



## CONTRACTOR'S PREQUALIFICATION APPLICATION

*This prequalification application is valid for three years from the date of approval by the City of Newberg.*

Date Application Prepared: \_\_\_\_\_

Application for: \_\_\_\_\_  
(PRINT Contractor's Registered Company Name)

Contact name for this application: \_\_\_\_\_  
(PRINT First and Last Name)

☐ This is for a specific project  
(Check box and fill in project name, if applicable) \_\_\_\_\_  
(Name of Project)

Indicate contractor's current licenses or registration numbers as required by Oregon Statutes:

Corporation Division Registration No. \_\_\_\_\_

Construction Contractors Board No. \_\_\_\_\_

Landscape Contractors License No. \_\_\_\_\_

Electrical License No. \_\_\_\_\_

Plumbing License No. \_\_\_\_\_

Other License No. \_\_\_\_\_

☐ Individual Sole Proprietorship

☐ General Partnership

☐ Corporation

☐ Joint Venture (JV)

☐ Member of Joint Venture

☐ Limited Liability Company (LLC)

☐ Limited Liability Partnership (LLP)

☐ Limited Partnership (LP)

☐ Assumed Business Name (ABN)

**Address where all correspondence should be mailed:**

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

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

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

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

State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Phone (incl. area code): \_\_\_\_\_

Fax (incl. area code): \_\_\_\_\_

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

Website: \_\_\_\_\_

Remit completed application to:

**City of Newberg  
Engineering Services Department**

414 E. First Street | P.O. Box 970 | Newberg, Oregon 97132

Phone 503.537.1273

[Engineering@newbergoregon.gov](mailto:Engineering@newbergoregon.gov)

- ✓ **Please answer each section and question in the application.**
- ✓ **An incomplete application will not be accepted nor considered.**
- ✓ **Please note that additional documentation may be required by the City.**

Are you prequalified with ODOT? ☐ **No** ☐ **Yes** (if Yes, skip Part 1a and please provide the approval letter received from ODOT). Approval expires on: \_\_\_\_\_

## Part 1a

Fill in the classes of work you wish to provide services. Classes of work include, but are not limited to, work listed in parentheses.

### For Each Class of Work

- A. Enter the maximum dollar amount of work you can perform.
- B. Enter the maximum dollar amount of work you are qualified to undertake in other states.
- C. Enter the number of years of experience in this class of work.

*\* If more space is required, attach additional sheets \**

<b>Highways, Roads and Streets Class</b>	<b>A. Maximum Dollar Amount</b>	<b>B. Qualified Dollar Amount</b>	<b>C. Years of Experience</b>
Aggregate Bases			
Asphalt Concrete Paving & Oiling (paving, chip sealing, crack sealing, slurry sealing)			
Bridges, Retaining Walls			
Earthwork & Drainage (clearing, demolition, earthwork, blasting, riprap, culverts)			
Illumination			
Landscaping (roadside seeding, lawns, shrubs, trees, irrigation systems, topsoil, temporary & permanent erosion control)			
Miscellaneous Roadway Facilities (guardrail, barrier, curbs, walks, fences, protective screening, impact attenuators, cold plane pavement removal)			
Pavement Markings (permanent – painted, durable, markers, delineators)			
Portland Cement Concrete Paving			
Rock Production (aggregate crushing, sanding rock)			
Signing (permanent)			

<b>Highways, Roads and Streets Class</b>	<b>A. Maximum Dollar Amount</b>	<b>B. Qualified Dollar Amount</b>	<b>C. Years of Experience</b>
Temporary Traffic Control (all temporary traffic control items including flaggers)			
Traffic signals			

## Part 1b

### For Each Class of Work

- A. Enter the maximum dollar amount of work you can perform in one year.
- B. Enter the maximum dollar amount of work you are qualified to undertake in other states.
- C. Enter the number of years of experience in this class of work.

<b>Other Public Improvements Class</b>	<b>A. Maximum Dollar Amount</b>	<b>B. Qualified Dollar Amount</b>	<b>C. Years of Experience</b>
Storm Drainage Construction (piping, manholes, inlets)			
Wastewater Construction (piping, manholes, appurtenances)			
Water Line Construction			
Water or Wastewater Pumping Station(s)			
Water Reservoirs			
Water Tanks (steel, concrete)			
Well Drilling			
Plumbing			

## Part 2

Indicate the total amount of work, expressed in dollars, which the applicant can be bonded for at one time: \$ \_\_\_\_\_

## Part 3

### BID AND PERFORMANCE SURETY BONDS

If the contract(s) for this prequalification require(s) bid and performance bonds, the applicant shall state the name of the agent and name, address, and telephone number of the surety company that the applicant expects to provide the bonds. If the named surety company changes within the 3-year qualification period, the applicant shall contact the Engineering Services Department with updated surety company name and information.

