



Standard Questionnaire and Financial Statement

(Chapter 468-310 WAC)

Please type 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	
WA L&I Contractor Registration No.	Federal ID No.		Fiscal Year Ending
<p>The above Applicant or Firm is:</p> <p>A parent Firm of:</p> <p>A Subsidiary - Division of:</p>			

NOTE: Before executing this form, read all information and instruction pages carefully. This questionnaire is not used to certify a contractor as a Minority/Small/Veteran/Women Business Enterprise.



Standard Prequalification Questionnaire

Note: Before executing this form, the information and instructions should be read carefully.

1. How many years has your organization been in business as a contractor under your present name?

2. How many years experience as a: (a) Prime Contractor (b) Subcontractor

3. List the construction and repair projects your organization has underway on this date:

	Contract Amount \$	* Class of Work	Percent Completed	Prime or Sub	Contracting Agency and Mailing Address	Name and Phone of Owner / Agency Rep.
3a.						
3b.						
3c.						

Attach additional sheet(s) if more space is needed

4. List the 15 largest contracts in excess of \$10,000 performed by your organization in whole or part within the preceding three years.

	Contract Amount \$	* Class of Work	Percent Completed	Prime or Sub	Contracting Agency and Mailing Address	Name and Phone of Owner / Agency Rep.
4a.						
4b.						
4c.						
4d.						
4e.						
4f.						
4g.						

Attach additional sheet(s) if more space is needed

*Class description listed on page 4.

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

If "Yes", state where and reasons why:

6. MSVWBE / DBE Status (Minority/Small/Veteran/Women Business Enterprise / Disadvantaged Business Enterprise)

MBE	Yes	No	Certified	Yes	No
SBE	Yes	No	Certified	Yes	No
VOB	Yes	No	Certified	Yes	No
WBE	Yes	No	Certified	Yes	No
DBE	Yes	No	Certified	Yes	No

7. What is the construction or repair experience of the principal officers and key employees (including superintendents) of your organization?

Individual's Name	Present Position or Office	Years of Const. Experience	Magnitude and Type of Work	Position Held



Attach audited financial statement when appropriate as per chapter 468-310-020(6) WAC.

1. End of Applicant's Fiscal Year		2. Condition at Close of Business (Date)		
Month	Day	Month	Day	Year
As of the above date, the firm's total assets, liabilities, and net worth are as follows:				
Total Tangible Assets	Total Liabilities		Net Worth	

3. Additional Financial Resource(s) (Financial Institution or Letter of Credit)

A letter of guarantee by a parent corporation.

If additional financial resources are used within your Financial Statement above, indicate in the "Yes" column below.

Provide copy of bank letter confirming credit line or LOC, parent corporation letter of guarantee or other appropriate documentation. See attached "General Statement of Bank Credit."

Source	Dollar Amount	Termination Date	Additional Resources	
			Yes	No
			Yes	No
			Yes	No
			Yes	No
			Yes	No

Statement of Financial Ability

A contractor applying for prequalification certification to perform work in excess of \$10,000,000 shall provide, in addition to the financial data required by the questionnaire, a copy of its audited financial statement for the previous three years as audited by an independent certified public accountant which shall include comparative balance sheets and income statements, a statement of retained earnings, supporting schedules and notes attached thereto, and the opinion of the independent auditor. The financial statement shall not be more than 12 months old when submitted. Additional or alternate financial data may be required for new vessel construction contracts.

1. The firm certifies that its net worth has not substantially changed from that sum shown above in the Financial Statement.	
2. The prequalified firm is able to post the deposit (cash, certified check, proposal bond) (5% of amount of bid) required by RCW 47.28.090 and secure a bond (or approved alternate security for vessel contracts) as required by RCW 39.08 for any project for which it has submitted a bid and is successful low bidder.	
3. This firm's largest bonded, successfully completed project within the last five (5) years was:	
The firm's bond for that project was:	Date that project was completed:
Name of Firm (As registered with the Washington State Dept. of Licensing)	
By (Authorized Signature):	Title:

Authorized Signatures

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.

