

Contractor Selection Process

Projects are distributed to 3 plan rooms: Bid News, Southwest News, and Dodge Report. If you subscribe to one of them, they should provide you with the information.

In addition, projects are advertised in prospective counties in compliance with Title 61 of the Oklahoma Statutes.

The contract documents may be examined, free of charge, in the office of the Physical Plant Architecture Services, 122 PPA Building, Oklahoma State University, Stillwater, Oklahoma 74078, and copies may be obtained there upon receipt of a letter of intent to pay the amount listed within the Project Advertisement for two (2) sets of drawings and specifications in the event that they are not returned in good condition within ten (10) days of the date of bid opening. Additional sets may be obtained by paying the cost of printing the drawings and assembly of specifications.

The Owner reserves the right to reject any or all bids or to waive any minor informalities or irregularities in the bidding.

Each bidder must deposit, with his bid, security in the amount and form set out in the contract documents. Security shall be subject to the conditions provided in the Instruction to Bidders.

No bidder may withdraw his bid within sixty (60) days after the date of opening thereof. Attention of bidders is particularly directed to the statutory requirements and affidavit concerning nondiscrimination, nonsegregated facilities, noncollusion, and business relationship provisions.

Contractor selection is made in compliance with Title 61 of the Oklahoma Statutes, Public Competitive Bidding Act.

Perspective bidders may be prequalified in accordance with Title 61 §118 of the Oklahoma Statutes prior to bid submittal.

Bids must be accompanied by a completed COMPETITIVE PROPOSAL QUESTIONNAIRE FOR CONSTRUCTION, as listed below.

Bids will be opened publicly at the time and location noted within the Bid Advertisement.

OSU Architecture Services DOES NOT and WILL NOT maintain a list of qualified contractors nor notify any contractor of an impending bid procedure.

**COMPETITIVE PROPOSAL
QUESTIONNAIRE FOR
CONSTRUCTION CONTRACTOR
FOR
OKLAHOMA STATE UNIVERSITY
AND A&M COLLEGES PROJECTS**

Please submit with your Proposal the following information in the sequence and format prescribed by this questionnaire. Supplemental material providing additional information may be attached, but the information requested below is to be provided in this format. Submit six (6) identical packets of the requested information with your Proposal.

1. Firm Information:

Name of firm:

Address of Principal Office:

Phone / Fax:

Form of business organization: (Corporation, Partnership, Individual, Joint Venture, etc.)

Year Founded:

Primary individual to contact:

2. Organization

2.1 How many years has your organization been in business in its current capacity?

2.2 How many years has your organization been in business under its present name? Under what other or former names has your organization operated?

2.3 If your organization is a corporation, please provide: Date of incorporation, state of incorporation and list all officers of the corporation.

2.4 If your organization is a partnership, answer the following: Date of organization, type of partnership: (if applicable), names of general partners.

2.5 If your organization is individually owned answer the following:

Date of organization:

Name of owner:

2.6 If the form of your organization is other than those listed above, describe it and name the principals.

2.7 Has any owner or Manager of your organization been convicted of a felony? If so, please describe. (Publicly held corporations need not answer this question.)

3. Experience

3.1 List the categories of work that your organization normally performs with its own forces. Did you propose to do any work with your own forces or did you bid all work to subcontractors?

3.2 List any subcontractors in which your organization has some ownership and list categories of work those subcontractors normally perform.

3.3 Claims and suits (if the answer to any of the questions below is yes, please attach details).

3.3.1 Has your organization ever failed to complete any work it was awarded?

3.3.2 Has your organization filed any lawsuits or requested arbitration with regards to construction contracts within the last five years?

3.3.3 Within the last five years, has any officer or principal of your organization been an officer or principal of another organization when it failed to complete a construction contract? (If the answer is yes, please attach details.)

3.4 Current work: List the projects your organization has under contract, giving the name and location of project, the project/function of the building, size (SF), owner, architect, contract amount, percent complete, and scheduled completion date. Indicate the method of construction delivery. Provide name, phone, fax number, and email address of contact for owner and architect of each project for reference purposes. Highlight any work completed for OSU and associated A&M colleges.

