STATEMENT OF QUALIFICATIONS
COVER SHEET

SOQ Issue Date:     February 13, 2020
SOQ Number:        SOQ-BF-2020-103
SOQ Title:        ADAMS COUNTY ROOFING PROJECTS
SOQ Questions Due:     February 28, 2020 5pm MT
Proposal will be received until:     March 10, 2020 2pm MT
(Time according to our Clock)
Adams County Government Center
Central Front Lobby
4430 South Adams County Parkway,
Brighton, CO 80601

For additional information please contact:   Bethany Frank, Procurement
and Contracts Supervisor
720-523-6056
bfrank@adcogov.org

Documents included in this package:     Proposal Instructions
General Terms and Conditions
Statement of Work (SOW)
Pricing and Summary Form
Submission Check List
Contractor’s Certificate of Compliance
Contractor’s Statement
References Form
Vendor Information Form
1. PURPOSE/BACKGROUND: The Adams County Board of Commissioners by and through its Purchasing Division of the Finance Department is accepting proposals for Statements of Qualifications for professional Roofing Contractors as specified herein from a source of supply that will provide prompt and efficient service to the County.

2. SUBMISSION OF PROPOSALS: The proposal must be received before the due date and time as specified in this Solicitation. The Contractor is responsible for addressing the envelope as indicated below. If the submittal arrives late, it may be returned unopened. Address the envelope(s) as follows:

Mailing Address:
Adams County Government Center
Purchasing Division
4430 South Adams County Parkway
Brighton, CO 80601

Hand Deliveries accepted:
Adams County Government Center
First Floor Central Lobby Receptionist
4430 South Adams County Parkway
Brighton, CO 80601

Attn: Bethany Frank
Procurement and Contracts Supervisor
SOQ-BF-2020.103

3. All documents related to this RFP will be posted on BidNet at:
http://www.bidnetdirect.com/colorado/solicitations/open-bids

3.1. Interested parties must register with this service (free) to view and download these documents.

4. CONTRACTUAL OBLIGATIONS

4.1. The successful Contractor will be required to sign an Agreement substantially similar to the Sample Agreement in Appendix A. The County reserves the right to add or delete provisions to the document prior to Agreement execution.

4.2. Issuance of this Solicitation does not commit the County to award any Agreement or to procure or Agreement for any equipment, materials or services.

4.3. If a formal Agreement is required, the Contractor agrees and understands that a Notice of Award does not constitute an Agreement or create a property interest of
any nature until an Agreement is signed by the Awardee and the Board of County Commissioners and/or their authorized designee.

4.4. Contractor is responsible for reviewing the form Agreement and understanding the terms and conditions contained therein, including, but not limited to, insurance requirements, indemnification, illegal aliens, equal opportunity, non-appropriation, and termination.

4.5. Contractor’s Response must state its willingness to enter into the form Agreement or Contractor shall identify and include any proposed revisions they have for the form Agreement. Any proposed revisions made by the Contractor after the County Notice of Intent to Award the Solicitation may be grounds for rescinding said Notice. The identification of willingness to enter into the standard Agreement is for general purposes at this time but is part of the evaluation process and must be included. There may be negotiations on a project-by-project basis that provide further clarification.

4.6. Incorrect Pricing/Invoicing. As part of any award resulting from this process, Contractor(s) will discount all transactions as agreed. In the event the County discovers, through its Agreement monitoring process or formal audit process, that material or services were priced/invoiced incorrectly, Contractor(s) agree to promptly refund all overpayments and to pay all reasonable audit expenses incurred as a result of the non-compliance.

4.7. The County may, during the term of the Agreement and any extensions/renewals, request additional work at other locations throughout Adams County by the successful Contractor.

5. **METHOD OF AWARD** - It is the intent of the County to award an Agreement to the Contractor who provides the best value for Adams County.

5.1. **Proposed Fees**: Proposals shall be structured/formatted to follow the layout information identified in this Statement of Qualifications. Do not include materials that are of little or no relevance. The fee structure and breakdown shall be submitted separately in a sealed envelope.

5.2. Pricing, other than Hourly Rate Schedule, will not be accepted as part of the Qualification Statement. Pricing will be considered as part of the subsequent Request for Proposal.

5.3. Evaluation criteria, other than costs, are evaluated first. After rating the written Responses, costs are then considered against trade-offs such as satisfaction of requirements in the Solicitation, qualifications, risk and incentives, and financial condition of the Contractor.

5.4. The County reserves the right to conduct negotiations with Contractors and to accept revisions of Responses. During this negotiation period, the County will not disclose any information derived from Responses submitted, or from discussions with other Contractors. Once an award is made, the Solicitation file and the Responses contained therein are in the public record.
7.7. Questions which arise during the Response preparation period regarding issues around this Solicitation, purchasing and/or award should be directed, via e-mail, to Bethany Frank, Procurement and Contract Supervisor, bfrank@adcogov.org. The Contractor submitting the question(s) shall be responsible for ensuring the question(s) is/are received by the County.

6. Any official interpretation of this RFP must be made by an agent of the County's Purchasing Division who is authorized to act on behalf of the County. The County shall not be responsible for interpretations offered by employees of the County who are not agents of the County's Purchasing Division.

7. COOPERATIVE PURCHASING: Adams County encourages cooperative purchasing to assist other agencies to reduce their cost of bidding and to make better use of taxpayer dollars through volume purchasing. Contractor(s) may, at their discretion, agree to extend the prices and/or terms of the resulting award to other state or local government agencies, school districts, or political subdivisions in the event they would have a need for the same product/service. Usage by any entity shall not have a negative impact on Adams County in the current term or in any future terms. The Contractor(s) must deal directly with any governmental agency concerning the placement of purchase orders/agreements, freight/delivery charges, Contractual disputes, invoices, and payments. Adams County shall not be liable for any costs or damages incurred by any other entity.

