Instructions for completing the

**APPLICATION FOR PREQUALIFICATION**

**Carroll County Department of Public Works**

**For County Roadways, Bridges, Solid Waste Facilities, Storm Water Management, Streams and Wetlands, Utilities and Building Construction**

1. Save the document
2. Tab through the form fields to complete the required information
3. Enter as much data as possible to complete the form
4. Attach additional sheets to the form if more space is needed
5. After completing the form, please sign the original as directed
6. Send the signed application via email to [sprochniak@carrollcountymd.gov](mailto:sprochniak@carrollcountymd.gov) or by mail to Carroll County Department of Public Works, Bureau of Engineering, 225 N. Center Street, Room 200, Westminster, MD 21157
7. Please contact the Bureau of Engineering at 410-386-2157 Option #5 with any questions

**This prequalification form is a protected document. Do not attempt to alter the text that is embedded in this document.**

**Prequalification Application Check List**

This checklist is for the applicant’s use to make sure the submitted application is complete.

Application is signed and all information in complete

Officer information is complete

Maryland Certificate of Good Standing is attached

Copy of the Maryland Contractor’s Business license is attached

Bonding information, including letter from bonding company, is complete (required for general contractor prequalification)

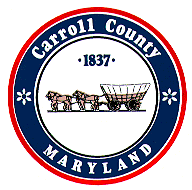
EMR information is complete and OSHA/MOSH Forms 300 are attached

Project experience is complete

Equipment listing is complete

CARROLL COUNTY

DEPARTMENT OF PUBLIC WORKS

WESTMINSTER, MARYLAND

**APPLICATION FOR PREQUALIFICATION**

**For County Roadways, Bridges, Solid Waste Facilities, Storm Water Management, Streams and Wetlands, Utilities and Building Construction**

Check One:

New Application

Renewal

Applicant:

Address:

City/State/Zip:

Telephone:       Fax:

Email Address:

Date:

**DEFINITIONS**

1. COUNTY: The Board of County Commissioners of Carroll County or its designee.
2. APPLICANT: The contractor, whether individual, partnership, or corporation making application for Prequalification.
3. CERTIFICATE OF PREQUALIFICATION: The approval issued by the County to the Applicant.
4. SUBCONTRACTOR: The individual firm, or corporation to supply direct or indirect labor, materials, or both at the community investment project site and/or subdivision, and under separate contract with contractor.
5. COMMUNITY INVESTMENT PROJECT: A project funded wholly or partially by the County.
6. SUBDIVISION: A project funded by the developer through a Public Works Agreement process and inspected by the Carroll County Department of Public Works, Bureau of Engineering.

**GENERAL TERMS AND CONDITIONS**

1. NOTICE TO COUNTY REQUIRED OR SUBSTANTIAL CHANGES IN CORPORATE STRUCTURE AND/OR PERSONNEL.

If the Applicant undergoes a substantial change in corporate structure or personnel after the Prequalification Application is submitted, the Applicant shall notify the County in writing of the change at the time the change occurs or soon thereafter as is reasonably practicable. Any change shall be made prior to the submittal or award of any bid. All corporation reorganization and changes in personnel for a specific project are causes for notification.

Failure to notify the County of any substantial change in corporate structure or personnel may constitute grounds for rescinding a “qualified to bid” rating or for rejection of a bid.

1. MISREPRESENTATION

If any Applicant knowingly misrepresents information to the County, or fails to provide all required information, such misrepresentation or omission will be sufficient grounds for rescinding a “qualified to bid” rating or for rejection of a bid submitted as a result of this Prequalification.

1. DEBARMENT STATUS

By submitting an application, the Applicant certifies that neither it nor any affiliated entity is currently debarred from submitting bids, nor has otherwise agreed not to submit bids on contracts with any government or business entity. If the Applicant experiences a material change in its debarment status after the Prequalification Application is submitted, and prior to the award of a contract for a Community Investment Project, the Applicant shall notify the County of the change in writing at the time the change occurs or as soon thereafter as is reasonably practicable. Any change shall be made prior to the submittal or award of any bid. If at any time during the evaluation process, the Applicant is issued a debarment judgement, this will be considered grounds for automatic disqualification.

