



Department of Operations
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December 1, 2009

To: Prospective Contractors

RE: 2010 Bidders Qualification Form

The Davenport Community School District is in the process of updating the 2010 Contractor Bid List. To be eligible to bid on school district projects during the 2010 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 by January 1, 2010.**

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 2010 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

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, Iowa Division of Labor; at the following web link:
<http://www.iowaworkforce.org/labor/contractor.htm>

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.

2010 Bid List Categories

Acoustical Ceiling	Floor-Wall Finish (Ceramic Tile)
Asbestos	Grading & Seeding
Asphalt Paving (Overlay and Patching)	Gym Bleacher
Asphalt Seal Coat	Insulation
Athletic Equipment Installer & Repair	Landscaping
Audio System	Locker Installation
Cabling	Masonry – Block/Brick
Commercial Food & Equipment Repair	Masonry – Tuckpointing
Concrete Paving	Mechanical
Concrete Sawing	Mowing
Demolition	Painting
Door Installation and Repair	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 Blind Installation
Fire Sprinkler	Window & Glass Repair & Installation
Floor Finish (Carpet/VCT)	Wood Floor Refinishing
Floor Finish (Terrazzo)	
General Contractor - *\$4,000,000 Umbrella Insurance Policy is Required	



CONTRACTOR BID LIST QUALIFICATION FORM

This form must be filled out and returned to the Operations Center. You may enclose any other pertinent information you wish the Davenport Community School District to retain on record. **Proof of insurance requirements must be included with your form. If an insurance certificate is not accompanying your application, it will be returned to you.**

Category applying for: _____
(One category per sheet)

Name of Company _____

Address _____

City _____ State _____ Zip Code _____

Contact Person _____ Phone Number _____

Fax Number _____ Email Address _____

Iowa Contractor Registration number: **C** - _____

Iowa Contractor Registration number expiration date: _____

Do you have any current litigation pending against you? _____

Is the 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.

Name of your Bank _____ Phone Number _____

Contact Person _____

***List references for three projects your company has performed work on in the past three years:**

Company _____ Phone Number _____

Contact Person _____

Company _____ Phone Number _____

Contact Person _____

Company _____ Phone Number _____

Contact Person _____

***Please provide a list of commercial/school projects that your company has completed in the last three years**

Signature of person providing this information:

Signature _____ Date _____