8. DEBARMENT: By submitting this proposal, the Contractor warrants and certifies they are eligible to submit a proposal because their company and/or subcontract(s) is/are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in a transaction by any Federal, State, or local department or agency.
1. **APPLICABILITY:** These General Terms and Conditions apply, but are not limited, to all bids, proposals, qualifications and quotations (hereinafter referred to as “Proposal" or “Response") made to Adams County (hereinafter referred to as "County") by all prospective Contractors, bidders, firms, companies, publishers, consultants, or suppliers (herein after referred to as “Contractor” or "Contractors") in response, but not limited, to all Invitations to Bid, Requests for Proposals, Requests for Qualifications, and Requests for Quotations (hereinafter referred to as “Solicitation” or “Solicitations”).

2. **CONTENTS OF PROPOSAL**

2.1. **GENERAL CONDITIONS:** Contractors are required to submit their Proposals in accordance with the following expressed conditions:

2.1.1. Contractors shall make all investigations necessary to thoroughly understand the requirements of the Solicitation. No plea of ignorance by the Contractor of conditions that exist or that may hereafter exist will be accepted as the basis for varying the requirements of the County or the compensation to the Contractor.

2.1.2. Contractors are advised that all County Solicitations and Agreements are subject to all requirements contained in the County’s Purchasing Division’s Policies and Procedures and state and federal statutes. When conflicts occur, the highest authority will prevail.

2.1.3. Contractors are required to state exactly what they intend to furnish to the County in their Proposal and must indicate any variances to the terms, conditions, and specifications of this Solicitation no matter how slight. If variations are not stated in a Contractor’s Proposal, it shall be construed that the Contractor’s Proposal fully complies with all conditions identified in this Solicitation.

3. **Equal Opportunity:** The County intends and expects that the Contracting processes of the County and its Contractors provide equal opportunity without regard to gender, race, ethnicity, religion, age or disability and that its Contractors make available equal opportunities to the extent third parties are engaged to provide goods and services to the County as Subcontractors, Contractors, or otherwise. Accordingly, the Contractor shall not discriminate on any of the foregoing grounds in
the performance of any Agreement awarded to the Contractor and shall make available equal opportunities to the extent third parties are engaged to provide goods and services in connection with performance of the Agreement. If submitting a joint venture proposal, or a proposal involving a partnership arrangement, articles of partnership stating each partner’s responsibilities shall be furnished and submitted with the Response.

4. **Colorado Open Records Act**: All documentation submitted in response to this Solicitation will become the property of Adams County. All documentation maintained or kept by Adams County shall be subject to the Colorado Open Records Act. C.R.S. 24-72-201 *et. seq.* (“CORA”). Accordingly, respondents are discouraged from providing information that they consider confidential, privileged, and/or trade secrets as part of a response to this Solicitation. Any portions of submissions that are reasonably considered confidential should be clearly marked as such. The County does not guarantee the confidentiality of any record(s).

Careful consideration should be given before submitting confidential information to the County. The Colorado Open Records Act permits public scrutiny of most materials collected in this Solicitation process. Information that is reasonably considered proprietary should be clearly marked as confidential.

5. **CLARIFICATION AND MODIFICATIONS IN TERMS AND CONDITIONS**

5.1. Where there appears to be variances or conflicts between the General Terms and Conditions, any Special Terms and Conditions and the Scope of Work/Specifications outlined in this Solicitation, the Scope of Work/Specifications, and then the Special Terms and Conditions, will prevail.

5.1.1. If any Contractor contemplating submitting a Proposal under this Solicitation is in doubt as to the true meaning of the Scope of Work/Statement of Work or any other portion of the Solicitation, the Contractor must submit a **written request** via email for clarification to the Point of Contact listed on the Cover Sheet of this Solicitation. The Contractor submitting the request shall be responsible for ensuring that the request is received by the County prior to the deadline for submitting questions.

5.1.2. The County shall issue a written addendum if substantial changes which impact the technical submission of Proposals are required. A copy of such addenda will be available at the Rocky Mountain E-Purchasing System (BIDNET) website. In the event of conflict with the original Solicitation documents, addenda shall supersede to the extent specified. Subsequent addenda shall supersede prior addenda only to the extent specified.

5.1.3. **ADDENDUM/ADDENDA: CONTRACTOR IS RESPONSIBLE FOR OBTAINING AND ACKNOWLEDGING RECEIPT OF ALL ADDENDUM/ADDENDA POSTED ON THE ROCKY MOUNTAIN E-PURCHASING SYSTEM (BIDNET). EACH AND EVERY ADDENDUM SHALL BE SEPARATELY ACKNOWLEDGED ON THE CONTRACTOR’S STATEMENT FORM.**
5.2. PRICES CONTAINED IN PROPOSAL, DISCOUNTS, AND TAXES

5.2.1. Contractors may offer a cash discount for prompt payment. Discounts will be considered in determining the lowest net cost for the evaluation of Proposals; discounts for periods of less than twenty days, however, will not be considered in making an award. If no prompt payment discount is being offered, the Contractor shall enter a zero (0) for the percentage discount to indicate net thirty days. If the Contractor does not enter a percentage discount, it is hereby understood and agreed that the payment terms shall be net thirty (30) days, effective on the date that the County receives an accurate invoice or accepts the products, whichever is the later date. Payment is deemed to be made on the date of the mailing of the check.

5.2.2. Contractors shall not include federal, state, or local excise or sales taxes in prices offered, as the County is exempt from payment of such taxes.

5.2.2.1. Federal Identification Number: 20-1971780

5.2.2.2. State of Colorado Tax Exempt Number: 98-03569

6. SIGNING PROPOSAL AND COLLUSION

6.1. Contractor, by affixing its signature to the Proposal, certifies that its Proposal is made without previous understanding, agreement, or connection either with any persons, firms or corporations making a Proposal for the same items, or with the County. The Contractor also certifies that its Proposal is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action. To ensure the integrity of the County’s public procurement process, all Contractors are hereby placed on notice that any and all Contractors who falsify the certifications required in conjunction with this section will be prosecuted to the fullest extent of the law.