**PURCHASING POLICY**

On Community Investment projects, the bidding procedures will be administered in accordance with applicable laws and the Carroll County Purchasing Policy.

**APPLICATION REQUIREMENTS**

1. All contractors doing work on Community Investment projects and/or under the subdivision process shall be prequalified. General prequalification is valid for three (3) years from the date of approval. To maintain prequalification, a current certificate of good standing and a copy of the new license will be required for the second and third years of prequalification. General prequalification must be renewed triennially.
2. Any contractor bidding on a Community Investment project shall submit an application to the County per requirements in the bid specifications.
3. The Prequalification Application and supplemental information shall be typed or printed. Information presented therein should be clear, complete, and concise. The Applicant shall complete and submit an original of the Prequalification Application, consisting of:

Items for Prequalification The list of items being requests by the Applicant for prequalification. Identify only the pertinent items the Applicant is capable of completing with its own forces.

Applicant Information General and financial information about the Applicant, including a copy of the Applicant’s current license and certificate of good standing.

Project Experience A list of at least five (5) public works projects performed during the past three (3) years. The projects must have been directly performed by the firm submitting for prequalification and highlight the types of work that will support the request for prequalification. Types of work not represented in your project experience will not be approved. List shall show name and location of project, type of work (be very specific), contract amount, date completed. Designing Architect/Engineer and General Contractor, along with the name, address, and telephone number. **Projects must have been performed under the Applicant’s current name and have involved current principals**. If fewer than five (5) projects have been performed, state so and provide information on all. Types of work performed older than three (3) years must have supporting documentation that shows that your firm still has the expertise on staff to successfully perform this work.

Equipment Listing General information about relevant construction equipment owned by the Applicant.

Bonding Name of Bonding company/surety underwriter. This information shall include a specific individual and their contact information who can affirm information about the Contractor. The overall bonding capacity of the company and the available bonding shall be clearly presented on the bonding company’s signed letterhead.

OSHA/MOSH A copy of OSHA/MOSH Form 300 safety reports for each of the company’s projects reported in the application for the past five (5) years.

**EVALUATION OF APPLICATION**

1. The County will evaluate Prequalification Applications and notify each Applicant in writing as to the status of the application. A bid will not be accepted unless the contractor has received formal approval prior to the bid opening date. The County shall only accept for review and evaluate complete Prequalification Applications.
2. Successful and timely completion of similar projects. Prequalification’s are only valid for the categories of work performed by the applicants works force. Subcontractors shall also be prequalified. General contractors shall be qualified in categories that represent fifty percent (50%) or more of Community Investment projects.
3. Performance on past and current projects, particularly public sector projects, of a similar size and nature, including proof of the ability to meet scheduled completion dates. Projects completed during the past three (3) years will be considered.
4. Degree of experience of principals and supervisory staff proposed for Community Investment project and/or subdivision.
5. Adverse judgement claims and safety history of the Applicant
6. Bonding Capacity of the Applicant
7. Applicant’s ability to acquire and maintain a valid Maryland Contractor’s Business License prior to prequalification approval.
8. Debarment Status.

The County may contact other owners if they are identified by the Applicant during this evaluation. The County reserves the right to contact other references as necessary. References will be questioned regarding the Applicant’s overall performance, organization, cooperation, whether the Applicant has made any baseless claims on other projects, any problems between the Applicant and its subcontractors or the suppliers, any allegations that Applicant failed to pay its debts as they came due, and the quality and organization of the Applicant’s personnel. Any unsatisfactory references may serve as a basis for disqualification of an Applicant. Examples of potentially disqualifying information received from references are untimely performance, defective work, submission of unreasonable claims, and inappropriate project staff.

Unless the data provided clearly indicates that the Applicant has the knowledge and means of proper scheduling and planning practices, and the ability to perform the scale and scope of the work being bid, the Applicant shall be considered “not qualified to bid”.

Applicants who do not receive a Certification of Prequalification will have their bids rejected as non-responsive.

Additionally, the following shall be considered grounds to be considered “not qualified to bid”: submission of falsified information, failure to submit additional requested information, failure to perform satisfactorily or to comply with requirements of current or prior Carroll County projects, failure to secure bonding, defaulting on contract(s) in this or other jurisdictions, legal action against Carroll County or another jurisdiction, and failure to comply with applicable Federal, State or local laws or regulations.

