

**THE BOARD OF EDUCATION OF MONTGOMERY COUNTY**  
Montgomery County Public Schools  
**Division of Design and Construction**  
45 West Gude Drive, Suite 4300  
Rockville, MD 20850  
240-314-1000

## **Roofing Trade Contractor Pre-Qualification**

The response to this questionnaire will be the basis for determining the qualifications of Roofing Contractors and their eligibility to receive solicitations for **re-roofing** projects or to subcontract roofing on **new construction** projects for Montgomery County Public Schools (MCPS).

Contractors must submit their response to the questionnaire, including all documentation requested and/or other data, which will establish the Contractor's qualifications to provide roofing work for MCPS. Submittals provided and your responses shall be in the order of the questionnaire. **Contractors who are not qualified under this process will not receive solicitations from MCPS or be eligible to submit roofing offers.**

Interested Roofing Contractors must respond to the following questions and provide all the data/submittals as requested herein. ***Incomplete responses will not be processed. Failure to provide the information will result in non-consideration of your company.***

The Contractor's qualification will be based on the information included in the response only.

### **I. Contractor Information**

Contractor shall provide the following information and/or documentation:

- (a) Legal Title and Address of Organization
- (b) Maryland Representative's Name, Title and Address
- (c) Name and Title of Principal Owners
- (d) Type of business.
  - 1. Under the laws of which state are you incorporated?
  - 2. Is your company certified to do business in the State of Maryland?
  - 3. Is the firm a Maryland Department of Transportation-certified Minority Business Enterprise?
  - 4. Maryland's license number (attach copy of your current Maryland license).

### **II. Contractor Capability**

- 1. Provide on a separate sheet of paper a list of major items and quantity of roofing equipment fully owned by your organization, giving the value and age. (If not fully owned and in the processing of purchasing i.e. financing, so state). Include the following categories: heavy equipment, truck & vehicle, generator & compressors, scaffolding & lifts, material handling & shelving, roof demo equipment, hoisting equipment, hot asphalt equipment, single ply equipment, and sheet metal equipment.
- 2. List any legal action taken against your company for any construction projects you have failed to complete. Explain each incident. If this is not applicable (N/A) to your firm indicate N/A. Each incident will be reviewed as to the severity and nature.

- Maximum dollar amount of concurrent contracts your company can manage between June and August (systemic replacement projects). \_\_\_\_\_

**III. Financial Information:**

- Annual sales volume past three years:

2018	
2019	
2020	

- Largest single contract in the past three years:

Project Description	
Contract Value	\$

- Current Backlog (Major Projects):

Project Description	Contract Value	Completion Date
	\$	

- Backlog 12 months ago: \$ \_\_\_\_\_

- Provide a current Surety letter, stating the firm’s individual project and overall bonding capacity.

The surety agent for the Offeror shall provide on his letterhead a letter addressed to Montgomery County Public Schools signed by an authorized representative of the bonding company, stating:

(Name of Applicant) has been a client of (name of surety company) for over \_\_\_\_ years. During that time, we have supported this firm in their pursuit of projects in the \$\_\_\_\_\_ range and total programs in excess of \$\_\_\_\_\_.

We are prepared to provide Bid, Performance, and Payment Bonds on MCPS projects bid between September 2021 and August 2022 provided (name of applicant) makes application to us at the time of the Bid, and we are satisfied with the prevailing underwriting conditions, including but not limited to, acceptable contract terms, job specifications and acceptable bond forms.

- Disclose any bond claims filed against your firm in the past three years:

\_\_\_\_\_

**IV. Qualification**

- Provide on a separate sheet of paper the names of the principal members of your organization responsible for your roofing projects listing their title, years of experience, type of work, job responsibilities, level of responsibility, qualifications, construction experience.
- Provide a list of your company’s current number of permanent full time employees and the number of years employed at your company.

3. Built up Roof (BUR)

The Contractor must be certified by **Johns Manville or Firestone** as a twenty year NDL (No Dollar Limit) Contractor with **ten-year minimum experience** and satisfactory completion in a twenty-year NDL system. Provide a copy of the certification for each manufacturer you want to be approved to bid.

4. Ethylene Propylene Diene Monomer (EPDM)

The Contractor shall be certified by at least one of the approved manufacturers **Johns Manville, Firestone, Carlisle** as a 20 year NDL (No Dollar Limit) Contractor with ten-year minimum experience and satisfactory completion in a 20 year NDL systems and shall provide a copy of the certification. Provide a copy of the certification for each manufacturer you want to be approved to bid

The Contractor will only be allowed to bid on manufacturers for which they are certified.