By: _____ Print Name	By: _____ Print Name
Signature: _____	Signature: _____
Title: _____	Title: _____
Date: _____	Date: _____
By: _____ Print Name	By: _____ Print Name
Signature: _____	Signature: _____
Title: _____	Title: _____
Date: _____	Date: _____
By: _____ Print Name	
Signature: _____	
Title: _____	
Date: _____	

Execution of the Affidavit

- Individual** Signature of the individual in the firm name under which business is conducted.
- 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.
- Limited Liability Company (LLC)** The signature of all members, or the signature of their attorney in fact.
- 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 instructions)

Affidavit

The undersigned, being duly sworn, deposes and says that the foregoing is a true statement of facts concerning the individual, 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 Washington State Transportation Commission to award the said firm or individual a contract; and that any depository, vendor, or other agency herein named is hereby authorized to supply the Washington State Transportation Commission or its agent with any information to verify this statement.

Type of Organization Individual Co-Partnership Joint Venture Corporation Limited Liability Company (LLC)	
Name of Firm (As registered with Washington State Department of Licensing):	WA State Reg. No. (Not required for prequalification)
Authorized Signature	Authorized Signature
Authorized Signature	Authorized Signature

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 _____

Corporation		Partnership, Limited Liability Company or Joint Venture	
If your agency is a corporation, complete the following:		If your agency is a partnership, limited liability company or joint venture, complete the following:	
Date Incorporated (Month/Year)	In What State?	Date of Organization/Formation	
President's Name		Status	
Vice President's Name		General Status	Individual Continuing
Secretary's Name		Limited	Association
Treasurer's Name		Is there any limitation on duration of Partnership, Limited Liability Company or Joint Venture? Yes No	
		If "Yes", Explain:	
If Out-of-State Corporation, have you complied with Washington's Corporation Laws?		If out-of-state Limited Liability Company, have you complied with Washington's laws regarding Limited Liability Companies?	
Yes No		Yes No	

Are corporate minutes, LLC agreement or joint venture agreement authorizing prequalification attached?

Yes No

Other Organization Affiliation: List those persons within your organization that have a business affiliation in any other organization involved in construction-oriented projects as contractor, subcontractor, supplier, or consultant.

Name of Individual	Name and Location of Other Organization

Non-Collusion

In order for your application for Prequalification to be considered, it is necessary to furnish the following information:

- Has your firm ever been indicted, pled guilty, pled nolo contendere (no contest), or been convicted of any offense that has resulted in your firm being barred from being or performing work for any State, 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. Yes No
- Has any officer, employee, or other member of your firm ever been indicted, pled guilty, pled nolo contendere, 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, the names of the individuals, and their current employment status with your firm. Yes No
- Has your firm or any officer, employee, or member of your firm ever been debarred for violation of various Public Constraint Acts incorporating Labor Standards Provision? If "Yes", attach a separate sheet(s) to this form giving the details involved. Yes No
- Is your firm under the protection of the bankruptcy court, has pending any petition in bankruptcy court, or have you made an assignment for the benefit of creditors? Yes No

General Statement of Bank Credit (Optional)

(Date)

Washington State Ferries
Contracts and Legal Services Department
2901 Third Avenue, Ste 500
Seattle, WA 98121-3014

In connection with the prequalification of :

(Contractor)

a contractor seeking prequalification under RCW 47.60.680 through 47.60.760 of the State of Washington to perform contracts with the Washington State Department of Transportation Ferries Division dba Wasington State Ferries, we hereby declare that said contractor has been extended a line of credit in a total amount not exceeding _____ and that such credit will not be withdrawn or reduced without notice to the Department of Transportation Ferries Division.

This letter is signed with the understanding that it is a document to be used by the State of Washington for the Department of Transportation Ferries Division, only for the purpose of determining the financial resources of said contractor available for use in performing work under contracts which may be awarded to it by the Department during the term of prequalification.

This General Statement of Bank Credit supersedes and replaces any Statement of Bank Credit from the same Bank which may have been filed with the current Standard Prequalification Questionnaire and Financial Statement.

(Name of Bank)

(Address)

(Seal)

Please Note: The above form may be used to augment your maximum bidding capacity and should be completed by your bank, and notarized.

By _____

Title _____

(Contractor)