

# PENTA



The PENTA Building Group

To Whom It May Concern:

## **Interested Bidder's: Instructions for PENTA's Bid List Pre-qualification Application Process!**

Completing, and submitting (via email) the following documents, is the 1<sup>st</sup> step to pursuing placement on PENTA's pre-qualified list of bidder's! Upon approval of your application and all backup paperwork, you may be contacted to setup an interview with a PENTA Project Manager.

### **REQUIRED:**

1. **Application (attached)**
2. **Surety Bond Letter**
  - Current Date
  - Company's bonding capability/capacity/limits/rates, etc.
  - Surety Company's AM Best Rating & Treasury Limitations
3. **Reviewed / Audited Financials**
  - Most current fiscal year-ended
  - Balance Sheet (Assets, Liabilities, Retained Earnings, & Stockholder's Equity)
  - Income Statement (Contract Revenue Earned and Operating Profit)
4. **Project Backlog Worksheet (attached)**

### **\*ALL BACK-UP PAPERWORK MUST BE SUBMITTED TO BE ELIGIBLE FOR BID LIST PLACEMENT\***

**UPON RECEIPT: Your Completed Application (& back-up paperwork) is sent off to our Pre-qualification Review Board, to determine bid list placement approval status. You'll be notified before they are complete, if: (1) Additional info is required; (2) Required paperwork was missing.**

You will receive final notification after you've completed the interview. Once all paperwork has been accepted, you'll be notified if you've been placed on our interview schedule and should await contact from a PENTA interviewer. All companies will receive their final bid list placement approval notification, via email, (to identified company contacts); and if approved, information on working with PENTA on upcoming job opportunities!

### **PRE-QUALIFICATION PACKAGES READY FOR SUBMISSION:**

**SCAN & EMAIL (all in 1 PDF file attachment, if possible)**

**TO: [crieger@pentabldggroup.com](mailto:crieger@pentabldggroup.com)**

Please do not hesitate to contact us with any questions you may have.

We greatly appreciate your interest, time, effort, patience, and cooperation; and look forward to speaking with you soon!

Respectfully,

### **THE PENTA BUILDING GROUP**

Carol Rieger  
*Subcontractor Information Coordinator*

CC: Jason Stejskal, Senior Estimator

### SECTION 1. GENERAL INFORMATION

#### COMPANY

- [1] Company Name / Primary: \_\_\_\_\_
- [1a] Fictitious Name/DBA (if applicable): \_\_\_\_\_
- [2] Company Website: \_\_\_\_\_
- [3] Employer Identification # (EIN): \_\_\_\_\_
- [4] Company Address (Please list mailing address, if different): \_\_\_\_\_
- [5] Business Phone #: \_\_\_\_\_ [6] Fax #: \_\_\_\_\_

#### CONTACTS

- [1] Company Principle / Owner(s): \_\_\_\_\_
- [1a] Cell Phone # (s): \_\_\_\_\_
- [1b] Email Address(s): \_\_\_\_\_
- [1c] Title(s): \_\_\_\_\_
- [1d] Signature(s): \_\_\_\_\_
- [3a] Contact Name for Follow-UP: \_\_\_\_\_
- [3b] Phone #: \_\_\_\_\_
- [3c] Email Address: \_\_\_\_\_

### SECTION 2. WORK-TYPE INFORMATION

#### COMPANY SERVICES

- [1] List Type of Work Performed: (Mark all applicable CSI trade sections on attached form)
- \_\_\_\_\_

### SECTION 3. CONTRACTOR'S LICENSE INFORMATION

#### LICENSE(S)

- [1] State / License(s) #: \_\_\_\_\_
- [1a] Classification(s): \_\_\_\_\_
- [1b] Limit(s): \_\_\_\_\_
- [1c] Expiration Date(s): \_\_\_\_\_

