



**BIDDER
QUALIFICATIONS
QUESTIONNAIRE**

Ajax Building Corporation
1080 Commerce Boulevard
Midway, Florida 32343

Tel: (850) 224-9571
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<http://www.ajaxbuilding.com>

LETTER OF TRANSMITTAL

TO: **INTERESTED BIDDER**

ATTN: _____

ADDR: _____

ADDR: _____

E-MAIL: _____ FAX: _____

PHONE: _____ NO. OF PAGES: **8**

FROM: **Thomas Mull** DATE SENT: _____

REFERENCE: **BIDDER QUALIFICATIONS QUESTIONNAIRE**

PROJECT: _____

LOCATION: _____

Ajax Building Corporation is prequalifying bidders for the referenced project.

Attached is the "Bidder Qualifications Questionnaire" for your information and use.

It includes:

- Instructions to Applicant 1 page
- Applicant's General Information 2 pages
- Exhibit 1 - Current Projects and References 1 page
- Exhibit 2 - Bonding Reference 1 page
- Exhibit 3 - Insurance Reference 1 page
- Checklist 1 page

Fill out the "Bidder Qualifications Questionnaire" in accordance with "Instructions to Applicant".

Please return to my attention by e-mail to ~~XXXXXXXXXXXXXXXXXXXX~~ or by fax to

Return is requested by: **PLEASE REPLY WITHIN THREE (3) BUSINESS DAYS OF RECEIPT**

Visit our website at <http://www.ajaxbuilding.com> for more information about Ajax Building Corporation.

The "Subcontractors and Vendors" page has current information on other projects in the bid phase.

File:	Project No:		PBP -		<input checked="" type="checkbox"/> .A	CSI No:	
Bidder Qualifications Questionnaire			Letter of Transmittal		Revised: R } ^ A C E E		



BIDDER QUALIFICATIONS QUESTIONNAIRE

INSTRUCTIONS TO APPLICANT

**PLEASE FILL OUT THIS FORM "ON-SCREEN", AND RETAIN A COPY FOR FUTURE REFERENCE.
THIS WILL SAVE TIME WHEN PREQUALIFYING FOR FUTURE PROJECTS.**

SUMMARY

1. Submit the fully assembled Bidder Qualifications Questionnaire (Pages 1 through 6).
 - Include Bidder Qualifications Questionnaire form completed, dated, and signed by an authorized person or a company officer.
 - Include Exhibit 2 and Exhibit 3 forms signed and dated by respective agents.
 - Include Checklist noting all items submitted.
2. No partial submittals, please. Ajax will review upon receipt of complete information.
3. Ajax will send you written notification on the results of our review.

INSTRUCTION DETAILS

Complete the Form

Fill out Bidder Qualifications Questionnaire form (pages 1 and 2) completely.

- A "See Attached" response is not acceptable.
- Verify contact information for all of your references.

Answer questions related to your background and experience on similar projects.

- You may enclose supporting or supplementary data.

Bonding and Insurance References

Begin by filling in information on *top half* of each Exhibit form. Then,

- Forward a copy of Exhibit 2 (page 4) to your Bonding agency.
- Forward a copy of Exhibit 3 (page 5) to your Insurance agency.

Your agents will complete the *bottom half* of each Exhibit form as follows:

- They will provide requested information.
- They will sign and date it, and return it to you.

Follow up with them as needed to expedite receipt.


Do not submit incomplete or unsigned Exhibit forms to Ajax.

Submission

Submit the fully assembled package (Pages 1 through 6) to Ajax for review.

- Include Bidder Qualifications Questionnaire form completed, signed, and dated.
- Include Exhibit 2 and Exhibit 3 forms completed, signed and dated by respective agents.
- Include Checklist noting all items submitted.

Review and Notification

- Ajax will begin our review upon receipt of all information, and notify you as to the results.
- For clarifications contact 

Thank you for your interest in prequalifying to bid work with Ajax Building Corporation.

Form 23A	Bidder Qualifications Questionnaire	Instructions to Applicant	Revised: R } ^ A G F E
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BIDDER QUALIFICATIONS QUESTIONNAIRE

INFORMATION REQUESTED MUST BE PROVIDED ON THIS FORM. A "SEE ATTACHED" RESPONSE IS NOT ACCEPTABLE. THIS QUESTIONNAIRE'S CONTENTS ARE CONFIDENTIAL AND USED SOLELY TO DETERMINE THE APPLICANT'S QUALIFICATIONS. PLEASE FILL OUT THIS FORM "ON-SCREEN", AND RETAIN A COPY FOR FUTURE REFERENCE.