7. PREPARATION AND SUBMISSION OF PROPOSAL

7.1. PREPARATION

7.1.1. The Proposal must be typed or legibly printed in ink. The use of erasable ink is not permitted. All corrections made by the Contractor must be initialed by the authorized agent of the Contractor.

7.1.2. Proposals must contain a manual signature of an authorized agent of the Contractor in the space provided on the Contractor’s Statement form. The Contractor’s Statement form in this Solicitation must be included in all Proposals. If the Contractor’s authorized agent fails to sign and return this form in its Proposal, the Proposal may be invalid and may not be considered.

7.1.3. The County logo is trademarked and property solely of the County. Contractors do not have permission to use the County’s logo on any
7.1.4. Unit prices shall be provided by the Contractor on the Solicitation’s Pricing Form when required in conjunction with the prescribed method of award and shall be for the unit of measure requested. Prices that are not in accordance with the measurements and descriptions requested shall be considered non-responsive and shall not be considered. Where there is a discrepancy between the unit price and the extension of prices, the unit price shall prevail.

7.1.5. Alternate Proposals will not be considered unless expressly permitted in the Scope of Work.

7.1.6. The accuracy of the Proposal is the sole responsibility of the Contractor. No changes in the Proposal shall be allowed after the date and time that submission is due.

7.2. SUBMISSION

7.2.1. The Proposal shall be sealed in an envelope with the Contractor’s name and the Solicitation title and number on the outside. The County’s Pricing Form, which is attached to this Solicitation, must be used when the Contractor is submitting its Proposal. The Contractor shall not alter this form (e.g. add or modify categories for posting prices offered) unless expressly permitted in the Solicitation or in an addendum duly issued by the County. Only sealed proposals received by the Purchasing Division will be accepted; Proposals submitted by telephone, email, or facsimile machines are not acceptable.

7.2.2. Failure to provide any requested information may result in the rejection of the Proposal as non-responsive.

7.2.3. Proposal must be submitted in the format supplied and/or described by the County. Failure to submit in the format provided may be cause for rejection of the proposal.

7.2.4. Contractor is responsible for ensuring their Proposal is received by the Purchasing Division prior to the deadline outlined in the Solicitation regardless of the method of delivery.

7.2.5. Contractors, which qualify their Proposal by requiring alternate Contractual terms and conditions as a stipulation for Agreement award, must include such alternate terms and conditions in their Response. The County reserves the right to declare a Contractor’s Proposal as non-responsive if any of these alternate terms and conditions conflicts with the County’s terms and conditions, or if they are not in the best interests of the County.
8. **LATE PROPOSALS**

8.1. Proposals received after the date and time set for the opening/closing shall be considered non-responsive and may be returned unopened to the Contractor.

8.2. The County assumes no responsibility for late deliveries of mail on behalf of the United States Post Office or any other delivery system.

8.3. The County assumes no responsibility for a Proposal being either opened early or improperly routed if the envelope is not clearly marked on the outside:

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SOQ ADAMS COUNTY ROOFING PROJECTS
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8.4. In the event of a situation severe enough to cause the Adams County Board of Commissioners to close the County offices for any reason, the Purchasing Manager has the prerogative of rescheduling the proposal opening time and date. No proposal will be considered above all other proposals by having met the proposal opening time and date requirements to the exclusion of those who were unable to present their proposal due to a situation severe enough to cause the Board of County Commissioners to close the County offices.

9. **MODIFICATION AND WITHDRAWAL OF PROPOSALS**

9.1. **MODIFICATIONS TO PROPOSALS.** Proposals may only be modified in the form of a written notice on Contractor letterhead and must be received prior to the time and date set for the Proposals to be opened. Each modification submitted to the County’s Purchasing Division must have the Contractor’s name and return address and the applicable Solicitation number and title clearly marked on the face of the sealed envelope. If more than one modification is submitted, the modification bearing the latest date of receipt by the County’s Purchasing Division will be considered the valid modification.

9.2. **WITHDRAWAL OF PROPOSALS**

9.2.1. Proposals may be withdrawn in the form of a written notice on Contractor letterhead and must be received prior to the time and date set for the opening of Proposals. Any withdrawal of a Proposal submitted to Adams County Purchasing Division must have the Contractor’s name, return address, and the applicable Solicitation number and title clearly marked on the face of the envelope and on the withdrawal letter.

9.2.2. Proposals may not be withdrawn after the time and date set for the opening for a period of ninety calendar days. If a Proposal is withdrawn by the Contractor during this ninety-day period, the County may, at its option, suspend the Contractor and may not accept any Proposal from the Contractor for a six-month period following the withdrawal.
10. **REJECTION OF PROPOSALS**

10.1. **REJECTION OF PROPOSALS.** The County may, at its sole and absolute discretion:

10.1.1. Reject any and all, or parts of any or all, Proposals submitted by prospective Contractors;

10.1.2. Re-advertise this Solicitation;

10.1.3. Postpone or cancel the process;

10.1.4. Waive any irregularities in the Proposals received in conjunction with this Solicitation.

10.2. **REJECTION OF A PARTICULAR PROPOSAL.** In addition to any reason identified above, the County may reject a Proposal under any of the following conditions:

10.2.1. The Contractor misstates or conceals any material fact in its Proposal;

10.2.2. The Contractor’s Proposal does not strictly conform to the law or the requirements of the Solicitation;

10.2.3. The Proposal expressly requires or implies a conditional award that conflicts with the method of award stipulated in the Solicitation;

10.2.4. The Proposal does not include documents, including, but not limited to, certificates, licenses, and/or samples, which are required for submission with the Proposal in accordance with the Solicitation; and/or

10.2.5. The Proposal has not been executed by the Contractor through an authorized signature on the Contractor’s Statement form.

10.3. The County reserves the right to waive any irregularities or informalities, and the right to accept or reject any and all proposals.

