



## CONFIDENTIAL APPLICATION FOR CONTRACTOR PRE-APPROVAL FOR PUBLIC UTILITY, STREET AND DRAINAGE CONSTRUCTION

### I. INSTRUCTIONS

1. All Contractors wishing to construct public improvements within the City of Tyler must complete this Qualification Statement in full. Contractors may either submit this Qualification Statement to be considered for approval for the annual Approved Contractors List, or they may submit this Qualification Statement to be considered for approval on a one-time only, project-specific basis.
2. If a project is a Joint Venture, both Contractors must complete the qualification form.
3. The Contractor is to ensure that all pages of the Qualification Statement are complete and that all supporting documentation, as required, is attached and submitted for review.
4. Allow up to ninety (90) days for review and processing of applications.
5. If, after review, the Qualification Statement is rejected in whole or in part, the Contractor may resubmit additional information for reconsideration by the City of Tyler.
6. Please check the box indicating the desired type of approval:
  - ☐ I am submitting this Qualification Statement to be considered for the annual Approved Contractors List.
  - ☐ I am submitting this Qualification Statement to be considered on a one-time only basis for the following project:

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#### For the Annual Approved Contractors List Only:

Upon approval, the Contractor shall be approved for specific types of work with specified dollar values until notified in writing that either: 1) the Contractor must re-apply or 2) the Contractor has been removed from the Approved Contractors List. Contractors stay on the Approved Contractors List until the end of each fiscal year, September 30<sup>th</sup>. Contractors must submit updated qualification statements including an updated surety letter by July 1<sup>st</sup> of each year to remain on the Approved Contractors List.

#### For Project-Specific Approvals Only:

Upon approval, the Contractor shall be approved for specific types of work with specified dollar values for a specific project only and for any follow-up work related to that project that may be required during the one-year warranty period.

7. Qualification statements and financial documentation may be submitted for review to Engineering Services:

**By Mail:**

City of Tyler  
Attn: Engineering Services  
PO Box 2039  
Tyler, TX 75710

**By Email:**

Engineering Services  
[approvedcontractorlist@tylertexas.com](mailto:approvedcontractorlist@tylertexas.com)

**By Fax:**

Attn: Engineering Services  
903-531-1126

## II. GENERAL INFORMATION

☐ Sole Proprietor      ☐ Partnership      ☐ Corporation      ☐ Joint Venture

Firm Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Mailing Address, if Different: \_\_\_\_\_

Physical Address: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Principal Place of Business: \_\_\_\_\_

County State

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### If Partnership or Joint Venture:

Partner or JV Firm Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Mailing Address, if Different: \_\_\_\_\_

Physical Address: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Principal Place of Business: \_\_\_\_\_

County State

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### If Corporation:

State of Incorporation: \_\_\_\_\_

Location of Principal Office: \_\_\_\_\_

Contact Persons at Office: \_\_\_\_\_

Person Executing Contracts on Behalf of Corporation:

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Title: \_\_\_\_\_ City, State: \_\_\_\_\_

Phone: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Name(s) of Officers (if applicable):

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Please indicate the following type(s) of work you wish to be considered for and the number of years in business as a General Contractor performing that type work:

<u><i>Wish to Perform</i></u>	<u><i>Type of Work</i></u>	<u><i>Years of Experience</i></u>	<u><i>Wish to Perform</i></u>	<u><i>Type of Work</i></u>	<u><i>Years of Experience</i></u>
<b><u>Paving:</u></b>					
<input type="checkbox"/>	Asphalt Paving	_____	<input type="checkbox"/>	Seal Coating	_____
<input type="checkbox"/>	Concrete Paving	_____			
<b><u>Drainage:</u></b>					
<input type="checkbox"/>	Box Culverts	_____	<input type="checkbox"/>	Inlets	_____
<input type="checkbox"/>	Bridge Work	_____	<input type="checkbox"/>	Junction Boxes	_____
<input type="checkbox"/>	Channel Lining	_____	<input type="checkbox"/>	Storm Sewer	_____
<input type="checkbox"/>	HDPE Pipe (requires manufacturer's training certification)				_____
<b><u>Utilities:</u></b>					
<input type="checkbox"/>	Water Systems (new construction)	_____	<input type="checkbox"/>	Water/Sewer Treatment Plants	_____
<input type="checkbox"/>	Sewer System (new construction)	_____	<input type="checkbox"/>	Booster Pump Stations (water)	_____
<input type="checkbox"/>	Raising/Lowering Appurtenances	_____	<input type="checkbox"/>	Lift Stations (sewer)	_____
<input type="checkbox"/>	Minor Relocation of Pipe and Appurtenances (as required to avoid conflicts during street or drainage projects)				_____
<b><u>Miscellaneous:</u></b>					
<input type="checkbox"/>	Demolition	_____	<input type="checkbox"/>	Striping	_____
<input type="checkbox"/>	Earth Work	_____	<input type="checkbox"/>	Signal Work	_____
<input type="checkbox"/>	Misc. Concrete	_____	<input type="checkbox"/>	Other: (describe below)	_____

### **III. COMPANY HISTORY**

1. Greatest number of contracts in excess of \$500,000.00 under construction at one time in Company's history: \_\_\_\_\_
2. Greatest number of contracts in excess of \$1,000,000.00 under construction at one time in Company's history: \_\_\_\_\_
3. Approximate average dollar value of incomplete work under contract at any one time:  
\_\_\_\_\_
4. Provide, as an attachment, a list of projects completed within the past five (5) years with value in excess of \$500,000 (if possible) demonstrating experience with the type of work for which you are requesting approval. For each project listed, provide at a minimum the following information:
  - a. Project Name
  - b. Project Owner
  - c. Value of Work
  - d. Year Completed
  - e. Name and Phone Number of Contact Person / Reference
  - f. Brief description of type(s) of work performed (should match type(s) of work requested for approval)
5. Provide, as an attachment, a list of projects currently in progress demonstrating experience with the type of work for which you are requesting approval. For each project listed, provide at a minimum the following information:
  - a. Project Name
  - b. Project Owner
  - c. Value of Work
  - d. Name and Phone Number of Contact Person / Reference
  - e. Brief description of type(s) of work performed (should match type(s) of work requested for approval)

6. Has the company's management personnel changed in the last two (2) years?

☐ YES

☐ NO

If yes, please list names of staff and qualifications and/or experience of said persons

7. Have you or any present partner(s) or officer(s) failed to complete a contract?

☐ YES

☐ NO

If so, name of Owner and/or Surety:

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

8. Are there any unsatisfied demands upon your Company as to your Company's Accounts Payable?

☐ YES

☐ NO

If your answer is yes, give names, amounts, and explanations:

9. Bank Reference:

Bank: \_\_\_\_\_

City: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_

10. Municipality Reference:

City: \_\_\_\_\_

Phone: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Position: \_\_\_\_\_

11. Other Credit References:

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

12. Provide, as an attachment, a list of established supply sources for construction materials. Provide names, addresses and phone numbers of supply dealers serving the Contractor on a regular basis.
13. Provide, as an attachment, a list of major items of equipment owned by the Company. If particular types of equipment are leased for certain jobs, indicate the types of items that are leased and names of usual leasing agents.
14. Provide, as an attachment, the job qualifications and experience of key personnel. Also, indicate the average size of work force during the last two years.
15. State all addresses used by the Contractor in the past five years, if different than the one provided on page 2. Explain whether your location of operations would affect your ability to respond to problems encountered during the project and if it would affect the project completion (use attachments if necessary):

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Pursuant to advertisement for bids and information for prospective bidders for aforementioned types of projects, I (we), the undersigned, am submitting the information as required with the understanding that the purpose is for your use, only to assist in determining the qualifications for this organization to perform the type and magnitude of work designated, and further, guarantee the truth and accuracy of all statements made, and will accept your determination of qualifications without prejudice. The surety herein named, any other bonding company, bank, sub-contractor, supplier, or any other person(s), firm(s), or corporations with whom I (we) have done business, or who have extended any credit to me (us) are hereby authorized to furnish you with any information you may request concerning performance on previous work and my (our) credit standing with any of them; and I (we) hereby release any and all such parties from any legal responsibility whatsoever on account of having furnished such information to you.

