period of this application, which are similar in size and scope to FCPS specification 07510. Project name, project owner, address, start date, completion date, and value. The form in Attachment C shall be used.
- D. **Key Personnel:** Information about the experience of the key personnel that the applicant plans to assign to projects. The form in Attachment D shall be used.
- E. **Affidavit of Accuracy:** Certification that the information contained in the Application for Prequalification is true and accurate. The form in Attachment E shall be used.
- F. **Action Plan:** The applicant shall identify proposed actions to minimize costs to Fairfax County Public Schools attributable to work disruptions related to unforeseeable conditions and changes in the Work. The form in Attachment F shall be used.
- G. **Management Plan:** The applicant shall describe the general plan for meeting the management requirements of the total project as described herein. The form in Attachment G shall be used.
- H. **Contractor's Licenses:**
 - a. **Contractor's License:** A statement of applicant's ability to acquire a Virginia Class A Contractor's License, if currently unlicensed, prior to bidding; and a commitment to require that all affected subcontractors carry a Virginia Contractor's license, Class A, B, or C, as applicable. The form in Attachment H shall be used
 - b. **State Corporation Commission Corporation Identification Number:** A copy of the state Corporation Commission Identification Number must also be submitted. The form in Attachment H shall be used.

- c. **Fairfax County Business/Professional/Occupation license Number (BPOL #):** <https://www.fairfaxcounty.gov/taxes/business/understanding-bpol-tax> The form in Attachment H shall be used.
- I. **Surety Statement:** Applicant's ability to acquire bid, performance, and payment bonds for projects. The form in Attachment I shall be used.
- J. **Safety Violations:** Applicant's response to the Fairfax County Construction Safety Resolution, <https://www.fairfaxcounty.gov/publicworks/sites/publicworks/files/assets/documents/pdf/constrsafety.pdf>
- K. **Roofing Certifications:** Applicant shall list certifications from various manufacturers that meet the required specifications per FCPS specifications 07510 (Attachment M).

PROJECT EXPERIENCE:

The qualification submittal shall demonstrate the experience of the applicant in providing roofing services for school buildings. The applicant shall describe its experience, specifically identifying and describing the following:

1. Satisfactory experience in roofing projects of school buildings within the last five (5) years. The current status of projects, both those complete and those in progress, must be provided, including a project schedule noting the start and completion dates, or anticipated completion date, of each project. Explanations shall be given for any project that finished behind schedule or is currently behind schedule.
2. Name, address and telephone number of individual(s) representing each listed roofing project a customer representative who is familiar with the services provided by the applicant. Fairfax County Public Schools will contact the individual to verify the experience and satisfactory performance of services by the applicant.

REQUIRED EXPERIENCE:

At a minimum, the applicant shall:

1. Be a firm with not less than ten (10) years of successful experience in installation of roofing systems per specifications, Section 07510 in Attachment M.
2. Be a certified installer for the "specific built-up" approved roofing system per specifications, Section 07150 (Attachment M). The roofer must have installed a completed warranty system of which all work was approved by the owner and the manufacturer within the past 5 years.
3. Have an office, warehouse with supplies, and permanent roofing crews within a 50-mile radius of the City of Fairfax, Virginia.

KEY PERSONNEL:

The applicant must specifically identify the applicant's key personnel (down to project field superintendent) intended to be assigned to the project in the event award is made to the applicant's firm.

Such personnel shall be, insofar as practicable, assigned to the project for the duration of such project. The applicant must provide a detailed resume for each individual. This individual supervisor must be available on the job to discuss and review project coordination, details and problems that may arise at all times.

The applicant shall describe in the application the individuals' responsibilities on previous projects and their proposed responsibility on the projects listed. The application must demonstrate that the applicant has the capability, in terms of built-up roofing systems, quantities of personnel, facilities and equipment required to accomplish the contract goals on schedule, of the projects listed, as specified in FCPS specification 07510 (Attachment M).