11. **ELIMINATION FROM CONSIDERATION**

11.1. A Proposal may not be accepted from, nor any Agreement be awarded to, any person or firm which is in arrears to the County upon any debt or Agreement or which is a defaulter as surety or otherwise upon any obligation to the County.

11.2. A Proposal may not be accepted from, nor any Agreement awarded to, any person or firm who has failed to perform faithfully any previous Agreement with the County or other governmental entity, for a minimum period of three years after the previous Agreement was terminated for cause.
11.3. Any communications regarding this RFP must go through the Adams County Purchasing Division only. Any contact with other County personnel or County Contractors may be cause for disqualification.

11.4. No damages shall be recoverable by any challenger as a result of the determinations listed in this Section or decisions by the County.

11.5. The Board of County Commissioners may rescind the award of any proposal within one week thereof or at its next regularly scheduled meeting; whichever is later, when the public interest will be served thereby.

12. QUALIFICATIONS OF CONTRACTOR: The County may make such investigations as deemed necessary to determine the ability of the Contractor to perform work, and the Contractor shall furnish all information and data for this purpose as the County requests. Such information includes but is not limited to the following: current/maximum bonding capabilities, current licensing information, audited financial statements, history of the firm on assessments of liquidated damages, Agreements cancelled prior to completion and/or lawsuits and/or pending lawsuits against the firm and/or its principals. The County reserves the right to reject any Proposal if the evidence submitted by, or investigation of, such Contractor fails to satisfy the County that such Contractor is properly qualified to carry out the obligations of the Agreement and to complete the work contemplated therein. Conditional Proposals will not be accepted.

13. AWARD OF SOLICITATION: The County shall award this Solicitation to the successful Contractor through the issuance of a Notice of Intent to Award. All Contractors that participated in the Solicitation process will be notified of Contractor selection. No services or goods shall be provided, and no compensation shall be paid, until and unless an Agreement has been signed by an authorized representative of the County and the Contractor.

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I. INTRODUCTION

The Purchasing Division is accepting Statement of Qualification proposals for professional Roofing Contractor services for roof replacements and/or roofing labor, materials, equipment, and facilities needed in Adams County Roofing Projects. Anticipated Projects for 2020 include: Justice Center Phase I in Brighton, Western Services Center in Westminster, Adams County Service Center/Sheriff Substation in Commerce City, and any other similar roof projects determined by Adams County to be bid.

Construction is to comply with Adams County Construction Standards and all current building codes.

II. RESPONSE FORMAT

Failure to respond in the required format may deem your submittal non-responsive. Failure to provide required information may deem your submittal non-responsive.

SUBMISSION OF PROPOSALS: ONE (1) hardcopy ORIGINAL and ONE (1) electronic ORIGINAL (USB or CD-single PDF document) must be received at the time and place specified in this Solicitation. Submittals should be prepared simply and economically providing a straightforward, concise description of the Contractor’s ability to perform the requirements of this solicitation. Failure to submit the required number of copies may deem the Contractor non-responsive.

**Electronic copy shall be an EXACT reproduction of the original documents provided. All sections shall be combined into a single PDF electronic document.**

1. Provide submittal without reference to Adams County logo or company logo.

2. Submit proposal in a tab format and All Qualification Statements shall be bound.

3. Cover Letter / Statement of Interest: *(1 Page Maximum)*

4. Table of Contents: *(1 Page Maximum)*
• Include a clear identification of the material by section and by page number. i.e. Mandatory Requirements section, etc.

5. Executive Summary
• The executive summary should give in brief concise terms a summation of your submittal. Identify the points that make your firm uniquely qualified for this engagement.

6. Profile of the Firm: (6 Page Maximum)
• State whether your firm is local, national, or international. Also include the following for the office this work would originate from:
  - History, Years in Business, and Business Profile
  - Business Organization (i.e. Corporation, Partnership, etc.)
  - Name of Owners, Principals and/or Officers
  - Size of the Firm and size of local office (if applicable)
  - Location of the office, where the work for this engagement is to be performed
  - Number and nature of the professional staff to be assigned to the project on a full-time and part-time basis.
  - Identify the supervisory and management staff who will be assigned to the engagement. Provide resumes for each person that will be assigned to this engagement.
  - Provide any substantiated complaints against the firm in the last 3 years and any outstanding litigation.

7. Past Performance: (Summary Form)
• Indicate Quantities of various Types of Projects for the last five years and specify type of roof system and square footage of each, and include general information regarding quality of work including schedule, liquidated damages, change orders, punch list and warranty.
• Provide licensure and accreditations, including verification of professional licensing in Colorado. (2 Pages Maximum)
• Attach any manufacturer’s letters certifying firm as a currently approved installer of manufacturer’s system.
• The firm/person must have successfully completed a minimum of five (5) relevant projects of similar scope. List at least five (5) projects your firm has roofed with commercial roofing system in the past 5 years. Include general descriptions of the projects, roofing system/manufacturer used, contract amount, square footage of project, start and completion dates, name of owners, owner’s contact persons, addresses, email, and telephone numbers. Adams County may visit the sites to view quality of work. (5 Pages Maximum)

8. Construction Management Capabilities:
• As part of the proposal, provide the name, address, telephone and fax number, and email address of the firm/person responding to this Request for Proposal. Please designate a single representative or prime contact through whom the Owner may communicate. (Summary Form)
• Provide a project team organizational chart and resumes of the proposed key project team members. Identify a project history, their present assignments and workload, and client references. (5 Pages Maximum)
  i. Substitution or changes to personnel will be limited to those beyond the firm’s control and not out of convenience.
  ii. The firm shall also identify that they are able to provide support staff (where necessary). Indicate the number or personnel and breakdown of roles/titles.

