

Saginaw Valley State University  
Contractor/Subcontractor Request for Inclusion on SVSU's  
Pre-Qualified Bidders List

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

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

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

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

Company E-Mail Address: \_\_\_\_\_

(This e-mail address is intended for use in communications regarding SVSU projects. The contractor/subcontractor is responsible for updating this information when changes occur.)

☐ Corporation    ☐ Partnership    ☐ Individual    ☐ Joint Venture    ☐ Other

A. How many years has your company been in business as a Contractor? \_\_\_\_\_

B. How many years has your company been in operation under the present name? \_\_\_\_\_

a. Please list any other names under which your organization has operated.

\_\_\_\_\_  
\_\_\_\_\_

C. Please answer the following if your organization is a corporation.

a. Date of incorporation: \_\_\_\_\_

b. State of incorporation: \_\_\_\_\_

c. President's name: \_\_\_\_\_

d. Vice President's name(s): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

e. Secretary's name: \_\_\_\_\_

f. Treasurer's name: \_\_\_\_\_

- D. Please answer the following if your organization is a partnership.
- a. Date of organization: \_\_\_\_\_
  - b. Type of partnership (if applicable): \_\_\_\_\_
  - c. Name(s) of general partner(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- E. Please answer the following if your organization is individually owned.
- a. Date of organization: \_\_\_\_\_
  - b. Name of owner: \_\_\_\_\_
- F. If your organization is not a corporation, partnership or individually owned, please describe it and name the principals: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- G. List the jurisdictions and trade categories where your company is legally qualified to do business and list the registration or license numbers if applicable. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- H. List those categories of work that your company normally performs with its own forces on Attachment A.
- I. Claims and Lawsuits (please provide details if any of the following answers are yes).
- a. Has your company ever failed to complete any of the work awarded? \_\_\_\_\_
  - b. Are there any judgments, claims, arbitration proceedings or suits pending or outstanding against your organization or its officers? \_\_\_\_\_
  - c. Has your company filed any lawsuits or requested arbitration in regard to construction contracts within the last five (5) years? \_\_\_\_\_
- J. During the last five (5) years, has any officer or principal of your organization ever been an officer or principal of another company when it failed to complete a construction contract? \_\_\_\_\_ If so please provide details.

- K. Please provide (on a separate sheet) a list of the major construction projects your company has in progress. Provide the project name, owner, architect, construction manager, contact name, contact telephone number, contract amount, percent complete and scheduled completion date.
- L. What is the total worth of the work in progress and under contract?\_\_\_\_\_
- M. Please provide (on a separate sheet) a list of the major projects your organization has completed in the past five (5) years. Provide the name of the project, owner, architect, contract date, date of completion, contact name, contact telephone number and percentage of the cost of the work performed with your own forces.
- N. What is the average annual amount of construction work performed during the past five (5) years?\_\_\_\_\_
- O. Please submit a letter from your bonding company listing:
- a. Single project bonding limit.
  - b. Overall bonding limit.
- P. Is your organization an Equal Opportunity / Affirmative Action Employer?\_\_\_\_\_
- Q. Is your organization certified by the Michigan Minority Business Development Council as a minority vendor?\_\_\_\_\_
- R. Please provide two letters from suppliers indicating good credit.
- S. Provide a copy of current liability insurance. Attachment B lists SVSU's insurance requirements for contractors when they are working on campus.
- T. List the Experience Modification Rate (EMR) for your firm as described by your insurance carrier for the past three (3) years.
- Last Year\_\_\_\_\_
- Year Before Last Year\_\_\_\_\_
- Two Years Before Last Year\_\_\_\_\_
- U. Largest project preferred.
- |                    |                          |                            |
|--------------------|--------------------------|----------------------------|
| ___\$0 - \$100,000 | ___\$100,000 - \$500,000 | ___\$500,000 - \$1,000,000 |
| ___\$1 M – \$5 M   | ___\$5 M - \$10 M        | ___\$10 M and above        |

- V. Provide list of all MDNRE certified storm water operators on staff (Note: General Contractors, Construction Managers, & Earthwork Contractors must have MDNRE certified storm water operators on staff). Provide separate sheet if necessary.

Name\_\_\_\_\_ certification #\_\_\_\_\_

Name\_\_\_\_\_ certification #\_\_\_\_\_

- W. Data Subcontractors only are required to provide the following information:

- a. Is your company a Belden Certified Installer Partner? \_\_\_\_Yes \_\_\_\_No
- b. Do all technicians have Belden current training? \_\_\_\_Yes \_\_\_\_No
- c. The onsite project manager will be required to have a minimum of five years of verifiable project management experience and will be required to provide a BICSI level 1 (or greater) Installer Certificate. How many project managers with this experience do you currently have on staff? \_\_\_\_\_

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

Organization:\_\_\_\_\_

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

\_\_\_\_\_(print name) being duly sworn deposes and says that the information provided herein is true and sufficiently complete so as not to be misleading.

