

**Merit Construction Inc** is requiring subcontractors interested in bidding certain trades for the construction of the new 20 million **Coulter Grove Intermediate School** (formerly known as the New Sevierville Road Intermediate School) located in Maryville TN be prequalified prior to the submission of their bid. In order to gain approval subcontractors are encouraged to deliver completed prequalification documents in a sealed envelope to Mr. Steve Heatherly, Merit Construction Inc, 10435 Dutchtown Road, Knoxville Tn. 37932 no later than November 16, 2009. **Trades that require prequalification** are earthwork, asphalt paving, masonry, drywall / metal studs / acoustic ceilings, casework, roof shingles / metal panels / membrane roofing, glass & glazing, ceramic / resilient / carpet, wood gym flooring, food service equipment, fire sprinkler, mechanical, and electrical. Only those firms that have been engaged in these trades for a minimum of 5 years, have demonstrated the expertise necessary to successfully complete large scale school projects, and possess the appropriate financial capacity will be approved. A bondability letter from an A rated treasury listed bonding company licensed the state of TN is required with each submission. Firms that have not submitted the required documents and been approved prior to bid will not be considered. The blank prequalification form and sample bondability letter may be obtained on line at [www.meritconstruction.com](http://www.meritconstruction.com).

Other trades for the construction of the project that prequalification is not required prior to bid include termite control, landscaping / irrigation, hollow core planks, architectural precast, waterproofing, damproofing, fireproofing, caulking, skylights, aluminum windows, painting, specialties, gym equipment, window treatment, gym bleachers, and elevators. Concrete, structural steel, and doors / frames / hardware have been previously awarded.

The bid date for this project is scheduled for December 10, 2009. Mobilization and initial work is scheduled to begin on site January 5, 2009.



CONSTRUCTION, INC.  
10435 DUTCHTOWN ROAD  
KNOXVILLE, TN 37932  
865-966-4100 - PHONE  
865-966-4101 - FAX

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**SUBCONTRACTOR QUALIFICATION FORM**

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**PROJECT NAME: COULTER GROVE ELEMENTARY SCHOOL**

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

**ADDRESS:** \_\_\_\_\_

**CONTACT:** \_\_\_\_\_

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

Company Type:

- Corporation                       Partnership                       Individual  
 Joint Venture                       Other: \_\_\_\_\_

Type of Work:

- HVAC                                       Electrical  
 Plumbing                                       Other: \_\_\_\_\_

How many years has your company been in business under its present name?: \_\_\_\_\_

Under what other or former names has your company operated? \_\_\_\_\_

If your company is a corporation, please answer the following

- Date of incorporation: \_\_\_\_\_
- State of incorporation: \_\_\_\_\_
- President's name: \_\_\_\_\_
- Vice President's name: \_\_\_\_\_
- Secretary's name: \_\_\_\_\_
- Treasurer's name: \_\_\_\_\_

If your company is a partnership, please answer the following

- Date of organization: \_\_\_\_\_
  - Type of partnership (if applicable): \_\_\_\_\_
  - Name(s) of general partner(s): \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

If your company is individually owned, please answer the following

- Date of organization: \_\_\_\_\_
- Name of owner: \_\_\_\_\_

If the form of your company is other than those listed above, describe it and name the principals:

\_\_\_\_\_

\_\_\_\_\_

**LICENSING:**

List jurisdictions and trade categories in which your company is legally qualified to do business, and indicate registration or license numbers, if applicable:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List jurisdictions in which your company's partnership or trade name is filed:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**EXPERIENCE:**

List the categories of work that your organization normally performs with its own forces:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Has your organization ever failed to complete any work awarded to it? \_\_\_\_\_

Are there any judgments, claims arbitration proceedings or suits pending or outstanding against your organization or its officers? \_\_\_\_\_

If yes, attached details.

Has your organization filed any law suits or requested arbitration with regard to construction contracts within the last five years? \_\_\_\_\_ If yes, attach details.

Within the last five years, has any officer or principal of your organization ever been an officer or principal of another organization when it failed to complete a construction contract? \_\_\_\_\_ If yes, attach details.

State total worth of work in progress and under contract: \_\_\_\_\_

Attach a list of major projects your company has in progress. List the name of the project, owner, architect, contract amount and scheduled completion date.

Attach a list of project completed in the past five years, giving the name of project, owner, architect, contract amount, date of completion.

State average annual amount of construction work performed during the past five years: \_\_\_\_\_

Attach a list of construction experience and present commitments of key individuals of your company.

**REFERENCES:**

Trade References: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Bank References: \_\_\_\_\_  
\_\_\_\_\_

Name of Bonding Company: \_\_\_\_\_

Name and address of agent: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*(PLEASE ATTACH SAMPLE BONDING LETTER)*

Note – Merit Construction, Inc. reserves the right to request additional financial information, including audited financial statements, prior to the award of subcontract.

**SIGNATURE:**

DATE: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print or Type Name

\_\_\_\_\_ being duly sworn deposes and says that the information provided herein is true and sufficiently complete so as not to be misleading.

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 2009.

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

My commission expires: \_\_\_\_\_

(SEAL)

Sample Bondability Letter

To be placed on the Appropriate Surety Company Letterhead

Date

Merit Construction, Inc.  
Attn: Mr. Steve Heatherly  
10435 Dutchtown Road  
Knoxville, TN. 37932

Re: Coulter Grove Elementary School  
Maryville, TN.

Dear Mr. Heatherly:

We are pleased to advise you that **(Name of Surety Company)** has a bonding program in force for **(Name of Subcontractor)**. **(Name of Surety Company)** will provide bonds for projects that **(Name of Subcontractor)** bids or negotiates, providing **(Name of Subcontractor)** is awarded a mutual acceptable subcontract.

In handling their bonding needs, we are aware of the exemplary manner in which **(Name of Subcontractor)** meets their financial obligations to us, their suppliers, bankers, and others. As a result, we have in place for **(Name of Subcontractor)** an aggregate bonding program of approximately \$\_\_\_\_\_. Currently they have approximately \$\_\_\_\_\_ of available capacity and a single contract limit amount of approximately \$\_\_\_\_\_.

We have handled **(Name of Subcontractor)** bonding needs for \_\_\_\_\_ years: they have always performed exceptionally. We feel that **(Name of Subcontractor)** will do an excellent job for you.

Please contact us should you have any questions.

Sincerely,

**(Name of Surety Company)**