Timely submission is the sole responsibility of the Applicant. Responses received after the specified time will be rejected. All attachments submitted shall be identified with the name of the Applicant. Any change of the application or supporting documentation received after the initial submission while in review shall deem the original submission as void and a new submission package shall be submitted unless written acceptance has been agreed upon by the County.

Failure to submit an application on the form provided by the County for that purpose may be considered just cause for rejection of the application. Modification of or additions to any portion of the solicitation may be cause for rejection of the application. However, the County reserves the right to decide, on a case-by-case basis, in its sole discretion, whether to reject such an application. As a precondition to acceptance, the County may, at its sole discretion, request that the Applicant withdraw or modify non-responsive portions of an application.

A responsive application includes all the items identified in the Application Requirements section of this document. Only responsive applicants as defined herein will be considered and evaluated.

**ITEMS FOR PREQUALIFICATION**

The undersigned hereby applies to the County for qualification to perform the following types of work with the understanding that more than fifty percent (50%) of the work will be performed with the Applicant’s own forces. All items include other construction incidental to the item.

1. **PAVING**
   1. Hot Mix Asphalt Pavement – Construction of hot mix asphalt base and surface courses
   2. Patching
   3. Aggregate base course with or without stabilizing agents. Construction of base courses using one of the following:
      1. Graded aggregate without a stabilizing agent
      2. Plant mixed graded aggregate with stabilizing agent
   4. Asphalt Milling and Grinding
   5. Reclamation and Recycling – Reclamation/recycling existing pavement, stone base and/or subgrade. Stabilizing with additives such as Portland cement, calcium chloride or asphalt emulsions
   6. Micro Surfacing
      1. Chip Seal
      2. Slurry Seal
   7. Crack Sealing
2. **GRADING**
   1. Mass Grading
   2. Highway and Street Grading
   3. Sediment and Erosion Control
   4. Dams
   5. Drainage Impoundments (aboveground or underground stormwater retention or sedimentation basin)
   6. Retention Structures
3. **DRAINAGE AND STORM DRAINS**
   1. Grading and permanent lining with durable materials of concrete, hot mix asphalt, rip rap, gabions, erosion control liners (non-degradable and degradable)
   2. Culverts and Storm Drains
      1. Installation of concrete, corrugated metal, and plastic pipe with proper backfill
      2. Construction of structural plate pipe and structural plate pipe arch culverts with proper backfill
   3. Miscellaneous Structures
      1. Construct miscellaneous cast-in-place concrete or masonry structure, install precast structures
   4. Trenchless rehabilitation of storm drains by trenchless technology methods including cleaning, lining, and joint sealing.
4. **STRUCTURES**
   1. Highway Bridges
      1. Construction of highway bridges including excavation, concrete structures, prestressed concrete beams, and slab panels, reinforcing steel, metal structures
      2. Rehabilitation of highway bridges
   2. Structure Steel Erection – The erection of structural steel on bridges and grade separation structures
   3. Installation of Steel Stud Shear Developers
   4. Installation of Pile and Caisson Foundations for Bridges
   5. Concrete Grooving, Grinding and Saw Cutting
   6. Prefabricated Structures – Installation of precast concrete box culverts and  precast concrete arches
   7. Construction of Cast-in-Place Box Reinforced Concrete Box Culverts
   8. Retaining Walls (over 3 feet) – Construction of retaining walls over 3-foot clear face, including those of reinforced concrete, masonry, and timber
   9. Painting Steel Structures
      1. Cleaning and Painting New Steel
      2. Cleaning and Painting Existing Structural Steel – including lead and other heavy metal abatement and containment
5. **ROADSIDE IMPROVEMENTS**