9. Contractor's Responsibility: (Summary Form)
• Indicate any potential conflicts of interest. It is the County’s expectation that the Firm will have no financial interest or fiduciary relationship to other firms/vendors/contractors that are or will be providing services or products in the design and construction of the facility. (1 Page Maximum)
• Complete the Safety Information Matrix (Summary Form)
  i. Include any explanations if required. (1 Page Maximum)
  ii. Provide Table of Contents for Safety Program (2 Pages Maximum)
• Identify the types and capacity for Bonding (Summary Form)
• Identify the types and capacity for Insurance (Summary Form)
• Statement of Firm’s Financial Status (Summary Form)
• Firm’s Financial Statement through Fiscal Year 2017/2018 is not required to be submitted with proposal; however shall be furnished upon County’s request.
• Identify and Legal Issues and Explanations (Summary Form + 2 Pages)

10. Workforce Compensation: In preparation for future project bid negotiation, identify compensation including hourly fee schedule (by title/level), and fully burdened mark-up rate. Further, include elements in the fully burdened rate such as benefits package, retirement, and description of such benefits. (Summary Form + 1 Page)

11. Project Specific Items: (2 Pages Maximum)
• Include any other items describing the Firm and what qualifications should be considered beyond those requested.
• If a Joint Venture is proposed, complete if the requested information in the Summary Form. All firms participating in the Joint Venture must complete the entire Qualification Statement (Summary Form) and associated information.

12. List of Attachments:
At this time, drawings, program statements, or similar work will NOT be issued for reference. These documents will be issued at the time of the Request for Proposal. Elements that may be issued at that time are anticipated as:
• Request for Proposal and Statement of Work
• Roof Design Documents
13. Proposed Project Schedule:
   The individual project schedules will be developed between Adams County and the
   awarded Contractor for each project. All Roofing Projects for this solicitation are
   anticipated to be bid and/or completed in 2020.

14. Insurance: Adams County will require that the Contractor maintain insurance in
   defined types and amounts, however for the purposes of the Qualification Statement,
   requires that Contractors identify their insurance and bonding capacities.
   Insurance types and requirements will be identified in the Request for Proposal.

III. SCOPE OF WORK

1. Project Description, Location, and Scope:
   To be determined on a per project basis.

IV. EVALUATION:

Information submitted as part of the Pre-Qualification will be considered part of the
subsequent Proposal to the RFP, and this information will not be required to be
resubmitted. However this information may also be further evaluated on the
criteria/categories pertinent to the Proposal evaluations which may include, but not be
limited to:

- Past performance and experience in successfully completing similar projects,
  including timeliness, budgetary performance, and quality of final building projects;
- Project and Construction management capabilities and experience;
- Contractor responsibility, including safety history and programs; financial, bonding,
  and insurance capacity; and past claims, litigation, convictions, and history of
  business practices;
- Manufacturer authorization as an installer of commercial roofing systems
- Personnel availability and qualifications, including utilization of local labor, personnel
  recruitment, and workforce training and development;
- Employee total compensation packages, including retirement and benefit programs;
  and
- Other project specific criteria that may be relevant.

Qualification Statements will be reviewed for a base level of achievement and capability
along with the specific skills, project team, and experience necessary to complete this
type of project. The intent is not to rank or pre-grade the Qualification Statements at
this stage, but to determine if a submitting vendor meets the minimum requirements of
the County.

Those successful vendors meeting the minimum requirements of the County may be
invited to participate in the formal RFP for professional roofing services. Adams County
will solicit a formal RFP for Roofing Services to those approved pre-qualified firms.

V. PROJECT BUDGET:
The budget for each Roofing Project will be developed by Adams County.
SUBMISSION OF INCOMPLETE OR ERRONEOUS DATA WILL CONSTITUTE GROUNDS FOR DISQUALIFICATION. THE DISTRICT RESERVES THE RIGHT TO REJECT ANY FIRM SUBMITTING A STATEMENT OF QUALIFICATIONS.

Please fill out the form below and submit with Proposal submission.

COMPANY NAME ______________________________ DATE SUBMITTED ____________

MAIN OFFICE ADDRESS ____________________________

CITY ____________________ STATE ____________ ZIP ______

TELEPHONE NUMBER (____)_____________ FAX NUMBER (____)_____________

AUTHORIZED REPRESENTATIVE ________________________ TITLE ________________

1. ORGANIZATIONAL INFORMATION

1.1 Year organization was established: __________. (Minimum Ten Years in business required)

1.2 Years organization has been in this type business under its present name: __ years.

1.3 All other or former names under which your organization has operated:

________________________________________________________________________

________________________________________________________________________

1.4 Parent company, if applicable: ________________________________

1.5 Affiliates, divisions and subsidiaries, if applicable: __________________________

________________________________________________________________________

1.6 Corporations provide the following information:

1.6.1 Date of incorporation: __________

1.6.2 State in which incorporated: __________________________

1.6.3 President’s name: __________________________

1.6.4 Vice President’s name: __________________________

1.6 Partnerships provide the following information:

1.6.1 Date of organization: __________________________

1.6.2 Type of partnership: __________________________

1.6.3 Names of partners: __________________________

________________________________________________________________________

________________________________________________________________________

1.7 If not a corporation or partnership, describe organization and name principals, owners, etc.:

Name __________________________ % Ownership __________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
2. LICENSING & REGISTRATION

2.1 Colorado jurisdictions in which your firm is legally qualified to do business, with class and license or registration numbers as applicable:

<table>
<thead>
<tr>
<th>Jurisdiction</th>
<th>Class/Trade</th>
<th>Number</th>
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2.2 Has your firm ever been denied a license, or had a license revoked or cancelled? ______

3. ORGANIZATIONAL RESOURCES

3.1 What types of work (trades) and approximately what percentage of such work is normally performed by your own forces on a project?

3.2 How many managers, estimators, supervisors, journeymen, apprentices, laborers, clerical, etc. do you currently employ, by category?

