



# AJAX BUILDING COMPANY ANNUAL BIDDER QUALIFICATION QUESTIONNAIRE

Ajax is prequalifying bidders from 6/1/2021 to 6/1/2022. In order to initiate the pre-qualification process, all interested bidders shall complete and submit this “Annual Bidder Qualifications Questionnaire” in accordance with the “Instructions to Applicant” included herein.

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## CALENDAR YEAR 2021

June 1, 2021 to June 1, 2022

**Bidder Qualifications Questionnaire and all supporting documentation shall be completed and returned to the Ajax project contact listed below via email within fourteen (14) days of receipt.**

TO: Ajax Building Company, LLC CONTACT NAME: Jeff Chamberlain  
 PHONE: (727) 394-3241 EMAIL: jeff.chamberlain@ajaxbuilding.com  
 ADDRESS: 109 Commerce Blvd., Oldsmar, FL 34677

## APPLICANT INFORMATION

Please provide contact information for the person who assembled and submitted this questionnaire. Ajax’s evaluator may need to contact you with questions or to obtain clarification.

COMPANY NAME: \_\_\_\_\_

PERSON COMPLETING FORM: \_\_\_\_\_

EMAIL: \_\_\_\_\_

PHONE #: \_\_\_\_\_ DATE SENT: \_\_\_\_\_ # OF PAGES: \_\_\_\_\_

Visit our website at [www.ajaxbuilding.com](http://www.ajaxbuilding.com) for more information about Ajax. The “Subcontractors and Vendors” webpage includes project information on other bidding opportunities.

Bidder prequalification is required on an annual basis.



# AJAX BUILDING COMPANY ANNUAL BIDDER QUALIFICATION QUESTIONNAIRE

## INSTRUCTIONS TO APPLICANT

**Please fill out this form “electronically”, and retain an electronic copy for future reference. This will save time when prequalifying for future projects, or re-applying for Pre-Qualification annually**

### COMPLETE APPLICANT INFORMATION FORMS:

- ✓ **Fill out Bidder Qualifications Questionnaire** Form (pages 3 - 6) completely.
  - Have page 6 signed and dated by an authorized person or company officer.
  - A “See Attached” response is not acceptable.
  - **Answer questions** related to your background, certification, personnel, and BIM capabilities.

### COMPLETE SECTION 1 & 1A (PROJECT EXPERIENCE AND REFERENCES):

- ✓ **Fill out Sections 1 & 1A, Project Experience and References** Form, (page 5 - 9) completely.
  - List 2 current projects along with references.
  - Verify contact information for all of your references.
  - List most current Ajax projects you are/have worked on.
  - Complete the 3-year history of similar projects (pages 6 - 9) or attach this as a separate list of major projects completed within the past 3 years as instructed. **This history list is required.**

### BONDING AND INSURANCE REFERENCES (SECTIONS 2 AND 3):

- ✓ **Top half of Section Forms** need to be completed by Applicant, then:
  - Forward a copy of Section 2 (page 10) to your Bonding Agent.
  - Forward a copy of Section 3 (page 11 & 12) to your Insurance Agent.
- ✓ **Your Bonding & Insurance Agents** shall then complete the *bottom half* of each Exhibit form as follows:
  - Provide requested information, sign, date, and return to Applicant.
  - Applicant shall follow up with Bonding and Insurance Agents as needed to expedite requests.
  - **Do not submit incomplete or unsigned Bonding and Insurance Sections to Ajax.**

### SUBMISSION:

- ✓ **Submit the fully assembled package** (pages 1 through 16) complete with all attachments, and any supplemental information you deem necessary to Ajax for review. Please refer to attached checklist of items required with submission.
  - Include Bidder Qualifications Questionnaire form completed, signed and dated, including any supporting or supplementary data/information required for explanations from “Yes” answers on page 3, History of Completed Projects, Licenses and Key Personnel Resumes.
  - Include Section 2 and Section 3 forms completed, signed and dated by respective Agents.
  - Include Form W-9 for Applicant.
  - Include Financial Statement for *confidential review*.
  - Include Checklist noting all items submitted.
  - **No partial submittals, please.**

### REVIEW AND NOTIFICATION:

- Ajax will begin our review upon receipt of all information, and notify you as to the results.
- If you have questions, contact the Ajax contact person listed on page 1.



# AJAX BUILDING COMPANY ANNUAL BIDDER QUALIFICATION QUESTIONNAIRE

## APPLICANT GENERAL INFORMATION

### OFFICE INFORMATION

Company Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_ County: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Website: \_\_\_\_\_

### BUSINESS STRUCTURE

Type of Business Organization: \_\_\_\_\_ Tax ID No.: \_\_\_\_\_

Special Status?  MBE  WBE  DBE  SBE Certified By: \_\_\_\_\_

(Attach Certificates, State/County/City, etc.)

