

# CITY OF BALTIMORE



## CONTRACTORS PREQUALIFICATION APPLICATION

<b>Contractor Name:</b> _____				
<b>Business Address:</b> _____				
		<i>City</i>	<i>State</i>	<i>Zip Code</i>
<b>Baltimore City Certified?</b> <i>(if applicable)</i>	<input type="checkbox"/> MBE			
	<input type="checkbox"/> WBE			
	<input type="checkbox"/> M/WBE			
<b>Financial Statement Submitted:</b>	<b>Compiled</b>	<b>Reviewed</b>	<b>Audit</b>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Application Fees:</b>	\$100	\$500	\$1000	<i>Payable to the Director Finance</i>
<b>Application Contact:</b> _____			<b>Email:</b> _____	

Submit Completed Applications to:

### OFFICE OF BOARDS & COMMISSIONS

4 South Frederick Street, 4<sup>th</sup> Floor

Baltimore, Maryland 21202

410.396.6883

## General Instructions and Information

The Office of Boards and Commissions (OBC) manages the prequalification process. Prequalification in approved categories is required for all construction contractors seeking to perform work of \$50,000 or greater on City of Baltimore construction. OBC governing rules and other prequalification information can be found online at: [www.publicworks.baltimorecity.gov/Contractor-Consultant-Prequalification](http://www.publicworks.baltimorecity.gov/Contractor-Consultant-Prequalification). If you have questions regarding the application or prequalification, please contact OBC at (410) 396-6883 or [OBC.Contractors@baltimorecity.gov](mailto:OBC.Contractors@baltimorecity.gov).

For Minority and/or Woman-Owned business certification with the City of Baltimore, contact the Law Department at (410) 396.4355 or <http://law.baltimorecity.gov/minority-and-womens-business-opportunity-office>.

### **Application:**

Contractor prequalification is valid for 2 years; however, your most recent financial statement must be submitted annually prior to the anniversary date in order to maintain a valid status. Contractors must “renew” their prequalification status by submitting a new application every 2 years.

Please allow at least 45 days for your application to be processed. Once your application is approved, you will receive a “Prequalification Certificate” listing the approved categories of work via standard mail.

### **Fees:**

The fee for prequalification is based upon the type of financial statement submitted as shown below. Only checks and money orders will be accepted and are to be made payable to the “Director Finance.”

Statement Type	Fee	Max Work Capacity
Compiled	\$100	\$1.5 Million
Reviewed	\$500	\$8 Million
Audited	\$1,000	> \$8 Million

### **Work Capacity Rating:**

The “Work Capacity Rating” (WCR) is the maximum value of total work/capacity (public/private) OBC will allow. Generally, WCR is calculated by multiplying the contractor’s working capital by 10. Actual calculations may vary.

### **Project Information and Categories**

OBC uses the “Project List” to verify your experience. Please be sure to list the related categories requested in order to reduce processing delays. All categories/areas of work requested must be self-performed. The category list is available for download on the OBC website.

**Check List:** Before submitting this application, please make sure you have:

- Included the appropriate fee. (Returned checks due to insufficient funds are subject to suspension of status, additional fees and/or penalties.) Applications without the appropriate fee will not be processed.
- Submitted an Affirmative Action Plan for approval of the (available on the OBC website)/Provided proof of an approved/current Affirmative Action Plan.
- Provided contact names and phone numbers for listed projects, noting the related OBC categories. (A separate attachment is permitted.)
- Submitted a complete Financial Statement.
- Responded in detail to all questions on the Experience Statement.
- Included a current list of equipment owned by your company. (If equipment is leased, a sign letter stating this must be submitted.)
- Included the completed and notarized affidavits.
- Included the Category List with the selected the areas of work requested clearly marked.
- Obtained a “Good Standing” rating with the Maryland Department of Assessments and Taxation.