   Number of employees (all disciplines) in past 3 years: Highest= _______ Lowest= _______

3.3 Identify major equipment owned by your firm and anticipated for use on these projects:

3.4 What type(s) of work do you normally subcontract, at what percentage of total contract?

3.5 Identify subcontractors/suppliers used by your firm for this type of work in the past 3 years:

3.6 Identify your firm’s insurance coverage, limits of liability, and provider(s) (Include copy of current/valid certificate of insurance):

3.7 Identify your firm’s bond limitations and provider(s):

3.8 Attach resumes of principal members of your firm who would be involved in these projects.

3.9 Attach a balance sheet showing debts, assets and firm’s ability to provide required resources.
EXPERIENCE

4.1 Claims and Suits:

(If “yes”, attach details.)

4.1.2 Are any judgments, claims, arbitration proceedings or lawsuits pending or outstanding against your firm or its officers? _________ (If “yes”, attach details.)

4.1.3 Has your firm filed any lawsuits or requested arbitration regarding a construction contract within the past five years? _________ (If “yes”, attach details.)

4.1.4 Has your firm under another or previous name failed to accept a contract awarded, or failed to complete a contract awarded? _________ (If “yes”, attach details.)

4.1.5 Has your firm ever had a contract terminated? _________ (If “yes”, attach details.)

4.2 Within the past 5 years, has any officer or principal of your firm been an officer or principal of another firm when it failed to complete a contract? _________ (If “yes”, attach details.)

4.3 Has your firm, or any of its officers or principals, ever been involved in a bankruptcy action as a bankrupt, or sought court protection from creditors? _________ (If “yes”, attach details.)

4.4 Have any charges been filed against your firm with a state office of Contract Compliance, the Equal Opportunity Commission, a state Civil Rights Commission, or a similar entity responsible for anti-discrimination regulation or enforcement? _________ (If “yes”, attach details.)

4.5 Project history and experience: Submit (attached on a separate form), the following information:

4.5.1 List projects your firm has roofed in the past 10 years, giving the (1) project name and address, (2) consultant, contact and phone number, (3) roofing system used, (4) contract amount, (5) start and completion dates.

4.5.2 List projects your firm has roofed with commercial roofing system in the past 5 years, giving the (1) Entity name and address, (2) owner, contact and phone number, (3) architect/consultant, contact and phone number, (4) roofing system/manufacturer used, (5) contract amount, (6) start and completion dates.

4.5.3 List any buildings your firm has roofed with manufacture’s approved system in the past 10 years, giving the (1) building name and address, (2) owner, contact and phone number, (3) architect/consultant, contact and phone number, (4) roofing manufacturer, (5) contract amount, (6) start and completion dates. (Minimum of 5 separate projects of specified manufacturer required)

4.5.4 List any reroof projects (minimum of 5 projects) your firm has completed under the observation of a roofing consultant in the past 3 years, giving the (1) building name and address, (2) owner, contact and phone number, (3) consultant, contact and phone number, (4) roofing manufacturer, (5) contract amount, (6) start and completion dates.

4.5.5 List any scupper and downspout systems you are certified in installing.

4.5.6 Identify the amount of roofing work performed during each of the past five years:

2003 = separate contracts totaling $____________________

2002 = separate contracts totaling $____________________

2001 = separate contracts totaling $____________________

2000 = separate contracts totaling $____________________

1999 = separate contracts totaling $____________________

4.6 Attach manufacturer’s letter certifying your firm as a currently approved installer of said manufacturer’s systems.
5. AUTHORIZATION
The undersigned hereby authorizes and requests any person, firm or organization to furnish all information sought in verification of the responses provided in this Statement of Qualifications.

Executed this ___ day of ____________________, 20__

____________________________________
Company

____________________________________
Signature

____________________________________
Name

____________________________________
Title

NOTARY
STATE OF ____________________________)
COUNTY OF __________________________ )

_________________________________________________________
(Deponent)
BEING DULY SWORN, DEPOSES AND SAYS THAT

HE/SHE IS ____________________________ OF ____________________________
AND

(Title or Position) (Company)

THAT HIS/HER ANSWERS TO THE FOREGOING QUESTIONS AND ALL STATEMENTS AND INFORMATION

PROVIDED HEREIN ARE TRUE AND CORRECT.

SUBSCRIBED AND SWORN BEFORE ME THIS ___ DAY OF ____________________, 20__

My Commission Expires: _______________________

Notary Public

Address: _____________________________________

END OF STATEMENT OF WORK
PRINT OR TYPE KEY CONTACT INFORMATION BELOW:

Contractor Name | Date
---|---

Contact Person | Title | Phone
---|---|---

Email Address

**Hourly Fee Schedule:**
Provide a corporate Hourly Fee Schedule (on this form or you may use your Corporate Equivalent).

<table>
<thead>
<tr>
<th>Title / Level</th>
<th>$ / Per Hour</th>
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</table>

20
**Fully Burdened Rate:**
Indicate the value of the fully burdened rate as a rate inclusive of all salary, benefits, overhead and profit. Identify this in numeric format (example 150% burdened factor = 1.5):

Multiplier __________

**Sub-Consultant Mark-up:**
Indicate the value, up to but not-to-exceed, in percentage format that may be marked up on any sub-consultant work:

% Mark-up __________

**Sub-Contractor Mark-up:**
Indicate the value, up to but not-to-exceed, in percentage format that may be marked up on any sub-contractor work:

% Mark-up __________

**Summary of Qualifications:**
Provide information indicating projects that the Firm was the prime contractor or a major contributor. *All quantities shall be through the past 5 years.*

**Business / Corporate Information:**  Include a copy of your current W-9

Firm Name:__________________  Place of Incorporation:__________________

Other Names / Previous Names:______________________________________

Headquarter office location/address:__________________________________

Address of office the project will be managed from:_____________________

Type of Business:_________  Number of Years in Business:___________

Tax ID or SS Number:_______  DUNS Number(s):_____________________

List name(s) of Parent Company or Subsidiary/Divisions:__________________

1. **Past Performance:**

Total # of Roof Projects Completed: _____

Total # of Roof Projects 10,000 SF or more: _____

Total # of Projects for Governmental Entities: _____

*(Federal, State, County, etc.)*

Total # of Projects Completed within the Contractual Schedule: _____
Total # of Claims for Liquidated Damages: _____
Total # of Projects Completed within the Contractual Budget: _____

2. **Construction Management Capabilities:**
Provide your proposed project specific organizational chart, resumes for all key personnel identifying recent experience, sub-consultant information (if any) and identify the contact information for the primary project representative.