#### SECTION 4. UNION INFORMATION

##### UNION / SIGNATORY with LOCAL UNION(S)

- [1] State / Local Affiliation(s): \_\_\_\_\_
- [2] State / Local Affiliation(s): \_\_\_\_\_
- [3] State / Local Affiliation(s): \_\_\_\_\_

#### SECTION 5. BONDING INFORMATION

##### BONDABLE

- [1] Surety Company: \_\_\_\_\_
- [2] Bonding Limit (*please specify from Surety & NOT License Amount*): \_\_\_\_\_
- [2a] Broker: \_\_\_\_\_ [2b] Bond Rate: \_\_\_\_\_
- [3] Bank: \_\_\_\_\_ [3a] Line of Credit Limits: \_\_\_\_\_

#### SECTION 6. INSURANCE INFORMATION

##### GENERAL

- [1] Insurance Agent: \_\_\_\_\_
- [1a] Insurance Underwriter: \_\_\_\_\_
- [2] EMR Rate (*per state*): \_\_\_\_\_
- [3] General Liability \$: \_\_\_\_\_ [3a] Expiration: \_\_\_\_\_
- [4] Auto \$: \_\_\_\_\_ [4a] Expiration: \_\_\_\_\_
- [5] Workers Comp \$: \_\_\_\_\_ [5a] Terms: \_\_\_\_\_

#### SECTION 7. DIVERSITY / MINORITY INFORMATION

##### DIVERSITY COMPANY

**PROOF OF CERTIFICATION IS REQUIRED.** (*Please attach copies of certificate(s)*)

- [1] Certification - Type:  MBE  WBE  DBE  Other
- [2] Classification:  Hispanic  Asian-Indian  Asian-Pacific  Native American / Alaskan Native  Black or African-American  Other: \_\_\_\_\_
- [3] Certified:  YES  NO [3a] Certifying State(s): \_\_\_\_\_
- [4] Certifying Agency: \_\_\_\_\_
- [5] Certificate(s) Expiration: \_\_\_\_\_



### SECTION 8. COMPANY EXPERIENCE INFORMATION

#### GENERAL

[1] Year Company was Established: \_\_\_\_\_

[2] Please List Owner's Previous Experience and Employment *(only if company has been established for less than 2 years)*:  
\_\_\_\_\_  
\_\_\_\_\_

[3] Has your firm performed work in any of the following market sectors?

- |  |                                 |                                       |                                |
|--|---------------------------------|---------------------------------------|--------------------------------|
| <input type="checkbox"/> Hospitality   | <input type="checkbox"/> Gaming | <input type="checkbox"/> Public Works | <input type="checkbox"/> Other |
| <input type="checkbox"/> Institutional | <input type="checkbox"/> Office | <input type="checkbox"/> Industrial   | <input type="checkbox"/> All   |

[4] Regions Operated In: \_\_\_\_\_  
\_\_\_\_\_

[5] Number of field personnel typically on your payroll: \_\_\_\_\_

[6] Current & Project Revenue: \_\_\_\_\_

[6a] PROJECTED 2010 \$: \_\_\_\_\_

[6b] ACTUAL 2009 \$: \_\_\_\_\_ [6c] ACTUAL 2008 \$: \_\_\_\_\_

[7] Maximum Contract Value Performed to Date and for Whom *(GC and Project)* :

[7a] MAX. VALUE \$: \_\_\_\_\_ [7b] GC: \_\_\_\_\_

[7c] PROJECT: \_\_\_\_\_

[8] Maximum Contract Duration Performed to Date and for Whom *(GC and Project)* :

[8a] MAX. DURATION: \_\_\_\_\_ [8b] GC: \_\_\_\_\_

[8c] PROJECT: \_\_\_\_\_

[9] Typical Contract Value and Duration your firm prefers, can handle, and is comfortable with:

