



St. Mary's County Public Schools

ST. MARY'S COUNTY PUBLIC SCHOOLS
Department of Design and Construction
27190 Point Lookout Road
Loveville, MD 20656
301-475-4256

FY 2022

VENDOR'S QUALIFICATION QUESTIONNAIRE

This questionnaire is intended as a basis for establishing the qualifications of Vendors for undertaking construction work under the jurisdiction of the Board of Education of St. Mary's County.

If a Vendor has completed a questionnaire and delivered such to the local education agency having jurisdiction setting forth their qualifications to the satisfaction of the Superintendent of Schools, the Vendor will be eligible to receive construction documents for bidding, but may be ineligible to be considered for a contract. Failure to have a completed qualification questionnaire delivered to St. Mary's County Public Schools prior to delivery of a bid may result in the rejection of said bid. Certification of qualification shall be valid for one fiscal year only.

SECTION I. – GENERAL INFORMATION

A. Legal Title and Address of Organization:

B. Telephone Number: _____

C. Website and Email Address of Organization: _____

D. Maryland Representative's Name, Title and Address: _____

E. Check if: Corporation LLC Co-Partnership Individual

1. If a Corporation or LLC, please state: _____ Date of Incorporation _____ State in which Incorporated

Name, Title and Date Assuming Position of Principal Officers:

2. If a Co-Partnership, please state: _____ Date of Organization

Nature of Partnership: _____ General, _____ Limited, _____ Association

Names and Addresses of Partners (Attach separate sheet, if necessary):

3. If an Individual, please state full Name and Address of Owner:

F. Is any member of your organization employed by St. Mary's County Public Schools or in any way officially connected with the Local Government? If yes, please explain:

G. Provide name and data about any construction projects you have failed to complete:

H. Has your organization ever been involved in any criminal litigation as a result of construction methods, costs, etc.? _____ If yes, please explain:

I. Has your firm ever been formally barred from performing work for the State of Maryland, a county agency in Maryland, or a school system in Maryland? _____ If yes, please provide the following information for each such action:

1. Facility and Project Name: _____
2. Date of Disqualification and Duration: _____
3. Reason for Disqualification: _____

J. If operating as a General Contractor, has your present or past bonding company ever been requested to act against you due to performance or payment related issues? _____ If yes, please explain:

SECTION II. – FINANCIAL INFORMATION

A. Give the value of all construction equipment (if applicable) fully owned by your organization:
\$ _____ If not fully owned, so state: (Attach separate sheet, if necessary.)

B. Give the value of total assets of your organization (including equipment value in II.A. above):
\$ _____

C. Give the value of the organization's total liabilities: \$ _____

D. Give the total contract value of the work accomplished by your organization in each of the last three (3) years: 20__ \$ _____ 20__ \$ _____ 20__ \$ _____

- E. Give the contact value of work presently being accomplished by, or pending award to your organization:
 \$ _____
- F. Give the value of any judgments or liens outstanding against your organization: \$ _____
- G. Has any bonding company refused to write you a bond on any construction work? If yes, please explain:

- H. Give the maximum value per project for which you could obtain Bond: \$ _____
- I. Give the maximum aggregate amount for which you could obtain Bond: \$ _____
- J. Is your firm able to obtain Performance and Payment bonds from a Surety registered in Maryland with a financial rating of "A-" or better in the Best's Key Rating Guide? _____

SECTION III. – EXPERIENCE

- A. Indicate the type of contracting undertaken by your organization and years of experience:
- ____ General Contractor Years _____
- ____ Subcontractor : Trade _____ Years _____
- Trade _____ Years _____
- ____ Architect/Engineer Years _____
- B. Provide an Organizational Chart of your Firm. Either provide below or attach to this document.

C. State experience of principal members of your organization (Attach additional sheets, as necessary):

Member No. 1:

Name and Title: _____

Years of Experience: Total _____ With Current Firm: _____

Education (degree and specialization): _____

Current Professional Registration or License: _____

Other Professional Qualifications (publications, organizations, training, awards, etc.): _____

Type of Work (e.g. Schools, Residential, Hospitals): _____

Member No. 2:

Name and Title: _____

Years of Experience: Total _____ With Current Firm: _____

Education (degree and specialization): _____

Current Professional Registration or License: _____

Other Professional Qualifications (publications, organizations, training, awards, etc.): _____

Type of Work (e.g. Schools, Residential, Hospitals): _____

Member No. 3:

Name and Title: _____

Years of Experience: Total _____ With Current Firm: _____

Education (degree and specialization): _____

Current Professional Registration or License: _____

Other Professional Qualifications (publications, organizations, training, awards, etc.): _____

Type of Work (e.g. Schools, Residential, Hospitals): _____

D. Give any special qualifications of firm members (Master Electrician, Plumber, Registered Engineer, etc.):

E. List a minimum of 3 projects (maximum 10) completed by your organization that are relevant :

(Attach additional sheets, as necessary)

Project No. 1:

Project Name and Location: _____

Describe the Project: _____

Name and Telephone number of Reference Contact: _____

Date construction contract was completed: _____

Contract amount: \$ _____

Project No. 2:

Project Name and Location: _____

Describe the Project: _____

Name and Telephone number of Reference Contact: _____

Date construction contract was completed: _____

Contract amount: \$ _____

Project No. 3:

Project Name and Location: _____

Describe the Project: _____

Name and Telephone number of Reference Contact: _____

Date construction contract was completed: _____

Contract amount: \$ _____

F. If General Contractor, list subcontractors in various fields who have worked under you:

G. If Subcontractor, list some general contractors for whom you have worked:

H. Does your organization have previous experience working in a K-12 school environment? _____
If yes, please provide 3 examples including Project Name and School Agency:

I. Does your organization have previous experience working with St. Mary's County Public Schools? _____
If yes, please provide up to 3 examples including Project Name and your organization's role or trade:

J. What is the monetary value of the largest project accomplished by your organization? \$ _____

K. What is the monetary value of the largest project accomplished in the last three years? \$ _____

L. Maximum value of a project you prefer to undertake: \$ _____

M. Price range of work your organization is deemed best adapted to undertake: \$ _____

N. Is your organization licensed in the State of Maryland for the current year? _____

If yes, provide Expiration Date and License Number: _____

- Please include a copy of your current Maryland Contractor's License with this questionnaire

O. Provide at least three (3) Client References for whom your company has provided services in the last 3 years:

Reference No. 1:

Company Name and Contact: _____

Contact Phone and Email : _____

Project Location and Description: _____

Reference No. 2:

Company Name and Contact: _____

Contact Phone and Email : _____

Project Location and Description: _____

Reference No. 3:

Company Name and Contact: _____

Contact Phone and Email : _____

Project Location and Description: _____

The above statements are certified to be true and accurate.

Dated at _____ this _____ day of _____ 20_____.

By: _____

(Title of Person Signing)

(Name of Organization)

State of _____

County of _____, S.S.

_____ being duly sworn states that he is

(Office)

(Name of Organization)

And that the answers to the foregoing questions and all statements therein contained are true and correct.

Sworn to before me, this _____ day of _____ 20_____.

My Commission expires _____

Notary Public

DO NOT FILL IN THESE SPACES	
Year Filed:	
Application No.:	
Reviewed by:	
Date:	

