SAMPLE

STATE OF HAWAII

STANDARD

QUALIFICATION QUESTIONNAIRE

FOR

OFFERORS

issued by the

PROCUREMENT POLICY BOARD

STATE OF HAWAII

June 16, 2003

To be filed with the procurement officer calling for offers in accordance with Section 103D-310, HRS, as amended.

Submitted By	 	
Address	 	
Date		

STANDARD QUALIFICATION QUESTIONNAIRE

COVERING EXPERIENCE, EQUIPMENT AND FINANCIAL STATEMENT OF OFFERORS. THE OFFICER CALLING FOR OFFERS MAY REQUIRE THE OFFEROR TO FURNISH ADDITIONAL INFORMATION NOT SPECIFICALLY COVERED HEREIN. ALL ITEMS MUST BE ANSWERED AND OMISSIONS MAY BE CONSIDERED GOOD CAUSE FOR UNFAVORABLE CONSIDERATION.

GENERAL INFORMATION

1.	The statements contained in this Questionnaire are being furnished for consideration the following project:	in submitting	g an offer for
	(a) Project Title		
	(b) Location		
	(c) Bid Opening Date		
2.	The Questionnaire is being submitted in behalf of:	D	A Corporation
	(a) Name of Offeror	_	A Partnership
		D D	An Individual A Joint-Venture
	(b) Address(c) Telephone No		
	(d) Date Submitted		
3.	If the bid is submitted by a joint venture, composed of two or more individual firms, comprising the joint venture must submit all information listed on pages 3 through 16 Questionnaire and, in addition, answer the following:		
	(a) Members of joint Venture		
	(b) Date of Joint Venture Agreement		
	(c) Is agreement between members comprising the joint venture joint and several lia If not, state the terms of agreement in this respect:		

EXPERIENCE QUESTIONNAIRE

Su	bmitted by			D A Corporation D A Partnership D An Individual	
Pr	Principal Office				
Th	e signatory of t		antees the truth and ac ogatories hereinafter m	curacy of all statements and of all answers to adde	
1.		ars has your organization		eneral Contractor] under your present business	
2.	How many year Contractor]	ars experience in [constru ; (B) as a [S	ction] Sub-Contractor]	has your organization had: (A) as a [General	
3.	Show what [co tabulation:	onstruction] projects your	organization has comple	ted in the past five (5) years in the following	
C	Contract Amt.	Class of Work	When Completed	Name and Address of Owner	
4.	•	failed to complete any w	•	If so, state when, where and	

Has any officer or partner of your organization in the past five (5) years failed to complete a contract handled in his own name?If so, state name of individual, name of Owner and reason therefore.
In what other lines of business are you financially interested?
For what corporations or individuals in the past five (5) years have you performed work, and to whom do you refer
For what counties within the State of Hawaii have you performed work and to whom do you refer?
For what Bureaus or Departments of the State government have you performed work and to whom do you refer?
Have you performed work for the U. S. Government?, when and to whom do you refer?

so, when and to wh	om do you refer?			
13. What is the [const	ruction] experience	of the principal in	ndividuals of your organization?	
Individual's Name	Present Position or Office	Years of Work Experience	Magnitude and Type of Work	In What Capacity?

EQUIPMENT QUESTIONNAIRE

Sι	abmitted by	D A Corporation D A Partnership D An Individual	
Pr	incipal Office		
T	he signatory of this questionnaire guarantees the truth and accuracy of all statements interrogatories hereinafter made	and of all answers to	
1.	In what manner have you inspected this proposed work? Explain in detail.		
2.	Explain your plan or layout for performing the proposed work.		
3.	The work, if awarded to you, will have the personal supervision of whom?		
4.	Do you intend to do the hauling on the proposed work with your own force?and type of equipment to be used	_ If so, give amount	
5.	If you intend to sublet the hauling or perform it through an agent, state amount of sub-corcontract, and, if known, the name and address of sub-contractor or agent, amount and typ financial responsibility	e of his equipment and	
6.	Do you intend to do grading on the proposed work with your own forces?equipment to be used	If so, give type of	

contra	act, and, if known, the	grading or perform it through an a e name and address of sub-contrac	ctor or agent, a	amount and t	ype of his equipment and
		y other portions of the work?			
	a -amount of sub-conti t and financial respon	ract, and, if known, the name and nsibility	address of the	sub-contrac	tor, amount and type of his
9. From	which sub-contractor	rs or agents do you expect to requi	ire a bond? _		
10. What	equipment do you ov	wn that is available for the propose	ed work?		
Quantity	Item	Description, Size, Capacity, Etc.	Condition	Years of Service	Present Location