ACTION PLAN:

Due to the potential unforeseeable conditions and field changes, which are inherent in such a project, it is probable that there will be disruptions to portions of the work to accommodate said conditions and changes. It is the Fairfax County Public Schools intention to prequalify only applicants who are prepared to adjust their working schedule, manpower and equipment to accommodate such conditions, disruptions, and changes; and to mitigate any and all costs and delays to the Fairfax County Public Schools associated therewith.

To demonstrate its commitment to this requirement and to elaborate on its planned construction method, each applicant shall submit an action plan, outlining the specific steps it would take to mitigate costs, and time, associated with disruptions to any part of the work due to unforeseeable conditions and changes in the work, satisfactory to Fairfax County Public Schools. This action plan shall include, but not be limited to:

1. Applicant's plan to accommodate changes, additions, and disruptions to the extent practicable within the contract time.
2. Applicant's technical resources to solve field problems.
3. Applicant's plan to protect portions of finished work during work disruptions.
4. Statement that the applicant certifies that all steps necessary and possible to minimize additional costs to Fairfax County Public Schools which may result from disruptions in the work due to changes and unforeseen conditions will be taken.
5. Plan to address any and all long lead-time for materials. List of equipment and or materials currently requiring long lead time.

In response to Fairfax County Construction Safety Resolution, each pre-qualified Bidder will be required to submit, with its bid, an affidavit (Certificate of Contract Compliance) certifying its intention to comply with this objective and with the approved action plan. This Certificate of Contractor Compliance will become part of the contract for construction of the project.

MANAGEMENT PLAN:

The Roofer shall be responsible for all components of the work until acceptance by Fairfax County Public Schools. No "sub-letting" of work to other companies shall be allowed for projects. The several major work tasks necessary to complete projects are shown below:

Major Work Tasks as indicated in FCPS Specification, Section 07510:

1. Removal of all existing roofing and replacing with the specified roofing system and related flashings.
2. Metal coping, flashing and counter flashing
3. Roof drains, gutters, facials, scuppers, and downspouts
4. Removal and replacement of HVAC units as required.
5. Ladders
6. Expansion joints and pitch pockets.
7. Vents
8. Painting of metals.

- 9. Removal and replacement of determined decking and woodwork.
- 10. Walkways and paths.
- 11. Built-up roofing removal and replacement.

The Management Plan shall describe the general plan for meeting the management requirements of the total project. It shall include a description of the proposed methods for planning, organizing, scheduling, controlling, and coordinating the total construction effort.

As part of the Management Plan, the applicant shall identify the senior level staff members who will have management responsibility for the work.

FAIRFAX COUNTY CONSTRUCTION SAFETY RESOLUTION:

The Contractor shall comply with the resolution adopted by the Fairfax County Board of Supervisors on December 8, 2003, as amended:

- A. It shall be required that each bid submitted for a contract for construction, alteration, and/or repairs, including painting or decoration of a building, highway, street, bridge, sidewalk, culvert sewer, excavation, grading or any other construction, include a list of all the following actions which have become final in the three years prior to the bid submission:
 - 1) Willful violations, violations for failure to abate, or repeated violations, for which the bidder was cited by (a) the United States Occupational Safety and Health Administration; (b) the Virginia Occupational Safety and Health Administration; or (c) the occupational safety and health plan for any other public jurisdiction; or
 - 2) Three (3) or more serious construction safety violations for which the bidder was cited by the (a) United States Occupational Safety and Health Administration; or (b) the Virginia Occupational Safety and Health Administration; or (c) the occupational safety and health plan from any other public jurisdiction.
 - 3) Termination of a contract between the contractor and any public entity by their Chief Operating Officer or his designee for safety violations.
- B. If the Bidder has not received or been the subject of any such violations referenced in paragraph A in the three (3) years prior to the bid submission, then the bidder shall so indicate by certification of Safety Violations. The bidder will also indicate on this form each state in which work was performed in the three (3) years prior to the bid submission.
- C. No construction contract, as discussed above, may be bid on by any bidder or contractor who has been the subject of any citations for the type and number of violations listed in paragraph A, above, which have become final within three (3) years prior to bid submission.
 - 1) Notwithstanding the language of Paragraph C, above, any bidder or contractor who has been the subject of a violation, as described in paragraph A.1, which has become final in the three (3) years prior to bid submission, may bid, if the bidder or contractor meets the eligibility criteria set forth in paragraph E, below.
 - 2) Notwithstanding the language of Paragraph C, above, any bidder or contractor who has been the subject of the type and number of violations as described in paragraph A.2, which have become final within three (3) years prior to bid submission, may bid, if the bidder or contractor meets the eligibility criteria in paragraph E, below.

