



# Prequalification Standard Questionnaire and Financial Statement

Pasco Municipal Code 14.10

All correspondence and inquiries pertaining to Prequalification of Bidders should be directed to:

City of Pasco Engineering Department  
525 North Third Avenue  
PO Box 293  
Pasco, WA 99301

Phone: 509-545-3444 FAX: 509-543-5728  
Internet: [engineering@pasco-wa.gov](mailto:engineering@pasco-wa.gov)

**NOTE: Before executing this form, read all information and instruction pages carefully. The Washington State Department of Transportation (WSDOT) 'Standard Questionnaire and Financial Statement' was used as the model for this prequalification submittal. WSDOT approved classifications may be accepted in lieu of submittal. Subcontractors or Contractors wishing to perform work under private contracts (i.e., developments) are not required to submit a financial statement.**

### Please type or print all information

Name of Applicant or Firm (As registered with Washington State Department of Licensing)			
Street Address	City	State	Zip Code
PO Box	City	State	Zip Code
Telephone	Fax	Date Submitted	
The above Applicant or Firm is:			
A Parent Firm of:			
A Subsidiary – Division of:			



# Standard Questionnaire

## Preparation of Standard Questionnaire

All answers and other entries must be specific, complete in detail, and typewritten or printed. Pencil is not acceptable.

A corporation, co-partnership, or joint venture must furnish all information requested in the appropriate form at the top of page 7. The execution of the affidavit on page 8 must be complete.

The Standard Questionnaire furnishes information for establishing prequalification. It must be properly filled out, executed, and received in the City Engineer's office not less than 15 days prior to the scheduled bid opening to receive consideration for issuance of a bidding proposal for that bid opening.

No fee is required in order to prequalify to bid on City of Pasco projects. Full compliance with these instructions will avoid delay in effecting prequalification in the delivery of the bidding proposal forms to contractors properly prequalified.

Brochures and schedules may be furnished to supplement the Questionnaire; however, it is essential that the standard form be completed in full.

**Prequalification may be established any time within the calendar year and is to be renewed every three years.**

The information contained in the Standard Questionnaire will be used to establish the class ratings of the applicant. Prequalification is to be renewed every three years unless there is a particularly good reason for making a change. Financial statements that are one year or older are not acceptable for use in prequalification.

## Standard Questionnaire

1. How many years has your organization been in business as a general contractor under your present business Name?						
2A. How many years experience as a Prime Contractor?				2B. How many years as a Subcontractor?		
3. List the construction projects your organization has underway on this date and classes of work performed by your firm.						
	Contract Amount \$	*Class of Work	Scheduled Compl Date	Prime or Sub	Title/Contract No.	Contracting Agency and Mailing Address, Name and Phone of Owner/Agency Rep.
3a.						
3b.						
3c.						
3d.						

4. List projects your organization has completed in the past three (3) years as described on the attached Classes of Work Sheet.

	Contract Amount \$	*Class of Work	Scheduled Compl Date	Prime or Sub	Title/Contract No.	Contracting Agency and Mailing Address, Name and Phone of Owner/Agency Rep.
4a.						
4b.						
4c.						
4d.						
4e.						
4f.						
4g.						
4h.						
4i.						
4j.						

Attach additional sheet(s) if more space is needed.

5. Has your organization ever failed to complete any work awarded to you?  Yes  No

If "Yes", state where and reason why:

6. MBE / DBE / WBE Status (Minority Business / Disadvantaged Business / Women Business – Enterprises )

MBE  DBE  WBE

7. What is the construction experience of the principal full-time individuals of your organization including superintendents and foremen?

Individual's Name	Present Position or Office	Years of Construction Experience	Largest Contract Dollar Value and Class(es) of Work	Position Held



9. In which of the following classes of work do you feel your firm has the equipment and experienced personnel to qualify for the classification? (Indicated in parentheses below each classification is suggested equipment for applicants.) Indicate those classes for which you feel your firm qualifies by marking (x) in the appropriate box. Identify in the column on the right the completed project(s) you have shown on Page 2 which are examples of the class(es) of work you are requesting prequalification for (i.e., 4a).