**MUST BE EXECUTED BY ALL APPLICANTS**

**Part I**

**AFFIDAVIT FOR QUALIFICATION**

I, \_\_\_\_\_ the undersigned, first  
being duly sworn and under oath, say and affirm this \_\_\_\_\_ day of \_\_\_\_\_  
\_\_\_\_\_ (Month)  
\_\_\_\_\_ that I hold the office of \_\_\_\_\_ of \_\_\_\_\_  
(Year) (Office Held) (Name of Business Entity)

\_\_\_\_\_ which is applying to the Mayor and City Council of Baltimore, a municipal corporation of the State of Maryland, for qualification to bid on contracts for construction, maintenance, repair or demolition of physical facilities of the City, and that to the best of my knowledge and belief neither the above business nor any of its officers, directors, partners, nor any employee or other person involved in obtaining its contracts with the State of Maryland, the City, or any county or other subdivision of the State has ever been convicted of, had probation before judgment imposed, or has pleaded guilty or nolo contendere to any charge of bribery, attempted bribery, or conspiracy to bribe, extortion, fraud or similar malfeasance prohibited under either Article 27 of the Annotated Code of Maryland, or the criminal statutes of any other State or the federal government.

I further affirm that to the best of my knowledge and belief neither \_\_\_\_\_  
(Name of Business Entity)  
\_\_\_\_\_ nor any of the above mentioned persons connected with it has failed to comply with all applicable federal, state and local laws, executive orders, rules and regulations relevant to contract acquisition and performance.

If affirmation cannot be given, please indicate the reason and list any conviction, plea, or imposition of probation before judgment with the date, court, official or administrative body, the sentence or disposition, the name(s) of the person(s) involved, and their current position and responsibilities with the business.



(Signature) \_\_\_\_\_ (SEAL)  
Affiant

\_\_\_\_\_  
Name of Business Entity

Subscribed and sworn to before me, a Notary Public, the year and date first above.

\_\_\_\_\_  
Notary Public

My Commission Expires:  
\_\_\_\_\_

**Part II**

**AFFIDAVIT FOR BUSINESS ENTITY**

STATE OF \_\_\_\_\_ (CITY) (COUNTY) OF \_\_\_\_\_

ENTITY FORM:  Sole Proprietorship  Corporation  Non Profit  
 LLP  LLC  Other: \_\_\_\_\_

\_\_\_\_\_ being duly sworn, deposes and says

that I'm \_\_\_\_\_ of the \_\_\_\_\_  
(Office Held) (Name of Business Entity)

the entity described in and which executed this application; that I'm familiar with the books of the said corporation showing its financial conditions; that to the best of their knowledge, information and belief the accompanying financial statement, taken from the books of the said entity, is true and accurate statement of the financial condition of the said entity as of the date thereof; that to the best of my knowledge, information and belief the answers to the foregoing interrogatories are true; that this application is being submitted for the express purpose of inducing the party to whom it is submitted to award the submitter a contract; and that any depository, vendor, agency or other party herein named is hereby authorized to supply such p[arty with any information necessary to verify these statements.

\_\_\_\_\_  
(Officer must sign here)

(SEAL)

Sworn to before me this  
\_\_\_\_\_ day of \_\_\_\_\_ Year \_\_\_\_\_



\_\_\_\_\_  
Notary Public

Date incorporated \_\_\_\_\_

In what State \_\_\_\_\_

Capital paid in cash \$ \_\_\_\_\_

**Names of Officers or Partners** % of stock owned

\_\_\_\_\_  
(Title) (Name)

\_\_\_\_\_  
(Title) (Name)

\_\_\_\_\_  
(Title) (Name)

\_\_\_\_\_  
(Title) (Name)

\_\_\_\_\_  
(Title) (Name)

**Names of Directors:** % of stock owned

\_\_\_\_\_

\_\_\_\_\_

Category descriptions can be found on the OBC website.