### COMPANY CONTACTS

#### PRIMARY CONTACT:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Email: \_\_\_\_\_ Direct Phone: \_\_\_\_\_

#### SECONDARY CONTACT:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Email: \_\_\_\_\_ Direct Phone: \_\_\_\_\_

### WORK TRADE(S) PERFORMED

\_\_\_\_\_

\_\_\_\_\_

Have you ever worked on an Ajax project?  Yes (Please List Below)  No

Ajax Project(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Your completed Subcontractor / Vendor Profile Questionnaire may be submitted to Ajax via email at [preconstruction@ajaxbuilding.com](mailto:preconstruction@ajaxbuilding.com) or fax to the attention of Jeff Chamberlain at 813-792-3938, or you may contact him at 727-394-3241 or [jeff.chamberlain@ajaxbuilding.com](mailto:jeff.chamberlain@ajaxbuilding.com) with any questions.

**NOTE:** The above information is intended to provide Ajax with basic information regarding your firm and does not serve as a form of prequalification to participate on one of our projects. Please visit the Bidder Prequalification Information Section of our website for instructions on our bidder prequalification process.



# AJAX BUILDING COMPANY ANNUAL BIDDER QUALIFICATION QUESTIONNAIRE

## GENERAL COMPANY INFORMATION

Years in Business: \_\_\_\_\_ Are you setup and able to bond subcontracted work?  Yes  No

Average Volume of Work (Past 3 Years): \_\_\_\_\_

NUMBER OF EMPLOYEES: \_\_\_\_\_ Home Office: \_\_\_\_\_ Field Supervisors: \_\_\_\_\_ Trades People: \_\_\_\_\_

## GEOGRAPHICAL PROJECT INTERESTS

Alabama  Florida  Georgia  North Carolina  South Carolina  Tennessee

Geographical or Regional Limits, if any: \_\_\_\_\_

## COMPANY PROFILE

Years performing work specialty:		Years in business under present name:	
*Previous Business name:		# of Years Under Previous Name:	
Avg. annual value of work completed in past 3 years:	Value of work in place in previous year:	Value of work now under contract:	
Is your Company rated with Dunn and Bradstreet?	Yes <input type="checkbox"/> No <input type="checkbox"/>	D & B Rating:	
Is your Company a certified MWDBE Enterprise?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Classification:	
<i>If "Yes", enclose a copy of your certification(s).</i>			
Is your Company a "Drug-Free Workplace"?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
In the past 3 years has your Company had any OSHA fines?	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>If "Yes", Provide explanation.</i>	
In the past 5 years have you had any jobsite fatalities?	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>If "Yes", Provide explanation.</i>	
In the past 5 years have you filed for bankruptcy?	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>If "Yes", Provide explanation.</i>	
In the past 5 years have you failed to complete a contract?	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>If "Yes", Provide explanation.</i>	
Any pending claims or judgments against your Company?	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>If "Yes", Provide explanation.</i>	
Do you have any past or present objections to working with Ajax's personnel, systems, or contract documents?	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>If "Yes", Provide explanation.</i>	

Your completed Subcontractor / Vendor Profile Questionnaire may be submitted to Ajax via email at [preconstruction@ajaxbuilding.com](mailto:preconstruction@ajaxbuilding.com) or fax to the attention of Jeff Chamberlain at (813) 792-3938, or you may contact him at (727) 394-3241 or [jeff.chamberlain@ajaxbuilding.com](mailto:jeff.chamberlain@ajaxbuilding.com) with any questions.

**NOTE:** The above information is intended to provide Ajax with basic information regarding your firm and does not serve as a form of prequalification to participate on one of our projects. Please visit the Bidder Prequalification Information Section of our website for instructions on our bidder prequalification process.



# AJAX BUILDING COMPANY ANNUAL BIDDER QUALIFICATION QUESTIONNAIRE

## SECTION 1 PROJECT EXPERIENCE AND REFERENCES

### HISTORY OF COMPLETED PROJECTS

Provide a separate list of major projects completed within the past three (3) years. Include projects that adequately reflect the ability to handle diversity of project types and sizes.