3.5 Work over the last five years: List all projects (particularly educational facilities) constructed by your firm. For each project, provide the name, nature of the project/function of the building, size (SF), location, cost, completion date, owner and architect and indicate the method of construction delivery. Provide name, phone, fax number, and email address of contact for owner and architect of each project for reference purposes. Highlight any work completed for OSU and associated A&M colleges.

4. Financial Information

4.1. Attach a financial statement in a sealed envelope, preferably audited, including your organization's latest balance sheet and income statement showing the following items:

4.1.1. Current assets (e.g., cash, joint venture accounts, accounts receivable, notes receivable, accrued income, deposits, materials inventory, and prepaid expenses);

4.1.2. Non-current assets (e.g., net fixed assets, other assets);

4.1.3. Current liabilities (e.g., accounts payable, notes payable (current), accrued expenses, provision for income taxes, advances, accrued salaries and accrued payroll taxes);

4.1.4. Non-current liabilities (e.g., notes payable);

4.1.5. Capital accounts and retained earnings (e.g., capital, capital stock, authorized and outstanding par value, earned surplus and retained earnings).

4.2. Name and address of firm preparing attached financial statement and date thereof.

4.3. Is the attached financial statement for the identical organization named under item 1 above? If not, explain the relationship and financial responsibility of the organization whose financial statement is provided (e.g., parent or subsidiary).

4.4. Will the organization whose financial statement is attached act as guarantor of the contract for construction?

4.5. Provide name, address, and phone for bank reference.

4.6. Surety: Provide the name of your bonding company, name and address of agent. Performance and payment bonds shall be as listed within the Construction Documents. Is your

surety listed as an acceptable surety in the Department of the Treasury Circular 570 and licensed to issue such bonds in the State of Oklahoma?

5. Safety

Provide information as it pertains to your firm's accident frequency rate and modifier for the last two years. The Owner reserves the right to request a copy of your firm's safety program.

6. Key Personnel

6.1. Given the scope and schedule of the project, identify the specific project manager(s) and job site superintendent(s) who would work on the project. Provide a resume and references with phone numbers for each individual. Separately list all projects (particularly educational facilities) over the last five years by project manager(s) and job site superintendent(s). For each project, provide the name, nature of the project/function of the building, size (SF), location, cost, completion date, owner and architect and indicate the method of construction delivery. Provide name, phone, fax number, and email address of contact for owner and architect of each project for reference purposes. Highlight any work completed for OSU and associated A&M colleges.

6.2. The project manager(s) and job site superintendent(s) shall remain on the project through final completion of the entire project.

6.3. List the number and percentage of your firm or applicable branch office permanent employees that are: (a) Oklahoma based and (b) graduates of OSU and/or A&M colleges.

7. Schedules

Provide samples of schedules that will be used to control various project phases.

8. References

The Owner reserves the right to contact the references provided as part of Paragraphs 3, 4, and 6.

9. Subcontracting Plan

9.1 OSU believes that this contract provides significant opportunities for the use of small, HUBZone small, small disadvantaged, women-owned, veteran-owned, and service-disabled veteran owned small business. Describe the efforts your company will make to ensure that small, HUBZone small, small disadvantaged; women-owned, veteran-owned, and service-disabled veteran owned small business concerns will have an equitable opportunity to compete for subcontracts.

9.2 Past Performance: Describe your company's historical performance and significant achievements in placing subcontracts for the same or similar services with small, HUBZone small, small disadvantaged, women-owned, veteran-owned, and service-disabled veteran owned small business concerns. List the percentage achieved in past performance for each small business category (i.e., small, HUBZone small, small disadvantaged, women-owned, veteran-owned, and service-disabled veteran owned small business).

10. Owner / Contractor Agreement

The Contract shall be as included within the Construction Documents.

(SEAL) if bid
is by Corporation

Respectfully submitted,

Contractor

By: _____
Title

Signature