SELECT	CODE	CATEGORY
<b>A: Paving</b>		
<input type="checkbox"/>	A02210	GRADING
<input type="checkbox"/>	A02601	PORTLAND CEMENT CONCRETE PAVING
<input type="checkbox"/>	A02602	BITUMINOUS CONCRETE PAVING
<b>B. Utilities</b>		
<input type="checkbox"/>	B02551	WATER MAINS
<input type="checkbox"/>	B02552	SEWER CONSTRUCTION
<input type="checkbox"/>	B02553	DUCT LINE CONSTRUCTION
<input type="checkbox"/>	B02554	DRAINAGE STRUCTURES (MANHOLES, INLETS, ETC.
<b>C: Highway Bridges and Highway Grade Separation Structures</b>		
<input type="checkbox"/>	C02300	PILE DRIVING
<input type="checkbox"/>	C02934	BULKHEADS AND JETTIES
<input type="checkbox"/>	C03300	CONCRETE CONSTRUCTION
<input type="checkbox"/>	C03420	PRECAST CONCRETE CONSTRUCTION
<input type="checkbox"/>	C05100	STRUCTURAL STEEL ERECTION
<input type="checkbox"/>	C09900	BRIDGE PAINTING
<b>D: Roadside Improvements</b>		
<input type="checkbox"/>	D02240	EROSION CONTROL
<input type="checkbox"/>	D02241	GABION CONSTRUCTION
<input type="checkbox"/>	D02620	CURBS, GUTTERS, SIDEWALKS
<input type="checkbox"/>	D02710	FENCING AND GUARD RAIL
<input type="checkbox"/>	D02800	LANDSCAPING
<b>E: Building Construction (General)</b>		
<input type="checkbox"/>	E13001	THREE-STORY AND UNDER
<input type="checkbox"/>	E13002	OVER THREE STORY
<input type="checkbox"/>	E13003	E13003 WATER AND/OR SEWER WASTE TREATMENT PLANTS AND PUMPING STATIONS
<input type="checkbox"/>	E13004	Rehabilitation of Structures
<input type="checkbox"/>	E13005	Architectural Concrete Structures- Spec. In Museums, Libraries & Hist. Structure
<input type="checkbox"/>	E13006	Renovation Of Historical Structures-Spec.in Museums, Libraries, Etc.

## F: Building Construction and Maintenance Specialties

<input type="checkbox"/>	F02110	Building And Structure Demolition
<input type="checkbox"/>	F02120	Interior Demolition
<input type="checkbox"/>	F02200	Earthwork And Site Preparation
<input type="checkbox"/>	F03300	Concrete Construction
<input type="checkbox"/>	F04200	Masonry
<input type="checkbox"/>	F04500	Masonry Restoration, Cleaning, Repointing
<input type="checkbox"/>	F05120	Structural Steel, Ironwork
<input type="checkbox"/>	F06130	Heavy Timber Construction
<input type="checkbox"/>	F07100	Waterproofing
<input type="checkbox"/>	F07200	Insulation
<input type="checkbox"/>	F07500	Roofing - Industrial
<input type="checkbox"/>	F07501	Roofing - Residential
<input type="checkbox"/>	F08100	Doors And Frames
<input type="checkbox"/>	F08500	Windows
<input type="checkbox"/>	F08800	F08800 Glazing
<input type="checkbox"/>	F09100	Lath And Plaster
<input type="checkbox"/>	F09510	Ceiling
<input type="checkbox"/>	F09650	Flooring (Tile/ceramic)
<input type="checkbox"/>	F09900	Painting
<input type="checkbox"/>	F15400	Plumbing
<input type="checkbox"/>	F15600	Mechanical (H.V.A.C)
<input type="checkbox"/>	F16000	Electrical

## G: Other Specialties

<input type="checkbox"/>	G90001	Jacking, Tunneling, Boring
<input type="checkbox"/>	G90002	Incinerator Construction, Refractory Work, Etc.
<input type="checkbox"/>	G90003	Fire Protection Systems
<input type="checkbox"/>	G90004	Concrete Median Barriers
<input type="checkbox"/>	G90005	Audio And/or Video Systems
<input type="checkbox"/>	G90006	Scarifying, Planning, Recycling And Repairing Exist. Asphalt Pavements
<input type="checkbox"/>	G90007	Cleaning And Cement Mortar Lining Of Water Mains
<input type="checkbox"/>	G90008	Electronic Protection Systems
<input type="checkbox"/>	G90009	Foundations, Underpinning, Drilled-In Caissons
<input type="checkbox"/>	<b>G90010</b>	<b>Stream Restoration</b> - OBSOLETE. Replaced with G90128 - Urban Stream Restoration