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

Date: \_\_\_\_\_

**COPY TO LOCAL UNDERWRITING OFFICE OF PROPOSED SURETY:**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City/State: \_\_\_\_\_

#### IV. QUALIFICATION STATEMENT OF BIDDER'S SURETY

To be completed by Contractor's Surety:

Surety Name: \_\_\_\_\_

Contractor Name: \_\_\_\_\_

1. Has the surety furnished contract bonds for this contractor before?

☐ YES

☐ NO

2. Is the current financial information on this Contractor satisfactory?

☐ YES

☐ NO

3. Has contractor ever defaulted on contract bonds? ☐ YES ☐ NO

If your answer is yes, give details:

4. Is it your opinion that the contractor has sufficient experience and financial resources to satisfactorily perform selected types of work? ☐ YES ☐ NO

5. Provided this Bidder does not assume other commitments or that you do not acquire further information that in your opinion will materially affect the Bidder's capacity to perform this contract, will you furnish the bonds as specified within contractors bonding limits? ☐ YES ☐ NO

6. Does your proposed Surety Bonding possess a certification as required by the State Board of Insurance to do business in the State of Texas? ☐ YES ☐ NO



Remarks:

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Surety: \_\_\_\_\_

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

City/State: \_\_\_\_\_

Phone No.: \_\_\_\_\_

Fax No.: \_\_\_\_\_

## V. SAFETY PROGRAM

This information is not requested to regulate or oversee your safety program. It is used to evaluate the suitability of your company to perform contracts having a high safety risk probability, which could result in financial liability on the part of the City.

1. Does your company presently have a formal on-going safety program?

☐ YES ☐ NO

Briefly describe program:

2. Does your safety program include regular safety meetings, accident investigations/cause and corrections, safety committee, employee training program?

☐ YES ☐ NO

Comments:

3. Does your company comply with safety standards relating to hard hats and steel-toed shoes? ☐ YES ☐ NO

4. Has your company been cited by OSHA, EPA, TCEQ or any other regulatory agency within the last twelve (12) months? ☐ YES ☐ NO

Comments:

5. Has your company experienced a job related injury or death within the last twelve (12) months? ☐ YES ☐ NO

Comments:

6. Does your company have access to safety equipment for compliance with the Trench Safety regulations? ☐ YES ☐ NO

Comments:

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

Date: \_\_\_\_\_

## **VI. SURETY LETTER**

In order to expedite and facilitate the prompt approval of your prequalification application, a surety letter prepared by a qualified bonding agency must accompany your submission. See Attachment 1 for example of format.

### **FAILURE TO PROVIDE ALL REQUESTED INFORMATION COULD RESULT IN THE RETURN OF YOUR APPLICATION.**

Please note that any surety letter submitted to the City for the purposes of qualification must be prepared by a National Association of Surety Bond Producers (NASBP) member.

**Attachment 1**  
**Example of Surety Letter**

Date

To Whom It May Concern

(CONTRACTOR NAME)

Gentlemen:

We have represented (CONTRACTOR NAME), for the surety bond needs for (QUANTITY) of years and consider them to be among our finest clients. We are pleased to set forth our relationship with this company for your consideration.

(CONTRACTOR NAME) has an excellent track record, an experienced management team, a strong financial position, and an effective organizational structure. (SURETY COMPANY) has provided surety bonds for individual projects with contract prices in excess of \$\_\_\_ million single project and \$\_\_\_ million aggregate.

We highly recommend this contractor to you for your construction needs. Should a contract be awarded and at the request of (CONTRACTOR NAME), we can arrange for 100% performance and payment bonds, subject to normal underwriting requirements by (SURETY COMPANY) such as, but not limited to review of the bond and contract forms.

Should you have any questions, please feel free to contact us.

Sincerely,

Attorney-In-Fact