**(See attached spreadsheet or provide as an attachment)**

### CURRENT PROJECTS

1. List two (2) of your Company's most significant projects currently under construction.
2. Select either the Project Manager or General Superintendent of the Contracting Agency as a current reference.
3. Verify the contact information for each reference, making sure that e-mail addresses and telephone numbers are current and correct. *Invalid contact information will delay the prequalification process.*

CURRENT PROJECT #1		CURRENT PROJECT #2	
Contracting Agency:		Contracting Agency:	
Project Name:		Project Name:	
Location:		Location:	
Project % Complete:		Project % Complete:	
Scheduled Completion Date:		Scheduled Completion Date:	
Scope of your Subcontract:		Scope of your Subcontract:	
Value of Your Subcontract:		Value of Your Subcontract:	
Reference's Name:		Reference's Name:	
Reference's Title: (PM or GS)		Reference's Title: (PM or GS)	
Reference's E-mail:		Reference's E-mail:	
Reference's Office Phone:		Reference's Office Phone:	
Reference's Cell Phone:		Reference's Cell Phone:	

### AJAX PROJECTS

List the name of any current Ajax project(s) and/or most recently completed Ajax project(s).

AJAX PROJECT #1	AJAX PROJECT #2













**AJAX BUILDING COMPANY ANNUAL BIDDER QUALIFICATION QUESTIONNAIRE**

**SECTION 2  
BONDING REFERENCE**

**(Step 1: Subcontractor to complete this top portion and forward to Bonding Agent)**

**SUBCONTRACTOR**

**Please provide the following information:**

**TO:** *(Bonding Agent)* \_\_\_\_\_

**Agent's Contact Person:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**FROM:** *(Subcontractor)* \_\_\_\_\_

**Inquiry is authorized by:** **Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**(Step 2: Bonding Agent to complete this bottom portion and return to Subcontractor.)**

**BONDING AGENT**

**Please provide the following information:**

1. Subcontractor's Surety Company: \_\_\_\_\_

2. Surety's Best Rating: \_\_\_\_\_

3. Treasury Listing Underwriting Limit: \_\_\_\_\_

4. Single Project Bonding Limit: \_\_\_\_\_ Total Bonding Capacity: \_\_\_\_\_ Value of Work Now Bonded: \_\_\_\_\_

5. Comments: \_\_\_\_\_

Signature of Agent: \_\_\_\_\_

Print Name & Title: \_\_\_\_\_

Date: \_\_\_\_\_

**BONDING AGENT**

Please return this completed Section 2 form to the Subcontractor at their above address.

*The contents of this form are confidential and used solely to determine the applicant's qualifications.*

*Your prompt response to this inquiry is greatly appreciated.*



**AJAX BUILDING COMPANY ANNUAL BIDDER QUALIFICATION QUESTIONNAIRE**

**SECTION 3  
INSURANCE REFERENCE**

**(Step 1: Subcontractor to complete this top portion and forward to Insurance Agent)**

**SUBCONTRACTOR**

**Please provide the following information:**

**TO:** *(Insurance Agent)* \_\_\_\_\_

**Agent's Contact Person:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**FROM:** *(Subcontractor)* \_\_\_\_\_

**Name:** \_\_\_\_\_

**Inquiry is authorized by:** **Title:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**(Step 2: Insurance Agent to complete this bottom portion and return to Subcontractor.)**

**INSURANCE AGENT**

**Please provide the following information:**

1. Can the subcontractor meet these minimum project requirements?

**COMPREHENSIVE GENERAL LIABILITY**

- Subcontracts up to \$2,000,000      Minimum Limit: \$1,000,000 Each Occurrence      Yes       No
- Minimum Limit: \$2,000,000 General Aggregate      Yes       No
- Subcontracts over \$2,000,000      Minimum Limit: \$2,000,000 Each Occurrence      Yes       No
- Minimum Limit: \$4,000,000 General Aggregate      Yes       No

**UMBRELLA LIABILITY**

- Subcontracts up to \$2,000,000      Minimum Limit: \$3,000,000 Each Occurrence      Yes       No
- Minimum Limit: \$3,000,000 Aggregate      Yes       No
- Subcontracts over \$2,000,000      Minimum Limit: \$5,000,000 Each Occurrence      Yes       No
- Minimum Limit: \$5,000,000 Aggregate      Yes       No

**COMPREHENSIVE AUTOMOBILE LIABILITY**

- Bodily Injury:      Minimum Limit: \$1,000,000 Each Occurrence      Yes       No
- Property Damage:      Minimum Limit: \$1,000,000 Each Occurrence      Yes       No



# AJAX BUILDING COMPANY ANNUAL BIDDER QUALIFICATION QUESTIONNAIRE

## WORKERS COMPENSATION

- Worker’s Compensation: \$100,000 (Each Accident) Yes  No
- Worker’s Compensation: \$100,000 (Disease – Each Employee) Yes  No
- Worker’s Compensation: \$500,000 (Disease – Policy Limit) Yes  No