Class Number	Class Description	Project Example (from Page 2)
1	<input type="checkbox"/> Clearing, Grubbing, Grading, and Drainage (Scrapers or trucks, graders, compaction equipment, dozers, backhoes, frontloaders)	
2	<input type="checkbox"/> Production and placing of crushed materials (Crushing plant, haul vehicles, motor patrol, compaction equipment)	
3	<input type="checkbox"/> Bituminous Surface Treatment (Distributor, chip spreader, rollers, trucks, graders, compaction equipment, dozers, backhoes, frontloaders)	
4	<input type="checkbox"/> Asphalt Concrete Paving (Asphalt plant, asphalt pavers, rollers, trucks)	
5	<input type="checkbox"/> Cement Concrete Paving (Slipform paving machines, concrete plant, trucks)	
6	<input type="checkbox"/> Buildings (General building tools)	
7	<input type="checkbox"/> Traffic Signals (Ladder trucks, electrician tools)	
8	<input type="checkbox"/> Street Lights (Ladder trucks, electrician tools)	
9	<input type="checkbox"/> Water Pipeline (Backhoes, frontloaders, compaction equipment, general laborer tools) 4-inch to 8-inch diameter	
10	<input type="checkbox"/> Water Pipeline (Backhoes, frontloaders, compaction equipment, general laborer tools) 10-inch to 30-inch diameter	
11	<input type="checkbox"/> Storm Water Facilities (Backhoes, frontloaders, compaction equipment, general laborer tools)	
12	<input type="checkbox"/> Sewer Pipeline (Backhoes, frontloaders, compaction equipment, general laborer tools) 12-foot depth and shallower	
13	<input type="checkbox"/> Sewer Pipeline (Backhoes, frontloaders, compaction equipment, general laborer tools) 13-foot to 18-foot depth	
14	<input type="checkbox"/> Sewer Pipeline (Backhoes, frontloaders, compaction equipment, general laborer tools) 19-foot to 28-foot depth	
15	<input type="checkbox"/> Sidewalks/Curb & Gutter	
16	<input type="checkbox"/> Landscaping/Parks/Irrigation Systems	
List other applicable classes by title and number as shown in the Prequalification Work Classes Listing.		



# Financial Statement

## (Private – Not for Public Disclosure)

### Preparation of Financial Statement

Applicant must provide with the questionnaire, a copy of its financial statement as **audited or reviewed** for its last fiscal year, prepared in accordance with the standards of the American Institute of Certified Public Accountants. The statement must be prepared by an independent certified public accountant registered and licensed under the laws of any state. Balance sheets, income statements, a statement of retained earnings, supporting schedules and notes, and the opinion of the independent auditor must accompany the financial statement. A compiled Financial Statement is not acceptable. The total net asset value, including cash if applicable, shall be shown.

Additional information may be furnished for our consideration at any time. However, if there is a decrease in your financial position or significant changes within the structure of your organization, you must file a new Standard Questionnaire and Financial Statement.

Financial Statement			
1. End of Applicants Fiscal Year		2. Date of Year-End Financial Statement	
Month:	Day:	Month:	Day: Year:
Total Tangible Assets:		Total Liabilities:	Net Worth:
3. <b>Additional Financial Resource(s)</b> (i.e. Bank Line of Credit, Parent Firm Guarantee, Personal Pledge of Net Worth, etc.) Any additional financial resources shall have a notarized letter to document the Pledge/Guarantee. The required information within the letter must have the dollar amount, purpose of Pledge/Guarantee, and a termination date for the Pledge/Guarantee. If additional financial resources are used within your Financial Statement above, indicate in the "Yes" column below. A Parent Firm form is available upon request.			
Source	Dollar Amount	Termination Date	Additional Resources
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
Statement of Financial Ability			
The firm certifies that its net worth has not substantially changed from that sum shown above in the Financial Statement. The prequalified firm is able to post the deposit (cash, certified check, security bond) (5% of the amount of the bid) required by RCW 47.28.090 and secure the performance bond (full contract amount) as required by RCW 39.08 for any project for which it has submitted a bid and is the successful low bidder.			
The firm's largest bonded, successfully completed project is:			
The firm's bond for that project was:		Date that project was completed:	
Name of Firm (As registered with the Washington State Department of Licensing)			
By (Authorized Signature):		Title:	
Business Account Information (List the following business account numbers for your organization)			
Unified Business Identifier Number (UBI)	UBI Expiration Date:	Federal Employees (IRS) ID Number	