[9a] TYPICAL VALUE \$: \_\_\_\_\_ [9b] TYPICAL DURATION: \_\_\_\_\_

[9c] MAX. VALUE \$: \_\_\_\_\_ [9d] MIN. VALUE \$: \_\_\_\_\_

[9e] MAX. DURATION: \_\_\_\_\_ [9f] MIN. DURATION: \_\_\_\_\_

[10] Strategic or mentoring relationships with other firms *(please list firms and contacts)* :  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\* ***If there is any additional information you wish for us to know about your firm, please attach separately to your firm's completed Pre-Qualification Application, when ready for submission.***



## STANDARD TRADES LISTING

Trade Code / Description	Trade Code / Description	Trade Code / Description
01.10.00 - ARCHITECTS & DESIGNERS	07.72.00 - ROOF ACCESSORIES	11.70.00 - HEALTHCARE EQUIP.
01.20.00 - GENERAL CONTRACTORS	07.81.16 - SPRAY-APPLIED FIREPROOFING	11.80.00 - MISC. EQUIP.
01.30.00 - CONSULTANT / TESTING / INSPECTION SERVICES	07.84.00 - FIRESTOPPING	12.20.00 - WINDOW TREATMENTS
01.52.00 - TEMPORARY FACILITIES & SERVICES	07.90.00 - CAULKING & SEALANTS	12.30.00 - INSTITUTIONAL CASEWORK
01.54.00 - HOISTING	08.10.00 - DOORS, FRAMES & HW	12.40.00 - FURNITURE & ACCESS.
01.74.19 - DUMPSTERS	08.33.00 - OVERHEAD COILING DOORS / FIRE DOORS	12.48.00 - RECESSED FLOOR MATS
01.74.23 - FINAL CLEANING	08.34.53 - SECURITY DOORS & FRAMES	12.61.00 - FIXED-AUDIENCE SEATING
02.21.13 - SITE SURVEYS	08.80.00 - GLASS & GLAZING	12.93.00 - SITE FURNISHINGS
02.41.00 - SELECTIVE DEMOLITION	08.92.00 - ARCHITECTURAL LOUVERS	13.10.00 - SWIMMING POOLS
02.70.00 - DEWATERING	09.20.00 - LATH & PLASTER	13.12.00 - WATER & FIRE FEATURES
02.81.00 - HAZARDOUS MATERIAL ABATEMENT	09.29.00 - FRAMING & DRYWALL	13.12.50 - MIST SYSTEMS
03.00.00 - READY MIX SUPPLIERS	09.30.00 - CERAMIC & STONE TILE	13.21.26 - WINE STORAGE EQUIP.
03.11.00 - CONCRETE FORMWORK	09.51.00 - ACOUSTIC CEILINGS (ACT)	13.24.16 - SAUNAS
03.15.00 - CONCRETE ACCESSORIES	09.64.00 - WOOD FLOORING	13.24.26 - SPA TREATMENT EQUIP.
03.21.00 - REBAR	09.65.00 - RESILIENT FLOORING & CARPET	13.27.00 - SECURITY SYSTEMS EQUIP.
03.22.00 - VEHICLE BARRIER CABLE	09.66.00 - TERRAZZO FLOORING	13.34.00 - PRE-ENGINEERED STRUCTURES
03.30.00 - CAST-IN-PLACE CONCRETE	09.67.00 - EPOXY FLOORING	13.80.00 - FAUX ROCK WORK
03.33.00 - ARCHITECTURAL CONCRETE	09.69.00 - ACCESS FLOORING	13.90.00 - MISC. SPECIAL CONSTRUCTION
03.37.00 - SHOTCRETE CONCRETE	09.70.00 - PAINTING & WALLCOVERING	14.20.00 - ELEVATORS
03.37.16 - CONCRETE PUMPING	09.80.00 - ACOUSTIC PANELS	14.40.00 - LIFTS & CRANES