   1. Landscaping Roadside Areas – including topsoil placement, seeding mulching, sodding, ground cover plantings, shrubs, and tree planting
6. **TRAFFIC BARRIER**
   1. Placement of Posts, Erection of Rail and End Treatments
   2. Removal and Salvage of Existing Traffic Barriers
7. **CURB, CURB AND GUTTER, AND SIDEWALKS**
   1. Concrete Curb, Curb, and Gutter
   2. Hot Mix Asphalt Curb
   3. Sidewalks, Concrete Driveway Aprons, ADA Ramp Installation and Other Flat Work
8. **TUNNELS**
   1. Construction of Underground Conduit without the Continuous Disturbance of the Ground Surface. Incudes mining methods, jacking, and mining method; jacking/boring or auguring method
9. **FENCING**
   1. Construction or Repair of chain-link fabric, post and rail, barbed wire, board, high tensile, privacy, and electrified fence. Installation of automatic or other motorized gates
10. **TRAFFIC SIGNALS**
    1. Installation Removal, and Modification of Traffic Signals or Traffic Signal Related Equipment
11. **PAVEMENT MARKINGS**
    1. Installation and Removal of Epoxy and Thermoplastic Pavement Markings
12. **SOLID WASTE MANAGEMENT FACILITIES**
    1. Mass Excavation and Grading
    2. Leachate Collection, Conveyance and Retention Systems – including HDPE pipe, pump stations, metering equipment, SCADA systems, etc.
    3. Landfill Gas Collection and Conveyance System – including landfill gas wells, collection system piping and valves, landfill gas flares, etc.
    4. Stormwater Management System, Installation and Repair – including grass lined, riprap or gabion channels, sedimentation/retention basins, bioretention features, etc.
    5. Storm Drain Collection and Discharge Installation
    6. Geosynthetic Liner System Installation – including landfill liner systems, capping systems, geomembrane, and geotextile installation, etc.
    7. Monitoring Well Installation
    8. Solid Waste Transfer Stations or Public Use Facilities
    9. Truck Scale or Other Large Vehicle Weighing Systems
13. **UTILITIES**
    1. Sanitary Sewers – Construction of sanitary sewer pipelines, manhole structures and associated apparatuses
    2. Water Mains – Construction of water mains, valves, vaults, fire hydrants, and associated apparatuses
    3. Cleaning, Lining and Rehabilitation of Water Mains and Structures
    4. Cleaning, Lining and Rehabilitation of Sewer Mains and Structures
14. **PUMPING STATIONS**
    1. Construction of Water and/or Sewer Pumping Stations
    2. Renovations/Upgrades to Existing Water and/or Sewer Pumping Stations – including piping, valves, pumps, motor control centers, SCADA, electrical controls, lighting, HVAC, telemetry, and instrumentation
15. **TREATMENT PLANTS**
    1. Construction of Water Treatment Plants
    2. Construction of Wastewater Treatment or Pre-Treatment Plants
16. **WATER STORAGE TANKS**
    1. Construction of Elevated and Ground Storage Reservoirs and Tanks
    2. Construction of Site, Foundation, and Piping for Elevated and Ground Storage Reservoir and Tank
    3. Cleaning and Painting of Water Storage Tanks, Interior and Exterior – including all methods and procedures and containment
    4. Structural Repair of Water Storage Tanks
17. **STREAM RESTORATION**
    1. Stream Channel Restoration and Stabilization – using natural materials and/or bioengineering techniques.
18. **WETLAND CREATION AND RESTORATION**
    1. Wetland Site Preparation and Installation of Upland, Emergent and/or Submergent Plants
19. **OTHER SPECIALTIES (List Type)**
20. **BUILDING CONSTRUCTION**
    1. Truss Installation
    2. Structural Wood Construction
    3. Structural Steel Construction
    4. Concrete Block Construction
    5. Cast-in-place Concrete Construction
    6. Precast Concrete Installation
21. **LANDSCAPING (Other than Roadside Improvements)**
    1. Seeding & Sodding
    2. Street Trees
    3. Reforestation
    4. Afforestation
    5. Hardscape

**APPLICANT INFORMATION**

Legal Title of Organization:

Address:

City/State/Zip:

**Maryland Contractor’s Business License Number:**

(Attach a copy of CURRENT Maryland Contractor’s Business License). You may obtain a Maryland Contractor’s Business license through your local Circuit Court.

**APPLICATION SIGNED BY:**

Printed Name & Title:

Contact information of the person who can respond authoritatively to any questions regarding this response:

Name:       Telephone:

Email:

Check One:  Corporation  LLC/LLP  Individual  Co-Partnership

If a Corporation: Attach a copy of the **MARYLAND CERTIFICATE OF GOOD STANDING FOR THE CURRENT YEAR** (Contract Maryland Office of Assessment and Taxation, 410-767-1344)

If an LLC/LLP: Attach a copy of the **MARYLAND CERTIFICATE OF GOOD STANDING FOR THE CURRENT YEAR** (Contract Maryland Office of Assessment and Taxation, 410-767-1344)

Date LLC/LLP Formed:

State in which LLC/LLP Occurred:

Resident Agent of LLC/LLP:

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| --- | --- | --- |
| Name of Principal Members | Title | Date Position Taken |
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If a Partnership:

Date of Organization:

Nature of Partnership (General, Limited, or Associates)

|  |  |
| --- | --- |
| Name of Partners | Address |
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If an Individual:

|  |  |
| --- | --- |
| Full name of Owner | Address |
|  |  |

Is any member of your organization employed by Carroll County, or in any way officially connected with County Government?  Yes  No

Have you ever failed to complete any work awarded to you?  Yes  No

If yes, note what, when, where and why:

Has your organization ever been party to any criminal litigation or arbitration within the past three (3) years as a result of construction methods, costs, disputes, etc.?  Yes  No

How many years has your organization been actively engaged in business?

How many years has your organization been in business under its present name?

Under what other names has your organization operated?

Was the project subject to State or Federal Granting agency involvement?  Yes  No

Total Aggregate Bonding Capacity:

Available Aggregate Capacity:

Total Single Project Bonding Capacity:

Attach certified document **FOR THE CURRENT YEAR** from Applicant’s regular bonding company confirming the foregoing.

**NOTE**: BONDING INFORMATION IS REQUIRED BY COMPANIES WHO WISH TO BID ON COMMUNITY INVESTMENT PROJECTS. NOT FOR COMPANIES REQUESTING TO BE PREQUALIFIED AS SUBCONTRACTORS.

Bonding Company:

Name of Surety:

Address:

City/State/Zip:

General Contractors: Identify the typical portion of a project that will be subcontracted.

Has the Applicant or any of its affiliates every been removed (by debarment or deletion from a prequalified bidder’s list) from bidding privileges by any government or business entity?  Yes  No

If yes, give date(s) of removal, cause for removal, project(s) involved and reinstatement.

Was Applicant’s reinstatement a conditional reinstatement?  Yes  No

Has the Applicant or any of its affiliates ever entered into project settlement or closeout agreements?  Yes  No

If yes, list with whom:

Has the Applicant or any of its affiliates ever been denied bonding or had bonding revoked?  Yes  No

If yes, list with whom:

Have you ever defaulted on a bond?  Yes  No (If yes, explain on a separate sheet)

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

If yes, explain:

Has your organization filed any lawsuits or requested arbitration with regarding to any construction contracts within the past five years?  Yes  No

If yes, explain:

Provide value of total assets of organization (including construction equipment).

Provide amount of total liabilities of organization.

Provide total contract value of work accomplished by your organization in each of the last three (3) calendar years.

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| Contract Value of Work |  | Calendar Year |
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Provide contract value of work presently being accomplished by or pending award to your organization.

Contract Amount:       Date:

Provide value of any unsatisfied judgments or liens against your organization.

State construction experience or qualification (Registered Engineer, Surveyor, etc.) of principal members of your organization (including field supervisors):

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| --- | --- | --- | --- | --- |
| Name | Title | Construction Experience (Years) | Type of Work | Capacity Served  (Superintendent,  Foreman, etc.) |
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If you are a general contractor, list some subcontractors in various fields who have worked under you.

If you are a subcontractor, list some general contractors for whom you have worked.

What is the cash value of the largest public project accomplished by your organization?

Maximum value of single public works projects in the last three (3) years:

Maximum value you prefer to undertake:

Price range of work your organization is deemed best adapted to undertake:

List all key Personnel that may be contacted regarding specific projects, i.e., President, Office Contact, Foreman, etc. Provide each person’s name, position, and phone number(s).

|  |  |  |
| --- | --- | --- |
| Name | Position | Telephone Number |
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What is your current Experience Modification Ratio? Please attach copies of your firm’s OSHA 300 Form for the past five years

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| Calendar Year |  | EMR |
| Current Year |  |  |
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**PROJECT EXPERIENCE**

Provide a copy of this form for at least five (5) completed public projects completed within the three (3) years. (If no public projects were performed, list private projects) Follow the example project, which is located at the end of this application, when completing this section. Provide additional project experience on copies of this page.