AJAX PROJECT		LOCATION	
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CONTACT INFORMATION

Company's Name: _____ Date: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Contact Person # 1 (Exec./ PM) _____

E-mail Address: _____ Telephone: _____

Contact Person # 2 (During Bid Time) _____

E-mail Address: _____

Telephone: _____

COMPANY'S WORK SPECIALTY

Which subcontractor trade(s) and/ or specialty item(s) will you be bidding?

COMPANY PROFILE

Years performing work specialty _____ Years in business under present name: _____

Avg. annual value of work completed in past 3 yrs. \$ _____ Value of work in place in last 12 mos. \$ _____ Value of work now under contract: \$ _____

Is your Company rated with Dun and Bradstreet? Yes _____ No _____ D & B Rating: _____

Is your Company a certified WMB Enterprise? If "Yes", enclose a copy of your certification (s). Yes _____ No _____ Classification: _____

Is your Company a "Drug-free Workplace"? Yes _____ No _____

In the past 3 years has your Company had any OSHA fines? Yes _____ No _____ If "Yes", provide explanation.

In the past 5 years have you had any jobsite fatalities? Yes _____ No _____ If "Yes", provide explanation.

In the past 5 years have you filed for bankruptcy? Yes _____ No _____ If "Yes", provide explanation.

In the past 5 years have you failed to complete a contract? Yes _____ No _____ If "Yes", provide explanation.

Any pending claims or judgments against your Company? Yes _____ No _____ If "Yes", provide explanation.

Do you have any past or present objections to working with Ajax's personnel, systems, or contract documents? Yes _____ No _____ If "Yes", provide explanation.



BIDDER QUALIFICATIONS QUESTIONNAIRE

CONTRACTOR LICENSING

Reference: the Florida Department of Business and Professional Regulation at <https://www.myfloridalicense.com>.
Provide your Primary Qualifying Agent's Florida DBPR license information:

Last Name: _____	First Name: _____	Middle Name or Initial: _____
Licensing Board: _____	License Type: _____	License Number: _____

COMPANY'S PERSONNEL AND MANPOWER

List names of key personnel proposed for assignment to this project:
Attach a resume or summary of experience for each person.

Project Executive: _____

Project Manager: _____

Project Superintendent: _____

Indicate total number of full-time employees currently on your company's direct payroll:

Skilled Craftsmen: _____ Unskilled Labor: _____

List other sources of skilled/ unskilled labor: _____

What percentage of work do you typically perform with your Company's own forces? _____ %

Will you subcontract any portions of the work on this job? Yes _____ No _____

Which activity(s): _____ Approx. % of total labor: _____ %

HISTORY OF COMPLETED PROJECTS

Provide a separate list of major projects completed within the past three (3) years. Indicate \$value of each subcontract.
Include projects of similar type, size, and complexity as this project. Include completed Ajax projects.

FINANCIAL STATEMENT

Please provide a financial statement for confidential review by Ajax management.
Include reasonably current data on the Company's general financial condition.
A summary income statement / balance sheet is preferred.

I HEREBY CERTIFY THAT THE PRECEDING INFORMATION IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE:

Company _____

Signature _____ (Authorized Person or Company Officer)

Print Name and Title _____ Date _____

Type of Firm _____ Corporation _____ Partnership _____ Other _____



BIDDER QUALIFICATIONS QUESTIONNAIRE

EXHIBIT 1 CURRENT PROJECTS AND REFERENCES

CURRENT PROJECTS

1. List two (2) of your Company's most significant projects currently under construction.
2. Select either the Project Manager or General Superintendent as current references.
3. Verify contact information for each reference!

Before submitting this form:

- Verify that e-mail addresses and telephone numbers are current and correct.
- Invalid contact information will delay the prequalification process.

CURRENT PROJECT NO. 1	CURRENT PROJECT NO. 2
Contracting Agency: _____	Contracting Agency: _____
Project Name: _____	Project Name: _____
Location: _____	Location: _____
Project % Complete: _____	Project % Complete: _____
Scheduled Completion Date: _____	Scheduled Completion Date: _____
\$Value of Your Subcontract: _____	\$Value of Your Subcontract: _____
Reference's Name: _____	Reference's Name: _____
Reference's Title: (PM or GS) _____	Reference's Title: (PM or GS) _____
Reference's E-mail: _____	Reference's E-mail: _____
Reference's Office Phone: _____	Reference's Office Phone: _____
Reference's Cell Phone: _____	Reference's Cell Phone: _____

AJAX PROJECTS

List the name of any current Ajax project(s) and/ or most recently completed Ajax project(s).