03.40.00 - PRECAST CONCRETE	09.97.00 - SPECIAL FINISHES	14.90.00 - TRASH & LINEN CHUTES
03.47.13 - TILT-UP CONCRETE	10.10.00 - VISUAL DISPLAY SURFACES	21.00.00 - FIRE PROTECTION (SPRINKLERS)
03.53.00 - LIGHTWEIGHT CONCRETE FILLS	10.14.00 - SIGNAGE	22.00.00 - PLUMBING
04.20.00 - UNIT MASONRY	10.21.00 - TOILET PARTITIONS	23.00.00 - HVAC
04.40.00 - STONE WORK	10.21.16 - SHOWER ENCLOSURES	23.07.00 - MECHANICAL INSULATION
05.12.00 - STRUCTURAL STEEL	10.22.26 - OPERABLE PARTITIONS	23.09.00 - AIR SYSTEM TESTING & BALANCING
05.20.00 - METAL JOISTS	10.26.00 - WALL & CORNER GUARDS	23.13.00 - LIQUID & GAS STORAGE TANKS
05.30.00 - METAL DECKING	10.28.00 - TOILET ACCESSORIES	25.55.00 - BUILDING SYSTEMS CONTROL
05.50.00 - MISC. METALS	10.30.00 - FIREPLACE SPECIALTIES	26.10.00 - ELECTRICAL
05.70.00 - ORNAMENTAL METALS	10.44.00 - FIRE PROTECTION SPECIALTIES	26.20.00 - LOW VOLTAGE
05.90.00 - EXPANSION JOINT COVER ASSEMBLIES	10.51.00 - LOCKERS	27.20.00 - VOICE & DATA SYSTEMS
06.06.00 - LUMBER SUPPLIERS	10.73.00 - AWNINGS / SHADE STRUCTURES	27.40.00 - AUDIO-VISUAL SYSTEMS
06.10.00 - ROUGH CARPENTRY	10.75.00 - FLAGPOLES	28.00.00 - ELECTRONIC SAFETY & SECURITY
06.11.00 - WOOD FRAMING	10.80.00 - MISC. SPECIALTIES	28.30.00 - FIRE ALARM SYSTEMS
06.17.53 - WOOD TRUSSES	11.12.00 - PARKING MANAGEMENT EQUIP.	31.20.00 - EARTHWORK
06.25.00 - PANELIZED ROOF SYSTEMS	11.13.00 - LOADING DOCK EQUIP.	31.31.00 - SOIL TREATMENT
06.40.00 - MILLWORK	11.16.00 - SECURITY & VAULT EQUIP.	31.40.00 - SHORING & UNDERPINNING
06.70.00 - FABRICATED COUNTERTOPS	11.19.00 - DETENTION EQUIP.	31.60.00 - PILES & CAISSONS
06.90.00 - FIBER REINF. PLASTIC PANELS (FRP)	11.23.00 - COMMERCIAL LAUNDRY EQUIP.	32.10.00 - PAVING & SURFACING
07.10.00 - WATERPROOFING	11.24.23 - WINDOW WASHING EQUIP.	32.14.00 - UNIT PAVERS
07.21.00 - BUILDING INSULATION	11.30.00 - RESIDENTIAL APPLIANCES	32.16.00 - SITE CONCRETE
07.24.00 - EXTERIOR INSUL. & FINISH SYSTEMS (EIFS)	11.40.00 - FOOD SERVICE EQUIP.	32.17.00 - STRIPING / PAVEMENT MARKINGS
07.41.00 - COMPOSITE PANELS (MANUF. SIDING)	11.51.00 - LIBRARY EQUIP.	32.31.00 - FENCES & GATES
07.46.00 - HARDBOARD SIDING	11.52.00 - AUDIO-VISUAL EQUIP.	32.90.00 - LANDSCAPING & IRRIGATION
07.50.00 - ROOFING	11.61.00 - THEATER & STAGE EQUIP.	33.10.00 - SITE UTILITIES
07.60.00 - FLASHING & SHEET METAL	11.65.00 - ATHLETIC EQUIP.	33.70.00 - DRY UTILITIES
07.63.00 - SHEET METAL ROOFING	11.68.00 - PLAYGROUND EQUIP.	