- 3) Notwithstanding the language of Paragraph C, above, any bidder or contractor who has previously been terminated from a public contract, as described in paragraph A.3, within three (3) years prior to the bid submission, may bid, if the bidder or contractor meets the eligibility criteria in paragraph E, below.
- D. Prior to bidding on a project under the provisions of paragraph C above, a contractor may request that a determination be made regarding its eligibility to submit a bid on a contract under the terms of this resolution. However, this request for determination and any subsequent adjudication process must be completed prior to submitting a bid on any project and the request for determination must be received no later than twenty-one (21) days before bids are due, unless otherwise stated in the Advertisement for Bid. A notice of the bidder's request for determination of eligibility will be posted publicly for comments by an interested party. The bidder's request for determination of eligibility and all supporting documentation provided by the bidder shall be open to the inspection of any interested person, firm or corporation in accordance to the requirements of Fairfax County purchasing Resolution and Virginia Freedom of Information Act.
- E. At the request of the Purchasing Agent or designee, the County Risk Manager shall evaluate a contractor's eligibility. Contractors may be subject to a special audit of their safety records as required. The criteria used by the Risk Manager in evaluation contractor's eligibility shall include but not be limited to the following:
- 1) Corrective action taken by a bidder or contractor to prevent the recurrence of safety violation.
 - 2) Days Away from Work Incident Rate for the past three.
 - 3) Summary of Work-Related Injuries and Illnesses/Incident Rate for the past three (3) years.
 - 4) Worker's Compensation Experience Modification Rating for the past three (3) year.
 - 5) Fatality record for the past five (5) years.
 - 6) Detailed information regarding the firm's safety program including but not limited to a Safety and Health Plan and qualification of the safety personnel.
 - 7) Verification that management staff directly in charge of projects that experienced safety violation listed in aforementioned paragraph A will not be involved County project.
 - 8) Incorporation of safety and health related issues into their new employee orientation programs.
 - 9) Incorporation of work safety as a part of employee's performance evaluation.
 - 10) Support of safety related matters by senior/corporate management. Does the firm have a safety policy statement signed by a member of senior/corporate management?
 - 11) Designation of a full time Safety Manager. Does this person report to a high level, authoritative position within the Company?
 - 12) Frequency and type of safety Inspections conducted at work sites.
 - 13) The number and type of safety training programs conducted for employees.
 - 14) Frequency for safety "tailgate meeting" conducted by the firm.
 - 15) Designation of an active safety committee, frequency of their meetings and list of members of the committee.
 - 16) Active membership in a recognized construction safety organization in the Washington Metropolitan area, or the state of contractor's domicile.
- F. The determination of eligibility rendered by the Purchasing Agent or his designee shall be final unless it is appealed in accordance with the provisions of the solicitation or the Fairfax County Purchasing Resolution.