<b>Type of Organization</b>		
<input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Co-Partnership <input type="checkbox"/> Joint Venture <input type="checkbox"/> Corporation		
<b>Corporation</b>		<b>Co-Partnership or Joint Venture</b>
Date Incorporated	In What State?	Date of Organization:
President's Name		Status
Vice President's Name		Is there any limitation of duration of Co-Partnership or Joint Venture: <input type="checkbox"/> Yes <input type="checkbox"/> No
Secretary's Name		If "Yes", Explain:
Treasurer's Name		
If Out-of-State Corporation, have you complied with Washington's Corporation Laws? <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Other Organization Affiliation:</b> List those person with your organization that have a business affiliation in any other organization involved in the construction-oriented projects as contractor, subcontractor, supplier, or consultant.		
Name of Individual	Name and Location of Other Organization	
<b>Non-Collusion</b>		
1	Has your firm ever been indicted, plead nolo contend ere (no contest), or been convicted of any offense that has resulted in your firm being barred from being or performing work for any Sate, Local, or Federal Government? If "Yes" attach a separate sheet(s) to this form giving the details involved, the names of the individuals, and their current employment status with your firm.	<input type="checkbox"/> Yes <input type="checkbox"/> No
2	Has any officer, employee or other member of your firm ever been indicted, pled guilty, plead nolo contend ere, or been convicted of any illegal restraints of trade, including collusive bidding? If "Yes", attach a separate sheet(s) to this form giving the details involved.	<input type="checkbox"/> Yes <input type="checkbox"/> No
3	Has your firm, or any officer, employee, or member of your firm ever been debarred for violation of various Public Constraints Acts incorporating Labor Standards Provision? If "Yes", attach a separate sheet(s) to this form giving the details involved.	<input type="checkbox"/> Yes <input type="checkbox"/> No
4	Is your firm under the protection of bankruptcy court, has pending any petition in bankruptcy court, or have you made an assignment for the benefit of creditors?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Authorized Signatures</b>		
List the names and titles of those individuals in your organization who are authorized to execute proposals, contracts, bonds, and other documents and/or instruments on behalf of the organization. Specify if more than one signature is required.		
Name	Title	Signature

**Execution of the Affidavit**

**Sole Proprietorship** Signature of the individual in the firm name under which business is conducted.

**Co-Partnership** The signature of all partners, general and limited under the firm name, or the signature of their Attorney in Fact.

**Corporation** The signature of the authorized officer(s) of the corporation with corporate seal affixed.

**Joint Venture** Signatures of an authorized representative of each party to the joint venture. Corporate members of a joint venture shall also affix their corporate seal. (See page ii)

**Affidavit**

The undersigned being duly sworn, deposes and says that the foregoing is a true statement of facts concerning the sole proprietorship, corporation, co-partnership or joint venture herein named, as of the date indicated; that the Financial Statement taken from the books of said firm as individual is a true and accurate statement of the financial condition of said firm or individuals as of the date thereof; that the answers to the foregoing interrogatories are true; that this statement is for the express purpose of inducing the City of Pasco to award the said firm or individual a contract; and that any depository, vendor, other agency herein named is hereby authorized to supply the City of Pasco or its agent with any information to verify this statement.

**Name of Firm** (As registered with Washington State Department of Licensing):

\_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Subscribed and sworn to me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_

Notary Public in and for the State of \_\_\_\_\_

residing at \_\_\_\_\_

*Corporate Seal*

*Notary Seal*

Statement Prepared by: \_\_\_\_\_ Title \_\_\_\_\_ Date: \_\_\_\_\_