Upon completion, please return this form to:

Saginaw Valley State University  
7400 Bay Road  
University Center, MI 48710  
Attention: Mike Pazdro  
Phone: 989.964.4080  
Fax: 989.964.4096  
Email: mapazdro@svsu.edu

## Indicate the Types of Work Company Self-Performs

<input type="checkbox"/> Material Testing	<input type="checkbox"/> Window Treatment
<input type="checkbox"/> Cleaning & Waste Management	<input type="checkbox"/> Casework (specify if company is Swanstone Approved)
<input type="checkbox"/> Disaster Recovery	<input type="checkbox"/> Telescoping Stands (Retractable Bleachers)
<input type="checkbox"/> Directional Boring	<input type="checkbox"/> Water-Based Fire-Suppression Systems
<input type="checkbox"/> Site Demolition	<input type="checkbox"/> Plumbing
<input type="checkbox"/> Asbestos Abatement	<input type="checkbox"/> Mechanical (HVAC)
<input type="checkbox"/> Concrete	<input type="checkbox"/> Testing & Balancing
<input type="checkbox"/> Concrete Lifting	<input type="checkbox"/> HVAC Ducts and Casings
<input type="checkbox"/> Concrete Trip Hazard Removal	<input type="checkbox"/> Temperature Controls
<input type="checkbox"/> Masonry	<input type="checkbox"/> Electrical
<input type="checkbox"/> Masonry Restoration	<input type="checkbox"/> High Voltage Maintenance
<input type="checkbox"/> Steel	<input type="checkbox"/> Data Communications (must be Belden Certified)
<input type="checkbox"/> Roofing & Sheet Metal	<input type="checkbox"/> Audio Visual
<input type="checkbox"/> Dampproofing and Waterproofing	<input type="checkbox"/> Security Detection, Alarm and Monitoring
<input type="checkbox"/> Windows	<input type="checkbox"/> Tree Removal
<input type="checkbox"/> Drywall / Ceilings	<input type="checkbox"/> Earth Moving
<input type="checkbox"/> Flooring	<input type="checkbox"/> Hydrovac Excavation
<input type="checkbox"/> Epoxy Flooring	<input type="checkbox"/> Asphalt Paving
<input type="checkbox"/> Athletic Flooring	<input type="checkbox"/> Paving Specialties
<input type="checkbox"/> Polished Concrete Flooring	<input type="checkbox"/> Athletic Surfacing - Tennis Courts, Track
<input type="checkbox"/> Painting	<input type="checkbox"/> Fencing
<input type="checkbox"/> Signage	<input type="checkbox"/> Lawn Irrigation
<input type="checkbox"/> Athletic Equipment	<input type="checkbox"/> Landscaping
<input type="checkbox"/> Other (please specify): _____	

☐ General Contractor - SVSU's list of General Contractors is used for companies that can manage larger projects involving coordination of multiple companies in categories other than their own Division.

☐ Construction Management

## Attachment B

### Article 22. Insurance

No work connected with the contract shall be started until the Contractor has submitted evidence to the University Campus Facilities Department, that:

- (1) the Contractor shall carry Worker's Compensation Insurance in the amounts required by Michigan Statute, upon all of its employees engaged in the work and shall be responsible to ensure that all subcontractors maintain equal Worker's Compensation Coverage, and the Worker's Compensation policy should also provide Employers Liability Insurance with minimum limit requirements of at least \$500,000 Bodily Injury By Accident, \$500,000 Bodily Injury By Disease, and \$500,000 Policy Limit By Disease.
- (2) Contractor is to carry Commercial General Liability Insurance with minimum limit requirements of \$1 Million each occurrence, \$1 Million Personal Injury and Advertising Injury, \$2 Million Products and Completed Operations Aggregate and \$2 Million General Aggregate. Coverage should include Premises and Operations, Products and Complete Operation, Blanket Contractual and Broad Form Property Damage Liability.
- (3) The Contractor shall carry Automobile Liability Insurance with minimum limit requirements of \$1 Million each accident. All of this insurance shall be maintained during the life of this Order and/or Contract. **Saginaw Valley State University shall be endorsed as an additional insured to the Commercial General Liability Policy and Automobile Liability Policy.**

Contractor shall advise their carrier to provide a Certificate of Insurance for this insurance coverage to the University Campus Facilities Department and this Certificate of Insurance shall contain a provision that will provide a 60 day written notice in the event of major policy change, cancellation or non-renewal. Words modifying the cancellation clause such as "endeavor to provide notice" and "but failure to mail such notice shall impose no obligation of liability of any kind upon the company" are unacceptable.

Contractor further agrees to indemnify, save and hold harmless the University, its employees, its agents, its President, and its Board of Trustees from any and all suits, claims, liability, damages, loss, cost and expenses of every kind of nature, including attorney fees, which may be asserted against the University, its employees or agents, its President or its Board of Trustees by another or others resulting from the performance of the work herein described.

### Article 23. Performance & Payment Bonds

If the bid amount is equal to or greater than \$50,000, the Contractor shall provide a Performance Bond and a Payment Bond, each in the value of 100% of the Contract Sum.