- G. It Shall be a condition of each County construction contract, as discussed above, that no contractor or subcontractor contracting for any part of the contract work shall require any laborer, mechanic, or other person employed in the performance of the contract to work in surrounding or under working condition which are hazardous or dangerous to his safety, as determined under construction safety standards promulgated by the U.S. Department of Labor or the Virginia Department of Labor and Industry.
- H. The contractor awarded a County construction contract shall certify in writing that they will not knowingly, willfully, or recklessly employ or contract with any person, company, corporation, or any other entity for services pursuant to that contract if such person, company, corporation, or other entity could not have been awarded such contract due to the restrictions in paragraph C, above.
- I. The contractor shall also certify in writing that all safety related information provided in accordance with the safety Resolution and contract requirements are completed, accurate and truthful.
- J. The failure to provide information requested pursuant to this Resolution or the failure to conform to the certification requirements of the Resolution shall be grounds for disqualifying a prospective bidder.
- K. The County may impose the following sanctions upon a contractor who willfully submits any false or misleading certification or information regarding material facts in connection with submissions pursuant to this Resolution, or willfully omits any certification or information regarding material facts in connection with submissions pursuant to this Resolution. The term willful shall include intentional or reckless acts or omissions.
 - 1. Disqualify the prospective bidder from bidding a contract.
 - 2. Debar the contractor from bidding future contracts for a period not to exceed three (3) years.
 - 3. Terminate the contract awarded to the bidder after providing notice and opportunity to be heard.

END OF SECTION

APPLICANT'S PREQUALIFICATION STATEMENT

Project Name: _____

Submitted By: _____

Applicant Name and Address:

Applicant telephone No.: (____) _____ Fax No.: (____) _____

Applicant Email Address: _____

Applicant's Virginia Contractor's License Number: _____ Class: ____

Tax ID No. (Soc. Sec. No. If Sole Proprietor) _____

State Corporation Commission Corporation Identification Number: _____

Fairfax County Business/Professional/Occupation license Number (BPOL #): _____

Person who can respond authoritatively to any questions about this statement:

Name: _____ Title: _____ Tel.: _____

Indicate if: Corporation Sole Proprietor Partnership
 Joint Venture Other (Indicate) _____

The Applicant may attach additional information deemed appropriate to respond. Do not attach additional information irrelevant to the response.

1. Organization:

A. How many years has your organization been in business as a roofing contractor? _____

B. How many years has your organization been in business under its present business name? _____

C. Under what other or former names has your organization operated?

D. If your organization is a corporation, please indicate:

Date of incorporation: _____

State of incorporation: _____

President's name: _____

Vice President's name(s) _____

Secretary's name: _____

Treasurer's name: _____

E. If your organization is a partnership, please indicate:

Date of organization: _____

Type of partnership
(if applicable): _____

Name(s) of general partners: _____

F. If your organization is a sole proprietorship, please indicate:

Date of organization: _____

Name of owner: _____

G. If the form of your organization is other than those listed above, describe it, and name the principals:

H. Submit a copy of the applicant's current organization chart showing numbers of employees by discipline and project and the names and titles down through Project Field Superintendent.

I. Provide proposed organizational chart for the project with names of key personnel.

J. Is the applicant related to another firm as a parent, subsidiary, or affiliate?

Yes ___ No ___

If yes, give names and addresses of all affiliated parent and/or subsidiary companies. Indicate which companies are subsidiaries.

K. Submit documentation to support 10 years (or more) of successful experience in installation of built-up roofing systems.

2. Judgments:

A. Has the applicant or any officer, director or owner thereof had any judgments entered against him within the past ten years for breach of contracts for governmental or non-governmental construction, including, but not limited to, design-build or construction management?

If yes, provide details on any such judgment.

3. Contract Compliance:

A. Has your firm been found to be in substantial noncompliance with the terms and conditions of prior construction contracts with Fairfax County Public Schools without good cause?

If yes, provide details on any such instance.

B. Only answer the following question if you have not contracted with Fairfax County Public Schools in the past five (5) years.

Has your firm been found to be in substantial noncompliance with the terms and conditions of prior roofing contracts with another public body without good cause?

If yes, provide details on any such instance.