## G: Other Specialties

<input type="checkbox"/>	G90011	Installation For Cable Communication Systems
<input type="checkbox"/>	G90012	Installation Of Elevators
<input type="checkbox"/>	G90013	Dredging
<input type="checkbox"/>	G90014	Food Service Equipment And Machines
<input type="checkbox"/>	G90015	Casework And Cabinet Work
<input type="checkbox"/>	G90016	Railroad Track Construction
<input type="checkbox"/>	G90017	Brick Pavers, Architectural Paving
<input type="checkbox"/>	G90018	Gunite Construction
<input type="checkbox"/>	G90019	Drilling And Blasting
<input type="checkbox"/>	G90020	Water And Wastewater Scada And Pcs Systems Integrator
<input type="checkbox"/>	G90021	Erection Of Steel Storage Tanks
<input type="checkbox"/>	G90022	Slurry Wall Construction
<input type="checkbox"/>	G90023	Erection Of Miscellaneous Metals
<input type="checkbox"/>	G90024	Placing Of Reinforcing Steel
<input type="checkbox"/>	G90025	Street Lighting And Power Lines
<input type="checkbox"/>	G90026	Highway And Bridge Deck Grooving And Saw Cutting
<input type="checkbox"/>	G90027	Highway Signing And Lighting
<input type="checkbox"/>	G90028	Sheet Metal Construction
<input type="checkbox"/>	G90029	All Types Of Pavement Markings
<input type="checkbox"/>	G90030	Installation Of Steel Roof Decks
<input type="checkbox"/>	G90031	Installation Of Prefabricated Siding And Walls
<input type="checkbox"/>	G90032	Pipe And Structural Welding
<input type="checkbox"/>	G90033	Epoxy Patching And Injection
<input type="checkbox"/>	G90034	Pile Jacketing
<input type="checkbox"/>	G90035	Installation Of Water Wells And Pumps
<input type="checkbox"/>	G90036	Soil Boring
<input type="checkbox"/>	G90037	Dam, Lock And Spillway Construction
<input type="checkbox"/>	G90038	Underwater Repairs To Structures
<input type="checkbox"/>	G90039	Concrete And Masonry Structural Repairs
<input type="checkbox"/>	G90040	Pressure Grouting
<input type="checkbox"/>	G90041	Installation Of Playground Equipment
<input type="checkbox"/>	G90042	Installation Of Valves Pressure Tappings And Line Stoppings
<input type="checkbox"/>	G90043	G90043 Carpet And Resilient Flooring
<input type="checkbox"/>	G90044	G90044 Shoring, Scaffolding And Decking
<input type="checkbox"/>	G90045	G90045 Clearing and Grubbing
<input type="checkbox"/>	G90046	G90046 Concrete And Brick Retaining Walls
<input type="checkbox"/>	G90047	Construction Of Tennis Courts And Running Tracks
<input type="checkbox"/>	G90048	Installation Of Metal Deck Forms And Shear Studs For Bridges

## G: Other Specialties

<input type="checkbox"/>	G90049	Tunnels, Subway Construction
<input type="checkbox"/>	G90050	Ground Water Control (Dewatering)
<input type="checkbox"/>	G90051	Industrial Air-Coiled Heat Exchanger (Equipment)
<input type="checkbox"/>	G90052	Repair And Painting Of Tanks
<input type="checkbox"/>	G90053	Subaqueous Pipelines, Outfalls, Cables, Etc.
<input type="checkbox"/>	G90054	Hauling
<input type="checkbox"/>	G90055	Coating And Lining Pipes, Tanks, Etc.
<input type="checkbox"/>	G90056	Sandblasting And Underwater Coating & Epoxy Resins
<input type="checkbox"/>	G90057	Submarine Cable Removal
<input type="checkbox"/>	G90058	Wastewater Collection System Maintenance(Cleaning, Lining And Minor Repairs)
<input type="checkbox"/>	G90059	Rigging Into Place, Setting Lining-Up & Leveling Heavy Mfg. Equipment
<input type="checkbox"/>	G90060	Bridge Crane Monorail & hoist Installs., conveyor Sys., Pneumatic Tube Sys.
<input type="checkbox"/>	G90061	Tree Removal And Pruning
<input type="checkbox"/>	G90062	Prefabricated And Modular Structures, Mobile Offices
<input type="checkbox"/>	G90063	Installation Of Grandstand, Bleachers, Band Platforms, Portable Stages, Etc.
<input type="checkbox"/>	G90064	Installation Of Window Guards, Railings, Wire Partitions, Folding Gates.
<input type="checkbox"/>	G90065	Aluminum Siding And Awning
<input type="checkbox"/>	G90066	Office, Toilet, Demountable & Folding Partitions, Incl. Related Work Thereto.
<input type="checkbox"/>	G90067	Chalk Boards, Tack Boards
<input type="checkbox"/>	G90068	Lockers, Shelving
<input type="checkbox"/>	G90069	Water Meter Vault Adjustment And Cleaning
<input type="checkbox"/>	G90070	Composition Wood Flooring, Seamless Flooring
<input type="checkbox"/>	G90071	Sound Barriers (Fanwalls)
<input type="checkbox"/>	G90072	Automatic Temperature Control Systems
<input type="checkbox"/>	G90073	Swimming Pool Construction And Repair
<input type="checkbox"/>	G90074	Hardwood Flooring And Wood Floor Refinishing
<input type="checkbox"/>	G90075	Chemical Grouting, Compaction Grouting
<input type="checkbox"/>	G90076	Earth/Rock Anchors
<input type="checkbox"/>	G90077	Drywall
<input type="checkbox"/>	G90078	Process Instrumentation And Control Systems
<input type="checkbox"/>	G90079	Impact Attenuators
<input type="checkbox"/>	G90080	Petroleum Equipment Installation

## G: Other Specialties

<input type="checkbox"/>	G90081	Surfacing & Re-Surfacing Of Tennis Courts, Playgrounds & Running Tracks
<input type="checkbox"/>	G90082	Lining And Sealcoating Of Parking Lots
<input type="checkbox"/>	G90083	Sandblasting/water blast/steam Clean
<input type="checkbox"/>	G90084	Parking Control Equipment
<input type="checkbox"/>	G90085	Cathodic Protection/Corrosion Control
<input type="checkbox"/>	G90086	Asbestos Removal/Encapsulation/Control
<input type="checkbox"/>	G90087	Installation Of Gymnasium Equipment
<input type="checkbox"/>	G90088	Fabrication And Installation Of Floating Dock Structures
<input type="checkbox"/>	G90089	Automatic Meter Reader (AMR) Manufacturer/Installer
<input type="checkbox"/>	G90090	G90090 Erection/Rehabilitation Of Elevated Awwa Steel Water Storage Tanks
<input type="checkbox"/>	G90091	Installation And Maintenance Of Telecommunication Systems
<input type="checkbox"/>	G90092	Hazardous Waste Excavation, Removal, And Containment
<input type="checkbox"/>	G90093	Electronic Traffic Control Systems
<input type="checkbox"/>	G90094	Installation Of Automotive Lift And Lubrication Systems
<input type="checkbox"/>	G90095	Architectural Concrete
<input type="checkbox"/>	G90096	Hazardous Paint Removal
<input type="checkbox"/>	G90097	Hazardous Paint Removal On Elevated Structures
<input type="checkbox"/>	G90098	G90098 Installation And Maintenance Of Bowling Lanes And Equipment
<input type="checkbox"/>	G90099	Lining Sewers And Drains Via Cured In-Place Pipe
<input type="checkbox"/>	G90100	Roller Compacted Concrete For Dam Construction
<input type="checkbox"/>	G90101	Post Tension Rock Anchors For Dam Construction
	G90102	Micro Tunneling For Pipeline Installation OBSOLETE. Replaced with G90134, G90135
<input type="checkbox"/>	G90103	G90103 Carpentry
<input type="checkbox"/>	G90104	Lg. Reinforced Concrete Pre-stressed & C.I.P. Box Culverts, Diversion Structs. & Junc. Chambers
<input type="checkbox"/>	G90105	Synthetic Liner Installation, Subtitle D, For Landfill Construction
<input type="checkbox"/>	G90106	Digital Closed Circuit Television (CCTV) Inspection Of Utility Pipes
<input type="checkbox"/>	G90107	Sanitary Sewer Bypass Pumping
<input type="checkbox"/>	G90108	Cleaning And Maintenance Of Siphon Structures
<input type="checkbox"/>	G90109	Sewer System Root Control (Chemical)
<input type="checkbox"/>	G90110	Pipe Bursting For Sanitary Sewer Construction

## G: Other Specialties

<input type="checkbox"/>	G90111	Sewerage System Maintenance (Collection System, Pump Stations And Treatment Plants)
<input type="checkbox"/>	G90112	Specialized Door System Installation, I.E. Overhead, Revolving, Collapsible, Rolling Door, Etc.
<input type="checkbox"/>	G90113	Installation Of Horizontal Underwater Post-Tensioned Anchor Bars For Dam Rehabilitation
<input type="checkbox"/>	G90114	Installation Of Flood Warning Systems
<input type="checkbox"/>	G90115	Maxi-Horizontal Directional Drilling For Utilities Including Water, Sewer & Storm Water
<input type="checkbox"/>	G90116	Slip Lining Of Sanitary Sewers Pipe
<input type="checkbox"/>	G90117	Signage & Graphics/design, fabrication & Installation
<input type="checkbox"/>	G90118	Tunnel Boring Machine (TBM) Excavation
<input type="checkbox"/>	G90119	Subsurface Environmental Remediation And/or Removal Of Underground Storage Tank
<input type="checkbox"/>	G90120	Landfill Gas Extraction Systems Construction
<input type="checkbox"/>	G90121	Landfill Gas Well Driller
<input type="checkbox"/>	G90122	Installation Of Inter-Active Fountains
<input type="checkbox"/>	G90123	Construction/Repair Cryogenic Air Separation Industrial Gas Equipment
<input type="checkbox"/>	G90124	Environmental Engineering Concrete Structures
<input type="checkbox"/>	G90125	Installation Of Ice Rink Refrigeration System
<input type="checkbox"/>	G90126	Intelligent Transportation Systems - ITS
<input type="checkbox"/>	G90127	Dry Stone Masonry Construction
<input type="checkbox"/>	G90128	Urban Stream Restoration Please contact our office for the complete list of specific criteria and required documentation prior to requesting this category.
<input type="checkbox"/>	G90129	Large Diameter Sewer Cleaning Contractors
<input type="checkbox"/>	G90130	Sewer House Connection Rehabilitation Contractors
<input type="checkbox"/>	G90131	Skate Park Construction
<input type="checkbox"/>	G90132	Park Rehabilitation
<input type="checkbox"/>	G90133	Carbon Fiber Reinforced Repair Of Pipelines Greater Than 48Inch Diameter
<input type="checkbox"/>	G90134	Micro-tunneling of Less Than 30-Inch Inside Diameter Pipeline
<input type="checkbox"/>	G90135	Micro-tunneling of 30-Inch and Larger Inside Diameter Pipeline
<input type="checkbox"/>	G90136	G90136 External Post Tensioning Repair of Pre-stressed Concrete Cylinder Pipe (PCCP) Contractors

## G: Other Specialties

<input type="checkbox"/>	<b>G90137</b>	<b>Manufacturing And Installation Of Storm Water Inlet Opening Screens And Inserts</b>
<input type="checkbox"/>	<b>G90138</b>	<b>Challenge Course Construction - Contractor must demonstrate a minimum of 2 years experience in the installation of Challenge Courses and be a Professional Vendor Member of the Association for Challenge Course technology (ACCT)</b>
<input type="checkbox"/>	<b>G90139</b>	<b>Elevator Repair and Maintenance - Please contact our office for the complete list of specific criteria and required documentation prior to requesting this category.</b>