

Date Dec. 1, 2011

To: Prospective Contractors

Re: 2012 Bidders Pre-Registration Form

The Davenport Community School District is in the process of updating the 2012 Contractor Bid List. To be eligible to bid on school district projects during the 2012 calendar year, potential contractors must fill out and return the enclosed "Contractor Bid List Pre-Registration Form". **All forms shall be returned to the Operations Center by January 1, 2012.**

In order to process your form in a timely manner and to insure that your form is not returned to you, please note the following:

- **A current insurance certificate needs to accompany your pre-registration form.**
- **Make sure you are applying for a valid category. Please refer to the 2012 bid list categories when filling out your form. If you are applying for more than one category you will need to fill out a separate Pre-Registration Form for each.**
- **Your application must include a current Iowa Contractors Registration number. Please make sure to include the year the registration expires.**

**Questions pertaining to the Contractor's Bid List shall be made to Rob Kleinsmith: 563-386-3351 or Email: [kleinsmithr@davenportschools.org](mailto:kleinsmithr@davenportschools.org)**

### **Bidders Pre-Registration Requirements**

#### **Qualifications**

**Contractors that can demonstrate expertise in more than one category must fill out a pre-registration form for each category with references to that particular line of work.** No contracts shall be awarded except to responsible contractors capable of performing work in the category in which the application was made. Contracting companies may be required to show that they have the necessary experience, facilities, ability, and financial resources to perform the work in a satisfactory manner. When applying for specific categories, new companies or companies under new ownership must be engaged in work applicable to each category for a minimum of two (2) years prior to be placed on bid list. All references provided shall be verified.

#### **Criminal Background Checks/Sex Offender Registry**

The Contractor shall be responsible for conducting a criminal background check and the Iowa and Illinois Sex Offender Registry as to all persons working on District property and in District buildings. This includes all employees of the Contractor or any sub-contractor, all independent contractors, casual laborers, workers obtained through union halls or hiring halls, and all other individuals present on District property at any time during the performance of the Contract. No person shall be permitted to work on District property who has been convicted of a felony or who is on the Sex Offender Registry for any State. The Contractor must have records available for the District to inspect upon request to verify that background/sex offender checks have been performed on all persons working on District property. The District reserves the right to order the contractor to remove any person from the District's work who the District determines to be a threat to safety of students, District employees, other workers, parents, visitors, or otherwise. All workers must follow District regulations and rules as to building access and security.

**Hazardous Materials**

Many buildings have asbestos containing materials. Contractors are responsible for reviewing the Asbestos Management Files located in the building office. The contractor shall have a HAZCOM program in effect on site and shall submit specific MSDS sheets for any hazardous materials used on site. MSDS sheets shall be approved by the District prior to bringing material on site. At no time shall material containing asbestos be used or installed on school district property. Asbestos containing material installed on school district property shall be removed from site at contractor’s expense.

**Regulations**

The successful bidder shall, during the course of performance under the proposed contract comply with all applicable occupational safety and health standards and EOE Regulations.

**Insurance**

The school district requires insurance in these amounts and need to have on file a certificate of insurance before a contract is issued. Umbrella policies are acceptable to reach these limits of liability.

- 1. Commercial General Liability
  - General Aggregate \$2,000,000
  - Products/Complete Operations Aggregate \$2,000,000
  - Personal/Advertising Injury \$1,000,000
  - Each Occurrence \$1,000,000
- 2. Business Automobile Liability
  - Each Person \$1,000,000
  - Each Accident \$1,000,000
- 3. Employers Liability & Workers Compensation
  - Each accident \$500,000
  - Each Employee \$500,000

**\* Note- General Contractors are required to have a minimum \$4,000,000 umbrella policy for building renovation construction projects.**

**Contractor Registration**

A valid Iowa contractor registration number must be included on application. Under Iowa Code, Chapter 91 C, any construction contractor performing work in Iowa must register with the Iowa Division of Labor. Phone 515-242-5871, Iowa Division of Labor; at the following web link:  
<http://www.iowaworkforce.org/labor/contractor.htm>

**Pending Litigation**

Contractors who have pending litigation against them or their company may be required to submit a detailed report concerning the litigation. The report should include the dollar amount of the lawsuit and all parties involved including insurance companies.

**Affirmative Action Policy**

The Davenport Community School District has an active Affirmative Action Policy, which according to Federal and State Law, protects each individual against discrimination by reason of race, religion, sex, color, national origin or ancestry, or physical handicap. In accepting a purchase order or entering into a contract with the Davenport School District, all contractors will have an approved Affirmative Action Plan.

**Responsibility of Contractors**

All contractors/subcontractors/vendors will be held liable for any and all aggrieved complaints made against their employees. All correspondence between the contractors/subcontractors/vendors and the District will be in writing. To ignore this policy could result in you being asked to leave the District premises and your removal from our approved bidders list.