4. Convictions:

Has the applicant or any officer, director or owner thereof been convicted within the past ten (10) years of a crime related to governmental or non-governmental construction or contracting, including, but not limited to, a violation of (i) Ethics in Public Contracting (Article 4 - § 11-72 et seq.), (ii) the Virginia Governmental Government (Chapter 4.2 - § 59.1 - 68.6 et seq.) of Title 59.1), or (iv) any substantially similar law of the United States or another state?

If yes, provide details on any such conviction.

5. Debarment:

Is the applicant or any officer, director or owner thereof currently debarred pursuant to an established debarment procedure from bidding or contracting by any public body, agency of another state or agency of the federal government?

If yes, provide details.

6. References:

Provide at least five (5) references and include for each reference name, address, telephone number, and name of contact person.

7. Workers Compensation Experience:

List your Experience Modification Rate for workers compensation for the past three years:

20-- - ; 20-- - ; 20-- - .

8. Confidential and Proprietary Information

Initial here if the applicant requests that all information submitted as part of this prequalification process be considered a trade secret or as proprietary information subject to the provisions of subsection D of § 11-52, Code of Virginia.

9. State Corporation Commission Corporate (SCC) Identification number: Contractor is required to provide FCPS an SCC number to transact business in the state of Virginia. To obtain a State Corporation Commission Corporate Identification number, contact the state commission at 804-371-9967 or 1-800-552-7945, or <https://www.scc.virginia.gov/pages/Contact-Us>, email: sccinfo@scc.virginia.gov or The State Corporation Commission, Post Office Box 1197, Richmond, Virginia 23218, Physical Address: Tyler Building, 1300 E. Main St., Richmond, Virginia 23219

Virginia Contractor's License Number: To obtain a Virginia Contractor Licenses, contact Department of Professional and Occupational Regulations at (804) 367-8511 or by email at contractors@dpor.virginia.gov or visit their site <http://www.dpor.virginia.gov/Boards/Contractors/>

Fairfax County Business/Professional/Occupation License Number (BPOL): All firms doing business in Fairfax County, shall obtain and provide a license as required by Chapter 4, Article 7, of The Cod of the County of Fairfax, Virginia. To obtain a Fairfax County Business License contact 703-222-8234 or by email at DTAPPDBusiness@fairfaxcounty.gov or visit their site at <https://www.fairfaxcounty.gov/taxes/business>

SIMILAR BUILT-UP ROOFING PROJECTS:

1. On a separate sheet(s), list all roofing projects your organization has in progress, giving the name of project, owner, design engineer/architect, contract amount, percent complete and scheduled completion date.

2. On a separate sheet(s), list all Roofing Contracting of phased-occupied renovation of school buildings your organization has completed in the past five (5) years, giving the name of project, owner, design engineer/architect, contract amount, and date of completion.

3. Provide on the following pages the details of three (3) projects listed above, which are most similar in size and scope per FCPS specifications, Section 07510. Projects must have been performed under Applicant's current name and involved current principals. If fewer than two projects have been performed, so state.

**SIMILAR BUILT-UP ROOFING PROJECTS
PROJECT 1**

ATTACHMENT B

DETAILS OF PROJECTS

1. Applicant Name: _____
Project Manager Name: _____
Superintendent Name: _____

2. Name of Project: _____

3. Owner Name: _____
Address: _____

Contact Person: _____
Telephone Number: (____) _____

4. Engineer/Architect: _____
Address: _____

Contact Person: _____
Telephone Number: (____) _____

5. Contract Dates - Attach additional information if project was not on schedule.
Start Date: _____
Substantial Contractual _____
Final Contractual Completion: _____

6. Briefly describe the project.

7. Original Contract Value \$ _____
Final Contract Value \$ _____
Value of: Change Orders to Date \$ _____
Outstanding Claims to Date \$ _____

8. Name of Bonding Company _____
Address: _____
Contact Person: _____
Telephone Number (____) _____

9. Major Subcontractor:
Name: _____
Address: _____
Contact Person: _____
Telephone Number (____) _____
Role In Project: _____
Telephone Number: (____) _____