11.	What equipment do you intend to purchase for use on the proposed work, should the contract be awarded to
	you?

Quantity	Item	Description, Size, Capacity, Etc.	Approximate Cost

2. How and when will you pay for the equipment to be purchased?	
13. Do you propose to rent any equipment for this work?and reasons for renting	

FINANCIAL STATEMENT

Submitted by	D A Corporation D A Partnership
Principal Office	D An Individual
The signatory of this questionnaire guarantees the truth and accurace interrogatories hereinafter made	
BALANCE SHEE	T
As of	, 20
<u>Assets</u>	
Current assets: Cash and cash equivalents (1) Short-term investments (2) Accounts receivable, net (3) Inventories (4) Costs and estimated earnings in excess of billings on uncompleted contracts (5) Prepaid expenses and other (6) Sub-Total Current Assets	\$
Property and equipment: Land (7) Buildings (8) Vehicles, machinery and equipment (9) Furniture and fixtures (10) Less accumulated depreciation Sub-Total Net Property and Equipment	(
Other assets: Cash surrender value of life insurance policies (11) Deposits and other (12) Sub-Total Other Assets	
Total Assets:	\$

BALANCE SHEET (Continued)

Liabilities and Stockholder's Equity

Current liabilities:	
Current portion of long-term debt (1)	\$
Accounts payable (2)	
Billings in excess of costs and estimated earnings	
on uncompleted contracts (3)	
Accrued liabilities and other (4)	
Sub-Total Current Liabilities	
Long-term debt, net of current portion (5)	
Sub-Total Liabilities & Long-term Debt:	\$
Stockholder's equity:	
Capital stock (6)	
Additional paid-in capital (7)	
Retained earnings	
Treasury stock (8)	
Sub-Total Stockholder's Equity	\$
Total Liabilities and Stockholder's Equity	\$

DETAILS RELATIVE TO ASSETS

(1)	Cash and cash equivalents:						
	Financial Institution	Туре	of Acc	count		\$_	Amount
(2)	Short-term investments: Type of Security	<u>Cost</u> 	\$	Unrealized <u>Gains</u>	Unrealized Losses \$	\$ <u></u>	Estimated Fair Value
		\$	- - \$		\$	\$_	
(3)	Accounts receivable (list major Completed contracts Name D	rescription	\$_ \$	Completion <u>Date</u>	Contract Amount \$	\$ <u>_</u> - - \$	Amount Receivable
	Other than completed contract Name D	escription	* <u></u>	Ī	Due Date		Amount Receivable
	Less allowance for doubtful	accounts					
(4)	Inventories <u>Description</u>		\$ <u></u>	Cost	Market Value \$		Lower of Cost r Market Value
			\$		\$	\$_	

DETAILS RELATIVE TO ASSETS (Continued)

(5)	Costs and e	stimated earnings	in excess of bil	lings on unco	mpleted contracts			
	<u>Name</u>	<u>Description</u>	Completion <u>Date</u>	Contract Amount	Costs and Estimated Earnings to Date \$	Billin to Da \$		Costs and Earnings in Excess of
					_ \$	_ \$		\$
				\$	_ \$	_ \$		\$
(6)	Prepaid exp	penses and other	Description	1			\$_	<u>Amount</u>
							-	
							\$	
(7)	Land							
	<u>De</u>	<u>escription</u>		Location			\$_	<u>Amount</u>
							\$	
(8)	Buildings							
	<u>D</u> 6	<u>escription</u>		<u>Location</u>			\$_	Amount
							-	
							\$	
							Τ.	
(9)	Vehicles, m	nachinery and equi	ipment					
			Description	1			\$_	Amount
							-	
							\$	
							Ψ_	
(10)	Furniture an	nd fixtures	Description				\$_	<u>Amount</u>
							-	
							Φ.	

DETAILS RELATIVE TO ASSETS (Continued)

(11) Cash surrender value of it	te insurance policies				
Key Employee	Insurance Company	Policy <u>Amount</u> \$	Paid-Up Additional <u>Insurance</u> \$	_ \$	CSV Amount
Less loans payable		\$	\$		(\$
(12) Deposits and other					
	<u>Description</u>			\$	Amount
				_	
				_	

DETAILS RELATIVE TO LIABILITIES AND STOCKHOLDER'S EQUITY

(1)	Current portion of long-term debt (maturing within 12 months)							
	<u>Lender</u>	<u>Description</u>		Security Pledged	<u>Due I</u>	<u>Date</u>	\$_	Amount
							- — - —	
(2)	Accounts paya	able (list major creditors)					\$_	
	<u>Name</u>				Past Am \$	Due ount	_\$	Amount
					\$		 \$	
(3)	Billings in exc	cess of costs and estimated	l earnings o	n uncompleted	contracts Costs and			Billings in excess
	<u>Name</u>	<u>Description</u>	Completion Date	Contract Amount Ea	Estimated arnings to Date	Billing to Da	gs i <u>te</u>]	of costs and Estimated Earnings \$
				\$\$_		\$	\$_	
(4)	Accrued liabil	ities and other						
		<u>Descr</u>	<u>iption</u>				\$	Amount
							\$	
(5)	Long-term del	bt, net of current portion						
	<u>Lender</u>	<u>Description</u>		Security Pledged	<u>Due I</u>	<u>Date</u>	\$	Amount
							. <u> </u>	

DETAILS RELATIVE TO LIABILITIES AND STOCKHOLDER'S EQUITY (Continued)

(6) Capital stock						
Type of Stock	<u>Class</u>	No. of Shares Authorized	No. of Shares Issued and Outstanding	Par Value	\$ 	Amount
					\$	
(7) Additional paid-in capi	tal					
	Ī	<u>Description</u>			\$	Amount
					\$	
(8) Treasury stock						
Type of Stock		<u>Class</u>	No. <u>Sha</u>		\$	Cost
					<u> </u>	

STATEMENTS OF INCOME AND RETAINED EARNINGS

For the Years Ended	,	20and 20	
	20	20	
Contract revenues	\$	 \$	
Costs of contracts Gross income from contracts			
General and administrative expenses Income from operations			
Other income (expense) Income before income taxes			
Income taxes Net income			
Retained earnings, beginning of the year			,
Retained earnings, end of the year	\$	\$	

If a corporation, answer this:	If a partnership, answer this:	
Capital paid in cash, \$	Date of organization	
When Incorporated	Date registered in Hawaii	
In what State	State whether partnership is general or limited	
Date registered in Hawaii		
President's name	Name and address of partners:	Age
Vice-President's name		_
Secretary's name		_ _
Treasurer's name		_
		_
The undersigned hereby declares: that the foregoing partnership or corporation herein first named, as of the date inducing the party to whom it is submitted to award the off herein named is hereby authorized to supply such party with a	herein first given; that this statement is for the enterior a contract; and that any depository, vendor	xpress purpose of or other agency
NOTE: A partnership must give firm name and signatures of all partners. A corporation must give full corporate name, signature of official, and affix corporate seal.		
Affidavit	for Individual	
STATE OF HAWAII		
COUNTY OF		
financial statement, taken from his books, is a true and accurate sanswers to the foregoing interrogatories are true.	being duly sworn, deposes and says the statement of his financial condition as of the date there	reof and that the
Sworn to before me this	(Applicant must also sign he	re)
day of 20		
Notary Public		
Affidavit 1	for Partnership	
COUNTY OF		
	haing duly sworn dangers and es	ove that had is
member of the firm of with the books of the said firm showing its financial condition: firm, is a true and accurate statement of the financial conditio foregoing interrogatories are true.	that the foregoing financial statement, taken from the n of the said firm as of the date thereof and that t	at he is familian books of the said the answers to the
Sworn to before me this	(Members of firm must also	sign here)
day of 20		
Notary Public		
Affidavit f	for Corporation	
STATE OF HAWAII		
COUNTY OF		
of the	being duly sworn, deposes and s	says that he is
described in and which executed the foregoing statement; that he condition; that the foregoing financial statement, taken from the financial condition of said corporation as of the date thereof and the	books of the said corporation, is a true and accurate	e statement of the
Sworn to before me this	(Officer must also sign here))
day of 20	- · · · · · · · · · · · · · · · · · · ·	
Notary Public		