## 2012 Bid List Categories

Acoustical Ceiling	Floor-Wall Finish (Ceramic Tile)
Asbestos Abatement	Grading & Seeding
Asphalt Paving (Overlay and Patching)	Gym Bleacher
Asphalt Seal Coat	Insulation
Athletic Equipment Installer & Repair	Landscaping
Audio System	Locker Installation
Cabling (Wiring)	Masonry – Block/Brick
Commercial Food & Equipment Repair	Masonry – Tuckpointing
Concrete Paving	Mechanical
Concrete Sawing	Mowing
Demolition	Painting
Door Installation and Repair	Plumbing
Drywall	Roofing
Electrical	Security System
Elevator Repairs	Sheet Metal
Excavating	Sign Installation
Fencing	Snow Removal
Carpentry (Finish)	Tree Trimming and Service
Fire Alarm	Window Blind Installation
Fire Sprinkler	Window & Glass Repair & Installation
Floor Finish (Carpet/VCT)	Wood Floor Refinishing
Floor Finish (Terrazzo)	
General Contractor - *\$4,000,000 Umbrella Insurance Policy is required	



## Davenport Community School District 2012 Contractor Bid List Pre-Registration Form

In order to participate in 2011 construction projects this form must be completed and returned to the Operations Center. You may enclose any other pertinent information you wish the DCSD to retain on record.

Proof of insurance must be included with your form. If a certificate does not accompany your application it will be returned.

<b>CATEGORY APPLYING FOR:</b>	
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One category per sheet - Please Print

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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

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

Iowa Contractor Registration # C \_\_\_\_\_

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

**Liabilities**

Are there any judgments, claims, mediation proceedings, or suits pending or outstanding against your firm or its officers?  
 \_\_\_\_\_ Yes \_\_\_\_\_ No

If so, please provide brief explanation:

Is this claim covered by insurance? \_\_\_\_\_

Has any officer or partner of your firm ever failed to complete a construction contract handled in his own name or as a qualifier for another in the past five (5) years? \_\_\_\_\_ Yes \_\_\_\_\_ No

If the answer is "Yes" please explain below:

**Bonding Information**

List below the name of the bonding companies you use for construction projects and the name, address and telephone number of your agent.

Bonding Agent: \_\_\_\_\_

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

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

Fax #: \_\_\_\_\_

Bonding Company: \_\_\_\_\_

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

What is your company's bonding limits? \_\_\_\_\_

**Insurance Information**

Insurance Agent: \_\_\_\_\_

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

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

Fax #: \_\_\_\_\_

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

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

**Company Experience**

How many years has your organization been in business as a contractor under your present business name: \_\_\_\_\_

How many years has your organization been in business as a contractor under your present ownership: \_\_\_\_\_

How many years experience in the category you are applying for has your organization had: \_\_\_\_\_

What is the construction experience of the principal officers and owners in your organization?

Individual Name	Present Position	Yrs Experience	Type of Construction/What Capacity

**School Construction Experience**

Provide the last four projects you have completed for a school district or college:

School/College: _____	Project: _____
Address: _____	
School Contact: _____	Email : _____
Phone #: _____	Fax #: _____
Project Cost: _____	Architect/Engineer: _____

School/College: _____	Project: _____
Address: _____	
School Contact: _____	Email : _____
Phone #: _____	Fax #: _____
Project Cost: _____	Architect/Engineer: _____

School/College: _____	Project: _____
Address: _____	
School Contact: _____	Email : _____
Phone #: _____	Fax #: _____
Project Cost: _____	Architect/Engineer: _____

School/College: _____	Project: _____
Address: _____	
School Contact: _____	Email : _____
Phone #: _____	Fax #: _____
Project Cost: _____	Architect/Engineer: _____

**Commercial Construction Experience**

Provide the last three projects you have completed:

Owner _____	Project: _____
Address: _____	
Owner Contact: _____	Email : _____
Phone #: _____	Fax #: _____
Project Cost: _____	Architect/Engineer: _____

Owner _____	Project: _____
Address: _____	
Owner Contact: _____	Email : _____
Phone #: _____	Fax #: _____
Project Cost: _____	Architect/Engineer: _____

Owner _____	Project: _____
Address: _____	
Owner Contact: _____	Email : _____
Phone #: _____	Fax #: _____
Project Cost: _____	Architect/Engineer: _____

**References**

Correct information is the responsibility of the provider. Listings that cannot be contacted shall not be included as they may eliminate contractor from consideration

**Bank Reference**

Name of Bank _____	Phone #: _____
Contact Person: _____	Fax #: _____

**Trade References - Provide 3**

<b>Name:</b> _____	<b>Phone #:</b> _____
<b>Address:</b> _____	
<b>Email :</b> _____	<b>Fax #:</b> _____
<b>Company:</b> _____	

<b>Name:</b> _____	<b>Phone #:</b> _____
<b>Address:</b> _____	
<b>Email :</b> _____	<b>Fax #:</b> _____
<b>Company:</b> _____	

<b>Name:</b> _____	<b>Phone #:</b> _____
<b>Address:</b> _____	
<b>Email :</b> _____	<b>Fax #:</b> _____
<b>Company:</b> _____	

**Signature**

By signing below, this individual understands that providing false information, the applying contracting company above may be disqualified from future projects.

**Signature:** \_\_\_\_\_

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

**Print Signature:** \_\_\_\_\_

**DCSD OFFICE ONLY**

<b>ICCR</b>	<b>FILE:</b> _____	<b>DATE:</b> _____
<b>INSURANCE APPR:</b>	_____	<b>DATE:</b> _____
<b>EXPER VERIF:</b>	_____	<b>DATE:</b> _____
<b>REFERENCE VERIF:</b>	_____	<b>DATE:</b> _____
<b>FEDERAL REGISTRY:</b>	_____	<b>DATE:</b> _____