AJAX PROJECT NO. 1	AJAX PROJECT NO. 2



**BIDDER
QUALIFICATIONS
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**EXHIBIT 2
BONDING REFERENCE**

(Step 1: Subcontractor to complete this top portion and forward to Bonding Agency)

Subcontractor - Please provide the following information:

TO: (Bonding Agency) _____

Agency's Contact Person: _____

E-Mail: _____

Phone: _____ Fax: _____

FROM: (Subcontractor) _____

Name: _____

Inquiry is authorized by: Title: _____

E-Mail: _____

Phone: _____ Fax: _____

(Subcontractor to complete the above portion)

(Step 2: Bonding Agency to complete this bottom portion)

Bonding Agency - Please provide the following information:

1. Subcontractor's surety company: _____

2. Surety's Best rating: _____

3. Treasury listing underwriting limit: _____

4. Single project bonding limit:	_____	Total bonding capacity:	_____	Value of work now bonded:	_____
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5. Comments: _____

Signature of Agent: _____

Print Name and Title: _____

Date: _____

Bonding Agency

Please return this completed Exhibit 2 form to the Subcontractor at their above address.

The contents of this form are confidential and used solely to determine the applicant's qualifications.
Your prompt response to this inquiry is greatly appreciated.



BIDDER QUALIFICATIONS QUESTIONNAIRE

EXHIBIT 3 INSURANCE REFERENCE

(Step 1: Subcontractor to complete this top portion and forward to Insurance Agency)

Subcontractor - Please provide the following information:

To: (Insurance Agency)

Agency's Contact Person:

E-Mail: ||

Phone: || Fax:

FROM: (Subcontractor)

This inquiry is authorized by:

Name: Title:

E-Mail: ||

Phone: || Fax:

(Subcontractor to complete the above portion)

(Step 2: Insurance Agent to complete this bottom portion)

Insurance Agent - Please provide the following information:

1. Can the subcontractor meet these minimum project requirements?

- General Liability: \$ 1,000,000 Yes No
Automobile Liability: \$ 1,000,000 Yes No
Workers' Compensation: \$ 100,000 (Each Accident) Yes No
Workers' Compensation: \$ 500,000 (Disease - Policy Limit) Yes No
Workers' Compensation: \$ 100,000 (Disease - Each Employee) Yes No

2. Please verify subcontractor's workers' compensation experience modifier

20 20 20

Signature of Agent:

Print Name and Title:

Date:

Insurance Agent:

Please attach a current Certificate of Insurance.

Return this completed Exhibit 3 form to the Subcontractor at their address shown above.

The contents of this form are confidential and used solely to determine the applicant's qualifications. Your prompt response to this inquiry is greatly appreciated.



BIDDER QUALIFICATIONS QUESTIONNAIRE

CHECKLIST

Applicant:

Review Bidder Qualifications Questionnaire contents carefully before sending to Ajax. Make sure it is complete, and that it contains all required information as listed below. Hold until all information is received. No partial submittals, please. Mark "X" in check box next to all enclosed items:

<input type="checkbox"/>	1. "Applicant General Information", pages 1 & 2, completed, signed, and dated by an authorized person or an officer of the Company.
<input type="checkbox"/>	2. Exhibit No. 1, "Current Projects and References" – with verified contact information.
<input type="checkbox"/>	3. Exhibit No. 2, " Bonding Reference" - completed, signed, and dated by bonding agent.
<input type="checkbox"/>	4. Exhibit No. 3, "Insurance Reference" - completed, signed, and dated by insurance agent.
<input type="checkbox"/>	5. Insurance Certificates with effective / expiration dates and limits for general liability, workers' compensation, and automobile liability coverage.
<input type="checkbox"/>	6. "History of Completed Projects" – Provide a separate list of projects completed within the past three (3) years. Indicate \$value of each subcontract. Include Ajax projects.
<input type="checkbox"/>	7. Resume or summary of experience for personnel proposed for assignment to this project. (See page 2 of 6, "Company's Personnel and Manpower").
<input type="checkbox"/>	8. Copy of Florida DBPR License (s) for <u>Qualified Business Organization</u> - (if applicable).
<input type="checkbox"/>	9. Copy of Florida DBPR License (s) for <u>Primary Qualifying Agent</u> - (if applicable).
<input type="checkbox"/>	10. Copy of your Company's OSHA-300A (<u>1-Page Summary Sheet – Not OSHA 300</u>) for] !^çã ~ •Á^æ.
<input type="checkbox"/>	11. Copy of Minority Business Certification (s) - (if applicable).
<input type="checkbox"/>	12. Current Financial Statement. A <u>summary</u> income statement / balance sheet is preferred. (See page 2 of 6, "Financial Statement").
<input type="checkbox"/>	13. Other explanatory or supplementary information (list). Comments.

Note: Include this checklist with your submittal.

Please provide contact information for the person who assembled and submitted this questionnaire. Ajax's evaluator may need to contact you with questions or to obtain clarification.

Contact Person: _____ Telephone: _____
 E-mail: _____ Fax: _____