

Instructions for Pre-Qualification Customs and Border Protection Project

Companies applying for prequalification must provide the following:

- Completed Prequalification Application
- Completed Statement of Truth Form, duly notarized
- Completed Release Form

In addition, Companies must complete five (5) copies of side one of the attached prequalification Form A. Form A's must then be provided to 5 companies/clients you have done business with in the past 3 years. Form A's are then to be filled out by the companies/clients you have selected and returned to the Airport by the date Pre-Qualification packages are due.

NOTE: Submit Applications and Forms to:

**Manchester-Boston Regional Airport
Engineering & Planning Office
6 Industrial Drive
Londonderry, NH 03053**

Or email to: Kathy Tarbox at ktarbox@flymanchester.com

Prequalification Documents List

- Prequalification Application
- Statement of Truth Form
- Release Form
- Form A

Prequalification Application
Customs and Border Protection Project

1. Full Name of Company:

a. Company is: Corporation ()
 Partnership ()
 Individual ()

b. Federal ID No. (Employer's Identification No.):

1. Permanent main office address:

Address _____ City _____ State _____ Zip _____

Phone No.: _____ Fax No.: _____

3. Date Established: _____

4. If a corporation, when and where incorporated? _____

5. How many years has this organization been engaged in the contracting business under the present firm or trade name? _____

a. If a corporation: Attach list of names and phone numbers of the principal officers.

b. If a partnership: Attach list with type of partnership (general, limited, association, etc.) and names and phone numbers of all partners.

6. Describe the general character of the work performed by the applicant and the work customarily performed with own forces.

a. How many years of experience in work similar to the identified projects has the applicant had?

(1) As a General Contractor: _____

(2) As a Sub-Contractor: _____

7. List the construction projects the organization has under contract on the date of this application. Attach a schedule showing: gross contract amount; actual or anticipated start and completion dates; percent complete; percent sublet; name and address of client; name and phone number of person supervising for the client.
8. List the construction projects the organization has completed in the last five (5) years. Attach a schedule showing: annual total construction volume, individual gross contract amounts; actual start and completion dates; percent sublet; name and address of client; name and phone number of person supervising for the client. Indicate separately, construction volume in last 6 months.
9. a. Of the projects listed in # 8 above, did the applicant's organization, its partners or officers not complete a project by the contract date?
Yes _____ No _____ If yes, attach a list of the project(s) with explanation(s).
- b. Of the projects listed in # 8 above.
- (1) Did the applicant's organization, its partners', or officers' delay the work by more than 14 days?
Yes _____ No _____
- (2) Did the applicant's organization, its partners', or officers' cease work?
Yes _____ No _____
- (3) Did the applicant's organization, its partners', or officers' leave the job site during the construction?
Yes _____ No _____

If yes to any of the above, attach list of project(s) with explanation(s).

10. List backgrounds and experience of the principal members of the applicant's organization, including the officers and individuals (Project Managers, Project Engineers, Schedule/Planners, Superintendents, and Administrative Support) who will be assigned to the proposed work at Manchester-Boston Regional Airport. Attach a schedule showing: individuals name; present position; years of construction experience; magnitude and type of work; in what capacity; previous airport work.
11. a. List major material suppliers and/or sub-contractors with whom the organization has done business in the past five (5) years. Attach a schedule showing: name; complete address; phone number; contact person for each.
- b. List each material supplier and/or sub-contractor of the applicant who has given notice of lien, filed a mechanics lien, or brought suit for payment on any contract in the last five (5) years. Attach schedule showing: name; complete address; phone no.; contact person; explanation and resolution for each.

12. Provide name, complete address, phone no., and contact person for each of the following:
- a. Bank _____
 - b. Bonding Company * _____
 - c. Bonding Agent _____
 - d. Insurance Company _____

* Bonding Co. must be registered and licensed to do business in the State of New Hampshire.

13. Provide names, complete addresses, and phone numbers for three (3) owners, engineers, or architects, not employed by the applicant, involved in current contracts or contracts completed in the last five (5) years, who can attest to the character, integrity, reputation, judgment, experience, and efficiency of the applicant.
14. Provide names, complete addresses, and phone numbers of all adverse parties in any suit involving the applicant in the last five (5) years. If there any judgments, claims or suites pending or outstanding against you, describe briefly as an attachment to this form and attach copy of judgments, claims or suits.
15. Are you now, or have you ever been involved in any bankruptcy or reorganization proceedings? If yes, describe briefly as an attachment.
16. Submit letter from the applicant's bonding company stating the maximum bonding limit available to the applicant. Performance and payment bonds in the amount of 100 percent of the bid price will be required on contracts awarded by the Airport.
17. Provide names, complete addresses, and phone numbers for all government entities who have determined the applicant qualified for the type of work requested herein and all who have not determined the applicant qualified, in the last five (5) years.

STATEMENT OF TRUTH FORM
Customs and Border Protection Project

I, _____ swear that all the statements herein contained, including the declaration of ownership or organization, and the record of experience have been examined by me, and to the best of my knowledge and belief, are true and correct.

I hereby authorize the Airport Director, his designees, or their agents to make such investigation, inquiry, checks and tests as they, in their sole discretion, deemed necessary to attempt to ascertain my qualifications. I hereby waive any and all claims, release and agree to hold harmless any person who provides to the Director or his designees information or opinions held in good faith.

Signed: _____

Title: _____

SUBSCRIBED AND SWORN TO BEFORE ME, THIS

_____ Day of January 2017

Notary-Public or Justice of the Peace

My commission expires: _____

RELEASE FORM
Customs and Border Protection Project

As a prequalified contractor for Manchester-Boston Regional Airport, I agree to allow the following contact information of our firm (including name, address, phone number and contact name) to be listed on the Airport's website. This information will be posted on the Airport's website as a service to contractors, subcontractors, and the general public. This information will be listed under the Pre-Qualification Process link.

Signed: _____

Title: _____ Date: _____

CONTACT INFORMATION:

Name of Company: _____

Company Address: _____

Phone Number: _____

Contact Name: _____

Email Address: _____

FORM A

To: _____

Return to: Manchester-Boston Regional Airport
6 Industrial Drive, Suite 2
Londonderry, NH 03053

RE: APPLICATION FOR MANCHESTER-BOSTON
REGIONAL AIRPORT PRE-QUALIFICATION FOR:

(Applicant's Company Name)

Dear Sir/Madame:

Your name has been obtained in connection with the application of the above referenced contractor. The application will be carefully considered by the appropriate City body and your reply, as well as other replies, is an important part of that consideration. Your responsibility in replying to this request is as a responsible citizen rather than as a friend/adversary/acquaintance of the applicant. The City must rely on replies such as yours to be candid, fair and complete.

Please answer the questions on the second page as accurately and completely as you can from your or your company's experience with the applicant. When completed, please mail both page one and two of Form A to the Airport at the above address (or email to Kathy Tarbox: ktarbox@flymanchester.com).

Very truly yours,
Manchester-Boston Regional Airport

RELEASE AND HOLD HARMLESS

I, _____, _____, of
(Individual Name of Applicant) (Title)

_____, hereby authorize _____
(Applicant Company Name) (Name of person/company filling out Form A)

to provide to the City of Manchester, Department of Aviation, with all information of any kind which you or the City deem relevant to my qualification as an applicant. I hereby release, discharge and hold you harmless from any claim arising out of the provision of such information.

Date: _____

By: _____
(Signature of Individual Applicant)