Key Contact Name: __________________________ Title: __________________________
Role on the Project: __________________________ Email: __________________________
Phone Number: __________________________

3. **Contractor Responsibility:**
**SAFETY:**
Complete the Safety Information Matrix for the last three (3) full years using the Loss Run reports from your insurance carrier and OSHA 200’s and/or OSHA 300’s:

<table>
<thead>
<tr>
<th>Year</th>
<th>2018</th>
<th>2017</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interstate EMR:</td>
<td>_____</td>
<td>_____</td>
<td>_____</td>
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<tr>
<td>State EMR:</td>
<td>_____</td>
<td>_____</td>
<td>_____</td>
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<tr>
<td>Recordable Incidents:</td>
<td>_____</td>
<td>_____</td>
<td>_____</td>
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<tr>
<td>Recordable Incident Rate:</td>
<td>_____</td>
<td>_____</td>
<td>_____</td>
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<tr>
<td>Lost Work Day Injuries:</td>
<td>_____</td>
<td>_____</td>
<td>_____</td>
</tr>
<tr>
<td>Lost Work Days:</td>
<td>_____</td>
<td>_____</td>
<td>_____</td>
</tr>
<tr>
<td>Lost Time Incident Rate:</td>
<td>_____</td>
<td>_____</td>
<td>_____</td>
</tr>
<tr>
<td>Fatalities:</td>
<td>_____</td>
<td>_____</td>
<td>_____</td>
</tr>
<tr>
<td>Hours Worked:</td>
<td>_____</td>
<td>_____</td>
<td>_____</td>
</tr>
<tr>
<td>Self-Insured:</td>
<td>_____ Yes _____ No</td>
<td>Government Insured:</td>
<td>_____ Yes _____ No</td>
</tr>
</tbody>
</table>

An explanation, including all corrective action plans, as well as a copy of your Loss Run reports/OSHA 200’s must be provided for any EMR over 1.0. Submit a copy of the EMR information on your insurance carrier’s letterhead.

Do you have a formal written Safety Program? _____ Yes _____ No
If ‘Yes’, provide a copy of the Table of Contents from the Safety Program.

Is the Safety Program tailored to each individual project?  ____Yes  ____No

Do you have a company Safety Officer?  ____Yes  ____No
If ‘Yes’, provide a copy of the Safety Officer’s resume

**INSURANCE:** Identify the maximum capacity of insurance by type (list N/A where appropriate)

General Liability:  $________ per occurrence  $________ aggregate

Automobile:  $________ per accident  $________ aggregate

Other:  $________ per accident  $________ aggregate

Builder’s Risk:  $________ per accident  $________ aggregate

Professional Liability *(only if available – otherwise “N/A”)*  $________ per occurrence

Name of Agent: __________________________ Insurance Company: __________________________

Email: __________________________ Phone: __________________________

Address: __________________________

**BONDING CAPACITY:**

Single Bond Capacity:  $__________ Performance & Payment

Aggregate Bond Capacity:  $__________ Performance & Payment

Name of Agent: __________________________ Bonding Company: __________________________

Email: __________________________ Phone: __________________________

Address: __________________________

**FINANCIAL STATUS:**

State the Total Value of Work Currently under Contract:  $__________

State the annual amount of construction work performed during the past five years:

<table>
<thead>
<tr>
<th>Year</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018</td>
<td>$______</td>
</tr>
<tr>
<td>2017</td>
<td>$______</td>
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<tr>
<td>2016</td>
<td>$______</td>
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<tr>
<td>2015</td>
<td>$______</td>
</tr>
<tr>
<td>2014</td>
<td>$______</td>
</tr>
</tbody>
</table>

Do you practice “Open Book” accounting for your projects?  ____Yes  ____No
A formal Financial Statement is not required as part of this Pre-Qualification but may be requested by Adams County to confirm or validate the financial standing and outlook of the Company.

**LEGAL STATUS:**
If the answer to any of the following questions is “Yes”, please provide a brief written explanation and identify the current status of the legal issue.

Has your organization ever defaulted on a Contract?    ___ Yes    ___ No

Are there any judgments, claims, arbitration or suits pending or outstanding against the organization or its officers?    ___ Yes    ___ No

If ‘Yes’, how many of these have been with an Owner?__________

Has your organization or officers filed any legal claims or suits with regards to construction contracts in the last 10 years?    ___ Yes    ___ No

If ‘Yes’, how many of these have been against an Owner?__________

Has your organization under another or previous name failed to accept a contract awarded or failed to complete a contract in the last 10 years?    ___ Yes    ___ No

Has your organization, officers, or principals ever been involved in a bankruptcy action or sought court protection from creditors in the last 10 years?_____Yes _____ No

Have any charges been filed against your organization with a state office of Contract Compliance, the Equal Opportunity Commission, a state Civil Rights Commission, or a similar entity responsible for anti-discrimination regulation or enforcement? _____Yes _____ No

4. **Workforce Capacity:**
Provide the general information about staffing and availability of personnel for the project.

*WORKFORCE AVAILABILITY, as applicable (if not applicable, enter “n/a”):*

Number of Employees:_________ Number of Local Employees:______________

Executive Management:______ Admin & Support:______ Project Managers:______

Superintendents:_______ Project Engineers:______ Estimating:______________

Skilled Laborers:_______ General Laborers:______ Other:__________________

Identify the percentage availability of the proposed staff for this project:__________ %

*Also include individual personnel Availability and Other Commitments in the Org Chart or in the Resume’s*

Do you guarantee the proposed Project Team
personnel for the duration of the project?  _____Yes  _____No

What is the percentage of the Project Team that is in Colorado_______ %

What is the estimated percentage of the trades labor is in Colorado_____ %

Can you provide the manpower required to complete this project?  _____Yes_____No

What trades does your organization self-perform? __________________________________________

________________________________________

WORKFORCE DEVELOPMENT:
Indicate the type of training/programs you have for your workforce/staff:

Safety Training  _____Yes_____ No  Technical Training  _____Yes_____ No

Other Training:  ________________________________  ________________________________

Provide a description of your workforce training and employee development program(s) for your staff/workforce.

5. Workforce Compensation:
Provide an Hourly Fee Schedule, itemized by Title / Level, for this project.
Note: Individual personnel rates are not eligible to change for the duration of the project due to promotion.

The Organization’s Fully Burdened Rate and/or Multiplier (as a measure of %; for example 1.5 = 150%) for staff is:  ________________

Does your organization provide a Benefit’s package for employees?  _____Yes_____ No

Does your organization provide a Retirement Plan for employees?  _____Yes_____ No

If “yes” to either question, provide a description of the major components/benefits provided including the general employer/employee cost share(s).

6. Project Specific Criteria:
JOINT VENTURES:
If a contractor proposes to submit as a Joint Venture (JV) with another contractor (or similar entity), the following additional information is required:

• Each member of the Joint Venture shall provide a copy of the Qualifications Summary.
• A draft version of the Joint Venture Agreement shall be included.
• A description of lead and subsidiary membership shall be included also identifying percentage (%) stake and organization of the JV.
  o Identify the roles of the JV members as to scope of services and/or work
A letter from the Surety Company, on their letterhead, indicating approval of the JV and the insurance/bonding capacity of the Joint Venture.

No additional Pre-Qualification Information required at this time. Adams County reserves the option to request/require additional or clarifying information as part of the Pre-Qualification process.

**Verification of Qualifications Summary:**
The undersigned verifies that the information included herein is true, accurate, and sufficiently complete so as not to be misleading.

<table>
<thead>
<tr>
<th>Name and Title (Printed)</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

**Note:** Adams County reserves the right to request validation or proof of any or all the information provided in the Pre-Qualification Statement. Proof shall consist of descriptions, narratives, references or similar information necessary to establish a substantive role of the Firm in the identified project.

**END OF PRICING AND SUMMARY FORM**
SUBMISSION: It is imperative you address your submittal as follows:

Mailing Address: Adams County Government Center
Purchasing Division
4430 South Adams County Parkway
Brighton, CO 80601
ATTN: Bethany Frank
Procurement and Contract Supervisor SOQ-BF-2020.103

Hand Deliveries accepted: Adams County Government Center
First Floor Central Lobby Receptionist
4430 South Adams County Parkway
Brighton, CO 80601

Does your Proposal comply with all the terms and conditions of this Solicitation? If no, indicate exceptions.  YES NO

Does your Proposal meet or exceed all specifications, including minimum service requirements? If no, indicate exceptions.  YES NO

Certificate of Incorporation or other formal documentation? Meeting the requirement of years in business?  YES NO

May any other governmental entity avail itself of this Agreement and purchase any and all items specified?  YES NO

Have all the addenda been acknowledged and enclosed?  YES NO

Has a duly authorized agent of the contractor signed the Contractor’s Statement and Contractor’s Certification of Compliance?  YES NO

Are all the required documents included in your response?  YES NO

(Pricing and Summary Form, Submission Check List, Contractor’s Certificate of Compliance, Contractor’s Statement, References Form, Vendor Information Form and requested attachments)
STATEMENT OF QUALIFICATIONS
CONTRACTOR’S CERTIFICATION
OF COMPLIANCE
(Signature Required)

Pursuant to Colorado Revised Statute, § 8-17.5-101, et.seq., as amended 5/13/08, as a prerequisite to entering into an Agreement for services with Adams County, Colorado, the undersigned Contractor hereby certifies that at the time of this certification, Contractor does not knowingly employ or Agreement with an illegal alien who will perform work under the attached Agreement for services and that the Contractor will participate in the E-Verify Program or Department program, as those terms are defined in C.R.S. § 8-17.5-101, et. seq. in order to confirm the employment eligibility of all employees who are newly hired for employment to perform work under the attached Agreement for services.

Contractor Name

Printed or Typed Name

Signature

Title

Date

Note: Registration for the E-Verify Program can be completed at: https://www.vis-dhs.com\employerregistration. It is recommended that employers review the sample “memorandum of understanding” available at the website prior to registering.
I have read and fully understand all the conditions herein set forth in the foregoing paragraphs, and by my signature set forth hereunder, I hereby agree to comply with all said conditions as stated or implied. In consideration of the above statement, the Bid/Proposal is hereby submitted.

If any of the documents listed on the Cover Sheet are missing from this package, contact Adams County Purchasing. If you require additional information, call the contact person named on the Cover Sheet.

The undersigned hereby affirms that (1) he/she is a duly authorized agent of the Contractor, (2) he/she has read all terms and conditions and technical specifications which were made available in conjunction with this Solicitation and fully understands and accepts them unless specific variations have been expressly listed in his/her Bid/Proposal, (3) the Contractor will accept any awards made to it as a result of the Bid/Proposal submitted herein for a minimum of 120 calendar days following the date of submission.

WE, THE UNDERSIGNED, HEREBY ACKNOWLEDGE RECEIPT OF ADDENDA:

(List addendum numbers separately):___________________________

Contractor Name_________________________ Date_________________________

Authorized Signature_______________________ Printed Name____________________

Title_________________________

Address_________________________

City, State, Zip Code_________________________ County_________________________

Telephone_________________________ Fax_________________________

Email_________________________
Contractors shall furnish the names, addresses and telephone numbers of a minimum of three (3) firms or government organizations for which the Contractor has provided similar projects:

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Address</th>
<th>Reference Name</th>
<th>Reference Email Address</th>
<th>Telephone Number</th>
<th>Project Name/Value</th>
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