## CRANE SERVICES LIABILITY

Crane Services Not Applicable

### For Cranes with Lifting Capacity Exceeding 35 tons

- Bodily Injury and Property Damage: Minimum Limit: \$10,000,000 Each Occurrence Yes  No
- Personal and Advertising Injury: Minimum Limit: \$10,000,000 Yes  No
- Products – Completed Operations: Minimum Limit: \$10,000,000 Aggregate Yes  No
- General Aggregate: Minimum Limit: \$10,000,000 Yes  No
- Rigger Liability: Minimum Limit: \$5,000,000, unless included in required limits indicated above. Yes  No

### For Cranes with a Maximum Lifting Capacity of 35 tons or Less

- Bodily Injury and Property Damage: Minimum Limit: \$5,000,000 Each Occurrence Yes  No
- Personal and Advertising Injury: Minimum Limit: \$5,000,000 Yes  No
- Products – Completed Operations: Minimum Limit: \$5,000,000 Aggregate Yes  No
- General Aggregate: Minimum Limit: \$5,000,000 Yes  No
- Rigger Liability: Minimum Limit: \$5,000,000, unless included in required limits indicated above. Yes  No

2. Please verify subcontractor’s workers’ compensation experience modifier for the last three (3) years:

2018: \_\_\_\_\_ 2019: \_\_\_\_\_ 2020: \_\_\_\_\_

Signature of Agent: \_\_\_\_\_

Print Name and Title: \_\_\_\_\_

Date: \_\_\_\_\_

## **INSURANCE AGENT**

Please attach a **Certificate of Insurance** and return this completed Section 3 form to the Subcontractor at their above address.

*The contents of this form are confidential and used solely to determine the applicant’s qualifications.  
Your prompt response to this inquiry is greatly appreciated.*

## **SUBCONTRACTOR**

Please attach your company's **OSHA Form 300A**



**AJAX BUILDING COMPANY ANNUAL BIDDER QUALIFICATION QUESTIONNAIRE**

**SECTION 4  
CONTRACTOR LICENSING & PERSONNEL**

Provide license information for Primary Qualifying Agent(s) as issued by the State Licensing Board applicable to the project:

FIRST NAME: \_\_\_\_\_ MIDDLE: \_\_\_\_\_ LAST NAME: \_\_\_\_\_

LICENSING BOARD: \_\_\_\_\_

LICENSE TYPE: \_\_\_\_\_ LICENSE NUMBER: \_\_\_\_\_

EXPIRATION DATE: \_\_\_\_\_ *(Attach copy of license to this Application)*

FIRST NAME: \_\_\_\_\_ MIDDLE: \_\_\_\_\_ LAST NAME: \_\_\_\_\_

LICENSING BOARD: \_\_\_\_\_

LICENSE TYPE: \_\_\_\_\_ LICENSE NUMBER: \_\_\_\_\_

EXPIRATION DATE: \_\_\_\_\_ *(Attach copy of license to this Application)*

**COMPANY'S PERSONNEL AND MANPOWER**

List names of key personnel in your organization. *(Attach a resume or summary of experience for each person.)*

PROJECT EXECUTIVE: \_\_\_\_\_  
(Name One)

PROJECT MANAGERS: \_\_\_\_\_  
(Name Three)

PROJECT SUPERINTENDENTS: \_\_\_\_\_  
(Name Three)

**\*Note:** Ajax understands this is an annual pre-qualification process, and acknowledges that these individuals may or may not be available for every project. However, the personnel identified above should be reflective and representative of the quality and experience level of your current staff.

Indicate total number of full-time employees currently on your company's direct payroll: \_\_\_\_\_

Managers/Supervisors: \_\_\_\_\_ Skilled Craftsmen: \_\_\_\_\_ Unskilled Labor: \_\_\_\_\_

List other sources of skilled/unskilled labor: \_\_\_\_\_

Do you employ workers through an Employee Leasing Company?  Yes  No If Yes, \_\_\_\_\_ %

What percentage of work do you typically perform with your company's own forces?: \_\_\_\_\_

Will you subcontract any portions of the work on this project?  Yes  No

If Yes, which activity(s): \_\_\_\_\_



# AJAX BUILDING COMPANY ANNUAL BIDDER QUALIFICATION QUESTIONNAIRE

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## SECTION 5 BUILDING INFORMATION MODELING (BIM) EXPERIENCE & CAPABILITIES