1. Project Name:
2. Project Location:
3. Contract/Project Number:
4. Applicant’s Capacity:  General Contractor  Subcontractor
5. Please provide a detailed description of the work performed by your own employees for this project. Generalized terminology such as paving, grading storm drains, etc. will not be accepted. The description must include the types of work that will support the request for prequalification. (ex. Lengths, sizes, diameter, type of pipe, tonnages of base and surface course blacktop, etc.) See example of Project Experience Form located at the end of this application. These lines are expandable, so you can provide a much information as possible. (Letter and Letter/Number code next experience is preferred)

1. Your Contract Amount: (Initial)       (Final)
2. Date Contract Started:
3. Contract Completion Date:       Actual Completion Date:
4. Were there any lost time accidents on this project?  Yes  No

If yes, explain:

1. List below, name address, telephone number of Designing Architect, Engineer or General Contractor (check appropriate box).

Designing Architect  Engineer  General Contractor  Owner

Other

Name:

Address:

Telephone Number:

1. Reference Check (**Be Exact**):

Owner’s Name:

Address:

Telephone Number:

**EQUIPMENT LISTING**

Give value and list all construction equipment owned by the Applicant. You must show that you have the equipment necessary to perform the work in the areas you are requesting prequalification. **If equipment relevant to the terms of work is not owned by the Applicant, you will need to explain how you would go about completing the project. Make additional copies of this form as needed**. If you are not using this form, your attachment must include all below information.

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| --- | --- | --- | --- | --- |
| Equipment Make & Model | Quantity | Condition | Age | Value |
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**PROJECT EXPERIENCE - SAMPLE**

Provide a copy of this form for at least five (5) completed public projects completed within the three (3) years. (If no public projects were performed, list private projects) Follow the example project, which is located at the end of this application, when completing this section. Provide additional project experience on copies of this page.

1. Project Name: Smith Boulevard
2. Project Location: 123 Anywhere Street, Anywhere, MD 21908
3. Contract/Project Number: 29-N-67
4. Applicant’s Capacity: General Contractor Subcontractor
5. Please provide a detailed description of the work performed by your own employees for this project. Generalized terminology such as paving, grading storm drains, etc. will not be accepted. The description must include the types of work that will support the request for prequalification. (ex. Lengths, sizes, diameter, type of pipe, tonnages of base and surface course blacktop, etc.) See example of Project Experience Form located at the end of this application. These lines are expandable, so you can provide a much information as possible. (Letter and Letter/Number code next experience is preferred)

10,000 CY earthwork; 5,000 ft of 8” DIP, 4 standard fire hydrants, 40 water house connections, 5,000 ft of 8 inch PVC sewer line, 8 standard sanitary sewer manholes, 30 sewer house connections; 3,000 ft of 36 inch RCP storm drains; 3,000 ft of 48 inch RCP storm drain; 18 standard WR inlets; 10 standard storm drain manholes; 1 – 60 Inch cross culvert, 2 standard type C endwalls, 14,100 SY graded aggregate base, 2980 tons hot mix asphalt base, 1,200 tons hot mix asphalt surface

1. Your Contract Amount: (Initial) $958,000 (Final) $1,100,00
2. Date Contract Started: 04/09/2009
3. Contract Completion Date: 12/23/2009 Actual Completion Date: 10/31/2009
4. Were there any lost time accidents on this project? Yes No

If yes, explain: N/A

1. List below, name address, telephone number of Designing Architect, Engineer or General Contractor (check appropriate box).

Designing Architect  Engineer  General Contractor  Owner

Other \_Subcontractor

Name: Contractor, Inc.

Address: 225 Anywhere Street, Anywhere, MD 21908

Telephone Number: 410-555-1212

1. Reference Check (**Be Exact**):

Owner’s Name: Mr. John Smith

Address: 289 Pleasant Road, Anywhere, MD 21908

Telephone Number: 410-555-5555

**END OF EXAMPLE PROJECT**