**SIMILAR BUILT-UP ROOFING PROJECTS
PROJECT 2**

ATTACHMENT B

DETAILS OF PROJECTS

1. Applicant Name: _____
Project Manager Name: _____
Superintendent Name: _____

2. Name of Project: _____

3. Owner Name: _____
Address: _____

Contact Person: _____
Telephone Number: (____) _____

4. Engineer/Architect: _____
Address: _____

Contact Person: _____
Telephone Number: (____) _____

5. Contract Dates - Attach additional information if project was not on schedule.
Start Date: _____
Substantial Contractual Completion: _____
Final Contractual Completion: _____

6. Briefly describe the project.

7. Original Contract Value \$ _____
Final Contract Value \$ _____
Value of: Change Orders to Date \$ _____
Outstanding Claims to Date \$ _____

8. Name of Bonding Company _____
Address: _____
Contact Person: _____
Telephone Number: (____) _____

9. Major Subcontractor:
Name: _____
Address: _____
Contact Person: _____
Telephone Number: (____) _____
Role In Project: _____

Telephone Number: (____) _____

DETAILS OF PROJECTS

1. Applicant Name: _____
Project Manager Name: _____
Superintendent Name: _____

2. Name of Project: _____

3. Owner Name: _____
Address: _____

Contact Person: _____
Telephone Number: (____) _____

4. Engineer/Architect: _____
Address: _____

Contact Person: _____
Telephone Number: (____) _____

5. Contract Dates – Attach additional information if project was not on schedule.
Start Date: _____
Substantial Contractual Completion: _____
Final Contractual Completion: _____

6. Briefly describe the project.

7. Original Contract Value \$ _____
Final Contract Value \$ _____
Value of: Change Orders to Date \$ _____
Outstanding Claims to Date \$ _____

8. Name of Bonding Company _____
Address: _____
Contact Person: _____
Telephone Number: (____) _____

9. Major Subcontractor:
Name: _____
Address: _____
Contact Person: _____
Telephone Number: (____) _____
Role In Project: _____
Telephone Number: (____) _____

ANTICIPATED PROJECTS:

On a separate sheet(s), list all anticipated roofing projects your organization intends to pursue, giving the name of project, owner, design engineer/architect, contract amount, and scheduled completion date of the anticipated project.

KEY PERSONNEL:

Provide information about the experience of key personnel of the applicant. The information shall include name, title of intended assignment, years of roofing experience, last employer, last position, and experience on similar projects, as specified in FCPS specifications, Section 07510.

Applicant must also show the percentage of time key personnel will dedicate to the project.

ATTACHMENT E

AFFIDAVIT OF ACCURACY:

The undersigned swears or affirms under the penalty of perjury and upon personal knowledge that the contents of the Application for Prequalification are true and correct.

The undersigned swears or affirms under the penalty of perjury that the contractor, its agents, servants and/or employees, to the best of his/her knowledge and belief, have not in any way colluded with anyone for and on behalf of the contractor an unfair advantage over others, nor have they colluded with anyone for and on behalf of the contractor, or themselves, to gain any favoritism in the award of any contract resulting from this bid.

NAME OF APPLICANT

REPRESENTATIVE/TITLE
(SIGNATURE)

ADDRESS

TELEPHONE NUMBER

DATE:

NOTARY SEAL:

ACTION PLAN:

- A. Plan to accommodate changes, additions, and disruptions to the extent practicable within the contract time:
- B. Applicant's technical resources to solve field problems:
- C. Plan to protect portions of finished work during work disruptions:
- D. Guarantee that all necessary steps will be taken to minimize additional costs and time to Fairfax County Public Schools resulting from changes, unforeseen conditions, asbestos abatement procedures.
- E. Indoor Air Quality Plan
- F. Plan to address any and all long lead-time materials.
- G. Safety Plan

MANAGEMENT PLAN:

Describe the general plan for meeting the management requirements of the total project.