### BIM CAPABILITIES

Provide a brief description of your company's BIM capabilities.: \_\_\_\_\_

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Is BIM modeling standard procedure within your company for design, coordination, shop/fabrication drawings, installations, etc?  Yes  No

If Yes, please provide a brief explanation.: \_\_\_\_\_

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Are the BIM efforts of your company performed:  In-house  Outsourced to a third party

List the primary BIM software programs and version that are used by your company.: \_\_\_\_\_

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Is your company sufficiently equipped with the necessary hardware, software and technologies to be an active participant (i.e. ability to perform live updates to your BIM models) when attending BIM coordination meetings that are conducted at the project site or other locations where mobility is required?  Yes  No

### BIM STAFF

Number of BIM Manager(s): \_\_\_\_\_ Number of BIM Modelers/Technicians: \_\_\_\_\_

Do your BIM Manager and BIM Technicians have sufficient and relevant experience with projects that are similar in size and complexity to this project?  Yes  No

### BIM EXPERIENCE

How many active BIM projects does your company currently have underway (where BIM is being utilized by your company for the design, coordination, shop/fabrication drawings and installation of your work?): \_\_\_\_\_

How many BIM projects has your company completed within the past five (5) years (where BIM was utilized by your company for the design, coordination, shop/fabrication drawings and installation of your work)?: \_\_\_\_\_

Any BIM projects similar to this project?  Yes  No

If Yes, please provide a brief overview of the project and how BIM was utilized by your company on the project.: \_\_\_\_\_

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**AJAX BUILDING COMPANY ANNUAL BIDDER QUALIFICATION QUESTIONNAIRE**

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**SECTION 6  
FINANCIAL INFORMATION**

**FORM W-9 FOR APPLICANT**

Applicant's TIN #: \_\_\_\_\_

Please submit a signed copy of your Company's form W-9 Taxpayer Identification Number and Certification.

**FINANCIAL STATEMENT (Attach Financial Statement to this Questionnaire)**

Please provide a financial statement for confidential review by Ajax Management. Include reasonably current data on the Company's general financial condition. An audited or consolidated financial statements is preferred.

**I HEREBY CERTIFY THAT THE PRECEDING INFORMATION IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE:**

**SIGNATURE:** \_\_\_\_\_ *(By an Authorized Person or Company Officer)*

**COMPANY:** \_\_\_\_\_

**PRINT NAME AND TITLE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**TYPE OF FIRM:**  Corporation  Partnership  LLC  Other: \_\_\_\_\_



# AJAX BUILDING COMPANY ANNUAL BIDDER QUALIFICATION QUESTIONNAIRE

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## CHECKLIST

### APPLICANT:

Review Bidder Qualifications Questionnaire contents carefully before sending to Ajax. Make sure it is complete, and that it contains all required information as listed below. Hold until all information is received. No partial submittals please. Mark an "X" in check box next to all enclosed items:

### Applicant General Information. Attach pages 3 - 4 and include:

- Attach copy of Minority Business Certification(s) , page 3 - (if applicable)
- Attach explanations for YES answers in Company Profile, page 4
- Attach any other explanatory or supplementary information as required for this section

### Section 1 & 1A "History of Completed Projects". Attach pages 5 - 9 and include:

- Complete these pages, or provide a separate list of projects completed within the past three (3) years. Indicate dollar value of each subcontract, and reference names and contact info. Include Ajax projects.

### Section 2, "Bonding Reference". Attach page 10 and include:

- Completed, signed and dated by Bonding Agent

### Section 3, "Insurance Reference". Attach pages 11 - 12 and include:

- Completed, signed, and dated by Insurance Agent
- Attach insurance certificates with effective / expiration dates and limits for General Liability, Workers' Compensation, and Automobile Liability coverage
- Attach copy of your company's OSHA Form 300A (not OSHA-300) for previous year

### Section 4, "Contractor Licensing & Personnel". Attach page 13 and include:

- Attach a copy of License for Qualified Business Organization (if applicable)
- Attach a copy of License(s) for Primary Qualifying Agent (if applicable)
- Attach a resume of summary of experience for personnel within your organization

### Section 5, "Building Information Modeling Experience & Capabilities". Attach page 14 and include:

- Attach any other explanatory or supplementary information as required for this section

### Section 6, "Financial Information". Attach page 15 and include:

- Completed, signed, and dated by an authorized person or an Officer of the Company
- Attach Form W-9 "Request for Taxpayer Identification Number and Certification"
- Attach current Financial Statement. An audited or consolidated financial statement is preferred.

***NOTE: Include this checklist with your submittal***