5. The Contractor must provide written verification that they are currently a **Peak Advantage Contractor by Johns Manville or a Master Contractor by Firestone**. The Roofing Contractor shall be a certified Contractor at this level continuously for the past ten-years.

6. The Roofing Contractor’s office (not job site), warehouse with supplies, and permanent roofing crews must be located within a 100 mile radius of Rockville, Maryland.

7. MCPS requires the Contractor to use asphalt tankers, **no kettles shall be allowed on any MCPS projects**. Tankers can be leased or owned by the Contractor. Provide documentation as to the equipment your company has available, or a statement that you will be leasing said equipment.

8. Provide copy of current Maryland Contractor’s License.

9. Provide references for all roofing projects completed over the past twelve months, costing over \$500,000. Include point of contact, name, email address if available and telephone numbers, project name, location and contract value.

**FIRM SAFETY RECORD (FOR LAST THREE YEARS)**

1. Do you have a written safety program? Yes No  
If Yes, briefly describe scope of your program.

2. Does your company have a qualified person responsible for safety within your company? Yes No  
Please provide the name and contact information for that person or firm:

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3. Does this person do safety inspections on all of your projects? Yes No

Safety Information for the past three years:

Required Information	Year to Date	2020	2019	2018
Experience Mod. Rate (EMR)				

**V. Contractors and Sub-Contractors responsibility regarding registered sex offenders:**

Maryland Law, requires that any person who enters a contract with a county board of education or a non-public school "may not knowingly employ an individual to work at a school" if the individual is a registered sex offender. An employer who violates this requirement is guilty of a misdemeanor and if convicted may be subject to up to five years imprisonment and/or a \$5,000.00 fine.

Each contractor shall screen their work-forces to ensure that a registered sex offender does not perform work at a county public school and also ensure that a subcontractor and independent contractor conducts screening of its personnel who may work at a school. The term "work-force" is intended to refer to all of the contractor's direct employees and subcontractors and/or independent contractors it used to perform the work. Violation of this provision may cause MCPS to take action against the contractor up to and including termination of the contract.

**VI. Contractor Certification**

Is any member of your organization employed by MCPS or in any way officially connected with the school system? If yes, explain

Has your organization/individual ever been convicted of bribery, attempted bribery or conspiring to bribe under State or Federal law?

Has your organization ever been a part of any investigation or litigation regarding bid rigging, collusion or bribery?

Any member of the Board of Education of Montgomery County Public Schools, Administrative, or Supervisory Personnel or any other MCPS' employees have any interest in your organization? If yes, explain.

The above statements are certified to be true and accurate:

Signature: \_\_\_\_\_

Typed or Printed name: \_\_\_\_\_

\_\_\_\_\_  
(Title of Person Signing)

\_\_\_\_\_  
(Name of Organization)

Being duly sworn states that he/she is \_\_\_\_\_ of \_\_\_\_\_ and that your answers to the foregoing questions and all statements therein contained are true and correct.

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

\_\_\_\_\_  
Notary Public

My Commission expires \_\_\_\_\_

The above statements and information provided are certified to be true and accurate:

By \_\_\_\_\_  
(Firm Principal) (Printed Name)  
\_\_\_\_\_  
(Title of Person Signing)  
\_\_\_\_\_  
(Name of Organization)

Dated: \_\_\_\_\_

**Evaluation/Approval Criteria**

- 1. Completeness of the Qualification Criteria
- 2. Financial Report/Surety Letter
- 3. Ability to Perform
- 4. NDL Certification

Return this application to the address listed below (*electronic submissions are acceptable*) with all the documents required within ten days of receipt. Incomplete responses will not be reviewed. Allow thirty days for processing. Thank you for your interest in opportunities with Montgomery County Public Schools.

Montgomery County Public Schools  
Division of Design and Construction  
45 West Gude Drive, Suite 4300  
Rockville, MD 20850

Attn: Donna E. Hanson – [Donna.E.Hanson@mcpsmd.org](mailto:Donna.E.Hanson@mcpsmd.org)

**DO NOT WRITE IN THE SPACES BELOW. FOR MCPS USE ONLY.**

Reviewed by:

**DIVISION OF DESIGN AND CONSTRUCTION:**

Roof Construction Specialist: \_\_\_\_\_ Date: \_\_\_\_\_

Approved: \_\_\_\_\_ Not Approved at this time: \_\_\_\_\_

Capital Improvements Contracting Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Approved: \_\_\_\_\_ Not Approved at this time: \_\_\_\_\_

**Reason(s) for Non-Approval:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**General Comments:**

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