VIRGINIA CLASS A CONTRACTOR'S LICENSE:

Attach a copy of a Virginia Class A Contractor's License, and a commitment to require that all affected subcontractors carry a Virginia Contractor's license, Class A, B, or C, as applicable.

FAIRFAX COUNTY BUSINESS/PROFESSIONAL/OCCUPATION LICENSE NUMBER (BPOL):

Attach a copy of the BPOL license.

STATE CORPORATION COMMISSION CORPORATE IDENTIFICATION NUMBER:

Attach a copy of the State Corporation Commission Corporate Identification Number must be provided.

SUGGESTED SURETY STATEMENT:

(Name of Applicant) has been a client of (name of Surety Company) for over (_____) years. During that time, we have supported this firm in their pursuit of projects in the \$_____ range and total programs in excess of \$_____.

We are prepared to provide Bid, Performance, and Payment Bonds on the aforementioned project, provided (name of Applicant) accepts an award of the contract and makes application to us on or about the time the work is to commence, and we are satisfied with the prevailing underwriting conditions, including but not limited to, acceptable contract terms and job specifications, acceptable bond forms, and confirmation of full financing.

We also possess certificates of authority as an acceptable surety authorized to do business in the Commonwealth of Virginia as published annually in the Federal Register, Department of Treasurer, Fiscal Service, Department Circular 570.

Sincerely,

**Attorney-In-Fact
(Name of Surety Company)**

Name of Surety

Signature

Typed Signature

Date

Address

Telephone

SAFETY VIOLATIONS RESPONSE IN ACCORDANCE WITH THE FAIRFAX COUNTY SAFETY RESOLUTION.

SAFETY VIOLATIONS CERTIFICATE

List safety violations:

If there were no safety violations, execute the following certification:

I hereby certify that _____ has not received any
(Name of Offeror)

Citations for safety violations described in the Fairfax County Safety Resolution.

Principal

State of: _____

County of: _____

On this _____ day of _____, 2024, after first being duly sworn, appeared before me, the undersigned Notary Public, and executed the foregoing instrument and acknowledged to me that he executed the same as and for the act and deed of said firm.

Notary Public

Seal

WORK BY CONTRACTOR:

The undersigned affirms that, if selected as a bidder as a result of this prequalification, the undersigned contemplates to perform by its own forces includes (check off applicable entries below):

FOR THE PURPOSES OF THIS SOLICITATION AND ANY SUBSEQUENT BID FOR THE WORK, "OWN FORCES" SHALL MEAN THE "A" WORK FORCE OF THE CONTRACTOR OR "B" WORK FORCE OF A WHOLLY OWNED SUBSIDIARY:

WORK BY

<u>ITEM</u>	<u>"A"</u>	<u>"B"</u>	<u>NATURE OF WORK</u>
1.	_____	_____	SITework
2.	_____	_____	CONCRETE
3.	_____	_____	MASONRY
4.	_____	_____	METALS
5.	_____	_____	WOOD/PLASTICS
6.	_____	_____	ROOFING - THERMAL & MOSITURE PROTECTION
7.	_____	_____	DOORS & WINDOWS
8.	_____	_____	FINISHES
9.	_____	_____	SPECIALTIES
10.	_____	_____	CASEWORK, EQUIPMENT, AND FIXTURES
11.	_____	_____	ELECTRICAL
12.	_____	_____	PLUMBING
13.	_____	_____	MECHANICAL
14.	_____	_____	AUTOMATIC TEMPERATURE CONTROLS
15.	_____	_____	COMMUNICATION AND SPECIAL SYSTEMS

L. APPLICANT TO PROVIDE AN EXAMPLE OF STANDARD LABOR AND MATERIAL PAYMENT BONDS.

APPLICANT TO ACKNOWLEDGE AND UNDERSTAND FCPS ROOFING SPECIFICATIONS
SECTION 07510

NAME OF APPLICANT

REPRESENTATIVE/TITLE
(SIGNATURE)

ADDRESS

ADDRESS

TELEPHONE NUMBER

DATE:

NOTARY SEAL: