



## Contractor Prequalification Form

Thank you for your interest in the Niagara Falls Bridge Commission ('Commission'). This form is to be completed by organizations ('Contractor(s)') that tender directly to the Commission, however, the Commission requires Contractors to submit a list of their proposed Subcontractors with tenders and reserves the right to reject any Subcontractor. The Commission may request that a Subcontractor submit a Contractor Prequalification Form in order to determine if the Subcontractor is qualified to work on a Commission project(s). All prospective Contractors are required to complete this prequalification form prior to tendering on Commission projects and be re-qualified every 3 years. Prequalified Contractors are required to notify the Commission of any changes in their organization such as ownership, legal activity/lawsuits, safety record, environmental record and financial/bonding capacity; failure to notify the Commission of changes in these or other areas is grounds for revocation of a Contractor's prequalified status.

All information provided in this questionnaire is considered confidential and will be used solely to determine your firm's qualifications and will not be shared with others. The completed form and any questions should be directed to (email is preferred):

Niagara Falls Bridge Commission.  
5365 Military Road  
Lewiston, NY 14092

Attn: Charmaine Scollon, Administrative  
Assistant Email: [cscollon@niagarafallsbridges.com](mailto:cscollon@niagarafallsbridges.com)  
Phone: US 716-285-6322 x4141  
CN 905-354-5641 x4141  
Fax: US 716-205-0699  
CN 905-353-6699

### I. General Information

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

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

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

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

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

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

#### Ownership/Principals:

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_



How many years has your organization been in business as a contractor? \_\_\_\_\_

How many years has your organization been in business under its present business name? \_\_\_\_\_

Under what other former names has your organization operated? \_\_\_\_\_

How many people does your organization presently employ?

Office \_\_\_\_\_ Field/Supervisory \_\_\_\_\_ Trades People \_\_\_\_\_

How many people did your organization employ on average for the last 3 years?

Office \_\_\_\_\_ Field/Supervisory \_\_\_\_\_ Trades People \_\_\_\_\_

## **II. Work Scope**

Indicate what scope(s) of work your organization typically performs. If you self-perform a scope mark with an 'SP', if you subcontract the work to others mark with an 'SC'.

### General Categorization

\_\_\_\_ General Contractor    \_\_\_\_ Construction Manager    \_\_\_\_ Site/Civil/Infrastructure

\_\_\_\_ Bridge Specialty Contractor    \_\_\_\_ Other (specify)

### Site Work

\_\_\_\_ Site Work Subcontractor    \_\_\_\_ Asbestos & Lead Abatement    \_\_\_\_ Building Demolition

\_\_\_\_ Site Remediation/Environmental    \_\_\_\_ Trucking    \_\_\_\_ Tunneling & Boring

\_\_\_\_ Piling & Caissons    \_\_\_\_ Railroad Tracks    \_\_\_\_ Paving

\_\_\_\_ Curbs & Sidewalks    \_\_\_\_ Utility Services    \_\_\_\_ Fences & Appurtenances

\_\_\_\_ Landscaping & Planting    \_\_\_\_ Bridge Abutment    \_\_\_\_ Bridge Deck

\_\_\_\_ Rock Scaling (Specialty Work)    \_\_\_\_ Rock Stabilization (Specialty Work)

\_\_\_\_ Retaining Walls    \_\_\_\_ Sound Walls



### Concrete

- |                                |  |                         |
|--------------------------------|--|-------------------------|
| _____ Concrete Subcontractor   | _____ Basic Concrete Materials & Methods | _____ Concrete Repair   |
| _____ Reinforcing Bar Material | _____ Reinforcing Bar Labor              | _____ Hollow Core Plank |
| _____ Structural Precast       | _____ Architectural Precast              | _____ Gypsum Topping    |
| _____ Gunnite                  | _____ Parking Garage Rehab               |                         |
| _____ Bridge Deck Topping      | _____ Bridge Deck Repair                 |                         |

### Masonry

- |                                      |   |
|--------------------------------------|---|
| _____ Masonry Subcontractor          | _____ Basic Masonry Materials & Methods |
| _____ Masonry Restoration & Cleaning |   |

### Metals

- |                                       |                                |                                 |
|---------------------------------------|--------------------------------|---------------------------------|
| _____ Structural Steel Subcontractor  | _____ Erect Only Subcontractor | _____ Structural Steel          |
| _____ Steel Joists                    | _____ Metal Decking            | _____ Cold Formed Metal Framing |
| _____ Metal Fabrication               | _____ Castings                 | _____ Expansion Control         |
| _____ Bridge Structure/Rehabilitation | _____ Gantry Signage           |                                 |

### Woods & Plastics

- |                               |   |                                  |
|-------------------------------|---|----------------------------------|
| _____ Carpentry Subcontractor | _____ Basic Wood & Plastic Material & Methods |                                  |
| _____ Rough Carpentry         | _____ Heavy Timber Construction               |                                  |
| _____ Glued-Laminated Timber  | _____ Finish Carpentry                        | _____ Granite/Quartz Countertops |

### Thermal/Moisture Protection

- |                                     |                  |                |
|-------------------------------------|------------------|----------------|
| _____ Damp Proofing & Waterproofing | _____ Insulation | _____ E.I.F.S. |
|-------------------------------------|------------------|----------------|



- |                                |   |                    |
|--------------------------------|---|--------------------|
| _____ Roof Shingles            | _____ Roof Accessories                      |                    |
| _____ Membrane Roofing System  | _____ Flashings & Sheetmetal                |                    |
| _____ Insulated Metal Panels   | _____ Siding                                | _____ Metal Siding |
| _____ Metal Panels             | _____ Spray Fireproofing & Smoke Protection |                    |
| _____ Joint Sealers (Building) | _____ Joint Sealers (Concrete Paving)       |                    |

### Doors & Windows

- |                                |                           |                       |
|--------------------------------|---------------------------|-----------------------|
| _____ Metal Doors & Frames     | _____ Wood Doors & Frames | _____ Specialty Doors |
| _____ Access Doors             | _____ Coiling Doors       | _____ Folding Doors   |
| _____ Entrances & Storefronts  | _____ Curtain Wall        | _____ Overhead Doors  |
| _____ Automatic Door Operators | _____ Windows             | _____ Skylights       |
| _____ Finish Hardware          | _____ Glass & Glazing     |                       |

### Finishes

- |                                      |                         |                |
|--------------------------------------|-------------------------|----------------|
| _____ Plaster & Gypsum Subcontractor | _____ Ceramic Tile      | _____ Ceilings |
| _____ Vinyl Flooring & Carpet        | _____ Terrazzo Flooring |                |
| _____ Painting & Coatings(Buildings) | _____ Bridge Painting   |                |

### Specialties

- |  |                                |  |
|--|--------------------------------|--|
| _____ Chalk & Tack Boards                | _____ Compartments & Cubicles  | _____ Louvers & Vents                    |
| _____ Grilles/Screens                    | _____ Wall & Corner Guards     | _____ Access Flooring                    |
| _____ Identification Devices/Signage     | _____ Lockers & Benches        |  |
| _____ Wire Mesh Partitions               | _____ Operable Partitions      | _____ Storage Shelves/Racking            |
| _____ Toilet, Bath & Laundry Accessories | _____ Flagpoles                | _____ Fire Protection Specialties        |
| _____ Scales                             | _____ Site Way-Finding Signage | _____ LED Signage/Variable Message Signs |



### Equipment

\_\_\_\_\_ Projection Screens      \_\_\_\_\_ Parking Control Equip.      \_\_\_\_\_ Loading Dock Equipment  
\_\_\_\_\_ Emergency/Standby Generator      \_\_\_\_\_ Toll Gates

### Furnishings

\_\_\_\_\_ Manufactured Casework      \_\_\_\_\_ Recessed Floor Mats      \_\_\_\_\_ Blinds & Shades  
\_\_\_\_\_ Furniture & Accessories

### Special Construction

\_\_\_\_\_ Radiation Protection      \_\_\_\_\_ Pre-Engineered Metal Building Systems  
\_\_\_\_\_ Solar and Wind Energy      \_\_\_\_\_ Kiosks/Toll Booths/Inspection Booths

### Conveying Systems

\_\_\_\_\_ Elevators      \_\_\_\_\_ Wheelchair Lifts      \_\_\_\_\_ Vehicle Lifts      \_\_\_\_\_ Hoists & Cranes

### Mechanical

\_\_\_\_\_ Fire Protection Systems      \_\_\_\_\_ Plumbing      \_\_\_\_\_ HVAC

### Electrical

\_\_\_\_\_ Electrical      \_\_\_\_\_ Data/Communications      \_\_\_\_\_ Security/Access Control  
\_\_\_\_\_ CCTV      \_\_\_\_\_ Fire Alarm      \_\_\_\_\_ High Mast Pole  
\_\_\_\_\_ Site Electrical/Infrastructure      \_\_\_\_\_ Traffic Counting Loops  
\_\_\_\_\_ Camera Poles      \_\_\_\_\_ UPS/Power Protection



Specialty Work Not Listed Above (Please Describe)

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Is your Company: \_\_\_\_\_ Union Shop                      \_\_\_\_\_ Non-Union Shop

**III. Claims and Suits** (If the answer to any of the questions below is yes, please attach details)

Has your organization ever failed to complete any work awarded to it? \_\_\_\_\_

Are there any judgments, claims, arbitration proceedings or suits pending or outstanding against your organization or its officers? \_\_\_\_\_

Has your organization filed any law suits or requested arbitration with regard to construction contracts within the last five years? \_\_\_\_\_

Within the last five years, has any officer or principal of your organization ever been an officer or principal of another organization when it failed to complete a construction contract? \_\_\_\_\_

**IV. Experience**

On a separate sheet, list major construction projects your organization has in progress, giving the name of the project owner and contact, architect/engineer and contact, contract amount, percent complete and scheduled completion date.

On a separate sheet, list the major projects your organization has completed in the past five years, giving the name of the project owner and contact, architect/engineer and contact, contract amount, date of completion and percentage of the cost of the work performed with your own forces.

On a separate sheet, provide resumes of the key individuals of your organization.



**V. Safety**

For US Contractors:

What is your organization's EMR for the past 5 years?

YR/EMR \_\_\_\_\_ YR/EMR \_\_\_\_\_ YR/EMR \_\_\_\_\_

YR/EMR \_\_\_\_\_ YR/EMR \_\_\_\_\_

Provide copies of your organization's OSHA 300 Log or equivalent form for the last 5 years.

Has your organization had any OSHA violations in the past 5 years? \_\_\_\_\_  
If so explain on a separate sheet.

For Canadian Contractors:

Provide copies of your organization's WSIB CAD-7 for the past 5 years.

Provide copies of your organization's Worker Injury Summary Reports for the past 5 years.

Has your organization had any Ministry of Labour violations in the past 5 years? \_\_\_\_\_  
If so explain on a separate sheet.

**VI. Environmental**

Has your organization been accused of or convicted for any environmental violations with the Province of Ontario, New York State or any other government body in the past 5 years? \_\_\_\_\_  
If so explain on a separate sheet.



**VII. Financial Information**

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

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

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

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

Provide a letter of reference from your bank indicating your organization is in good standing and all accounts are current.

Indicate the size of project (value of your organization's contract) you are most competitive in performing. Rank by preference (1, 2, 3, etc). Mark as 'N/A' ranges of work you do not perform.

Under \$100,000 \_\_\_\_\_

\$100,000 - \$500,000 \_\_\_\_\_

\$500,000 - \$1,000,000 \_\_\_\_\_

\$1,000,000 - \$2,500,000 \_\_\_\_\_

\$2,500,000 - \$5,000,000 \_\_\_\_\_

\$5,000,000 - \$10,000,000 \_\_\_\_\_

\$10,000,000 – Plus \_\_\_\_\_

What is the largest contract your Organization has completed?

Amount: \$ \_\_\_\_\_ Year: \_\_\_\_\_

Project Name and Scope: \_\_\_\_\_

What is the largest dollar volume job you expect to do during this year?

Amount: \$ \_\_\_\_\_

Project Name and Scope: \_\_\_\_\_

What is your expected annual volume this year: \$ \_\_\_\_\_ # of Projects \_\_\_\_\_





What is the dollar volume of work in progress and under contract: \$ \_\_\_\_\_

What was the annual volume of work performed over the past 5 years:

Yr/Vol. \_\_\_\_\_ Yr/Vol. \_\_\_\_\_ Yr/Vol. \_\_\_\_\_  
 Yr/Vol. \_\_\_\_\_ Yr/Vol. \_\_\_\_\_

If deemed necessary to properly evaluate your organization's financial capabilities the Commission may require submission of audited financial statements. The Commission will advise if financial statements are required.

**VIII. Bonding**

Agent/Broker: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Provide a letter from your Bonding Company stating your organization's Bonding Capacity on a per project basis and aggregate.

**IX. Insurance**

Agent/Broker: \_\_\_\_\_ Phone: \_\_\_\_\_

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

**A. Commercial General Liability**

Insurance Carrier: \_\_\_\_\_

Limits:	Each <u>Occurrence</u>	<u>Aggregate</u>
Commercial General Liability	_____	_____
Auto Liability	_____	_____
Umbrella/Excess Liability	_____	_____

Note: The Commission's standard practice is to require a minimum of \$10 million liability coverage which can be achieved by any combination of Commercial General Liability and Excess/Umbrella coverage. Exceptions are considered on a case by case basis. Certain Projects will require even higher limits.



C. Workers Compensation and Employer's Liability

Insurance Carrier: \_\_\_\_\_

Limits (statutory limits required): \$\_\_\_\_\_

**X. Notice**

Regardless of an organization's qualifications no organization shall be permitted to submit a tender for, or work on, Commission projects as either a contractor or subcontractor if it:

1. Is in arrears on any debt or contract to or with the Commission;
2. Is in litigation with the Commission;
3. Has previously been in litigation with the Commission;
4. Has had a notice of default issued against it by the Commission or consultant of the Commission arising out of or relating to any previous contract with the Commission;
5. Has demonstrated an inability to work cooperatively with representatives of the Commission and /or its consultants;
6. Has demonstrated an inability to maintain open and cooperative communications needed for the successful performance of other previous contracts with the Commission.

**XI. Signature**

The undersigned certifies under oath that the information provided in this prequalification statement is true and sufficiently complete so as not to be misleading.

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

Printed Name and Title: \_\_\_\_\_

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

**XII. Consent to Contact**

**I do/do not (circle one)** hereby grant the Niagara Falls Bridge Commission consent to contact my organization regarding Invitations to Tender and any other details regarding its construction projects. This applies to communications necessary to tender, construct, and any associated close-out should my firm be awarded a project by the Commission.

Consent may be withdrawn at any time by emailing Charmaine Scollon ([cscollon@niagarafallsbridges.com](mailto:cscollon@niagarafallsbridges.com)).