

# DAVENPORT COMMUNITY SCHOOLS

Department of Operations  
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January 5, 2009

To: Prospective Contractors

RE: 2009 Bidders Qualification Form

The Davenport Community School District is in the process of updating the 2009 Contractor Bid List. To be eligible to bid on school district projects during the 2009 calendar year, potential contractors must fill out and return the enclosed "Contractor Bid List Qualification Form". All forms shall be returned to the Operations Center no later than January 19<sup>th</sup>, 2009. Applications received after such date may not be included in current bidding projects.

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 qualification form.**
- **Make sure you are applying for a valid category. Please refer to the 2008 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 Qualification 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 Qualification Requirements

### Qualifications

Contractors that can demonstrate expertise in more than one category must fill out a qualification 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. Contractors may be required to show that they have the necessary experience, facilities, ability, and financial resources to perform the work in a satisfactory manner. All contractors must be currently engaged in the type of business they are submitting for and must have been engaged in this field for a period of no less than 2 years. 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 on school district property. Asbestos 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 Division of Labor.

## **Pending Litigation**

Contractors who have pending litigation against them or their company will 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.

## 2009 Bid List Categories

Acoustical Ceiling	Floor Finish (Terrazzo)
Asbestos	Floor-Wall Finish (Ceramic Tile)
Asphalt (Overlay and Patching)	Grading & Seeding
Asphalt Seal Coat	Gym Bleacher
Audio System	Insulation
Blind Installation	Landscaping
Cabbling	Locker Installation
Clock System	Masonry - Block/Brick
Comm. Food and Equip. Repair	Masonry - Tuckpointing
Concrete	Mechanical
Concrete Sawing	Mowing
Demolition	Painting
Door Installation	Plumbing
Drywall	Roofing
Electrical	Security Camera
Elevator Repairs	Sheet Metal
Excavating	Sign Installation
Fencing	Snow Removal
Carpentry (Finish)	Tree Trimming and Service
Fire Alarm	Window & Glass
Fire Sprinkler	Repair and Installation
Floor Finish (Carpet/VCT)	Wood Floor Refinishing

General Contractor

\* \$4,000,000 Umbrella Policy Required

# DCSD BIDDER QUALIFICATION FORM - 2009

In order to participate in DCSD projects in 2009 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 an insurance 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 #** \_\_\_\_\_

<b>Iowa Contractor Registration #</b>	<b>Year of Expiration:</b>
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**Current litigation pending against you:** \_\_\_\_\_  
(If so, please provide brief explanation)

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

## REFERENCES

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

### BANK REFERENCE:

<b>Name of Bank</b>	<b>Phone #:</b>
<b>Contact Person:</b>	

### PROJECT REFERENCES:

Name and phone number of 3 references from businesses which your company has performed this type of work within the past two years

#### Reference #1

<b>Company:</b>	
<b>Contact Person:</b>	<b>Phone #:</b>

#### Reference #2

<b>Company:</b>	
<b>Contact Person:</b>	<b>Phone #:</b>

#### Reference #3

<b>Company:</b>	
<b>Contact Person:</b>	<b>Phone #:</b>