Name of the agent: \_\_\_\_\_

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

Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Phone number: \_\_\_\_\_

#### Part 4

Please select one of the following:

- ☐ Oregon Corporation – Date Incorporated: \_\_\_\_\_
- ☐ General Partnership – Date of Organization: \_\_\_\_\_
- ☐ Foreign (out of State) Corporation - Date Incorporated: \_\_\_\_\_  
     In which State: \_\_\_\_\_  
     Date of authorization to conduct business in the State of Oregon: \_\_\_\_\_  
     Filed with the Department of Revenue forms required by ORS279A.120: ☐ Yes ☐ No
- ☐ Limited Liability Company (LLC)  
     Registered with the State Corporation Division, Business Registry? ☐ Yes ☐ No
- ☐ Limited Liability Partnership (LLP)  
     Registered with the State Corporation Division, Business Registry? ☐ Yes ☐ No
- ☐ Limited Partnership (LP)  
     Registered with the State Corporation Division, Business Registry? ☐ Yes ☐ No
- ☐ Sole Proprietorship - If you are sole proprietor using an assumed business name, please list name: \_\_\_\_\_

#### Part 5

**Applicant's experience questionnaire.** List major projects that applicant has undertaken in the last five years. *(List most recent projects first; List on additional pages, if needed.)*

	Name and Address of Owner	Name of Project	Class of Work	Contract Amount
1				
2				
3				

List the following additional information for the major projects listed in Part 5 *(use same line numbers as listed; List on additional pages, if needed).*

	Date of Completion (if completed)	Location of Work	★	Surety Company If Project bonded	Architects or Engineering Firm ✧
1					

2					
3					

★ Indicate whether: (P) Prime Contractor, (J) Joint Venture, (S) Subcontractor

✧ Indicate name, address, and phone number (incl. area code)

How many years has applicant been in business under present name? \_\_\_\_\_  
 As a prime contractor? \_\_\_\_\_ As a subcontractor? \_\_\_\_\_

How many years' experience in construction work has applicant had? \_\_\_\_\_  
 As a prime contractor? \_\_\_\_\_ As a subcontractor? \_\_\_\_\_

## Part 6

What is the construction experience of all owners, officers, partners, and principal individuals in applicant's organization? Please note that supplementary project experience information for the Project Manager and Superintendent may be required.

Individual's Name	Present Position or Office	Years of Construction	Magnitude and Type of Work	In What Capacity?

## Part 7

The following space may be used for general remarks and explanations pertaining to the foregoing prequalification statements: (also explain here any experience claimed which is that of a business organization or entity, other than the applicant, including a business entity superseded by the applicant).

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## Part 8

### OWNERSHIP AND CONTROL

List any organization, owned or controlled by the applicant, its officers, directors, partners and anyone owning at least 10% interest in the organization, or in which the applicant was or is an officer, director, partner, doing business in Oregon under another name. If none, so state.

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List those individuals, companies, or corporations owning 10% or more of applicant's firm.

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List all other personnel in applicant's organization who have a financial interest in or serve as officers or partners in another firm prequalified to bid in this or another state.

Individual's Name	Present Position Or Office	Other Firm Or Firms	Position in Other Firm(s)	State of Other Firm

## Part 9

Has the applicant been disbarred by the State of Oregon in the last five years?

☐ No    ☐ Yes – *If yes, please explain.*

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Has any officer or partner of the applicant ever applied for prequalification with the public contracting agency under a different name? ☐ No    ☐ Yes – *If yes, please explain.*

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Has the applicant ever failed to complete a state, local, or federal public improvement (works) contract? ☐ No    ☐ Yes – *If yes, please explain.*

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Has any officer or partner of the applicant ever been found in breach of a local, state, or federal contract? ☐ No    ☐ Yes – *If yes, please explain.*

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Within the last five years has the applicant, or any officer, partner, agent or employee of applicant, or any parent, subsidiary or affiliate, been found to have violated any state or federal

