

Hennepin County Contractor Application for Targeted SBE and Job Order Contracting (JOC) Programs

SUPPLEMENTAL QUESTIONNAIRE

The information requested below is intended to provide the county with a better understanding of the type of work your company has performed, which will enable the county to better align your company with upcoming project opportunities. Additionally, applicants for the Job Order Contracting Program must demonstrate the minimum bonding capacity described below to participate in the program.

INSTRUCTIONS RETURN THIS FORM WITH YOUR COMPLETED APPLICATION

Sections A thru D must be completed by applicants for **both** the Targeted SBE and JOC programs.

Section E must be completed only by applicants for the Targeted SBE Program.

Section F applies only to applicants for the JOC Program.

Applicants for both programs must complete all sections. If necessary, add additional rows to tables or add additional pages.

Section A: Legal Name of Company (as listed on Application)

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Section B: Company Personnel

1. Excluding field employees, please describe your company's administrative staff by function and number:

Number of Employees	Functional Position
<i>Examples: 1</i>	<i>Estimator</i>
1	<i>Accounting support</i>
2	<i>Project Managers</i>
2	<i>Superintendents</i>

2. Please describe your company's field employees by function and number:

Number of Employees	Role
<i>Examples: 5</i>	<i>Journey-level electricians, plumbers, etc.</i>
1	<i>Apprentice-level (specify trade)</i>
1	<i>Foreman</i>

3. Are you the only employee of your firm? Yes No
4. If additional field staff will be required to perform work for the county, please identify the source(s) from which you will hire personnel:
- Graduates of Training Programs (ex. Dunwoody, St. Paul College, Summit Academy)
 - Hiring Halls
 - Other (specify) _____

Section C: SAFETY

Does your company have a company safety plan? Yes No

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Section D: Commercial Project Experience

1. Please describe the largest single project your company completed within the last two (2) years (2015 – 2016):

Description	Amount	GC or Owner contact Name, email & phone #

2. Concurrent Multiple Project Capacity

Within the last two (2) years (2015 -2016), please provide the following information for the time period during which your company performed the largest number of projects at one time for multiple owners or GCs:

Project Description	Amount	Start/end	GC or Owner Contact name, email and phone #

Section E: Geographic Work Zone Preferences

This section should only be completed by applicants for the Targeted SBE Program

Please indicate any work area(s) that your company will not be interested in traveling to for project work:

- Northwest Suburban (Golden Valley, Plymouth, Brooklyn Park & Maple Grove Areas)
- West Suburban (St. Louis Park, Minnetonka, Wayzata Areas)
- South Suburban (Edina, Bloomington & Eden Prairie Areas)
- North Minneapolis, South Minneapolis, Central & NE Minneapolis Areas

OR

- My company is interested in project work **anywhere in the county.**

Section F: Required Bonding Capacity for Job Order Contracting Program

This section only applies to applicants for the JOC Program

Performance and Payment Bonds will be required of all Contractors performing work under the JOC Program. Project size will be \$100,000 - \$250,000. To be eligible for the JOC Program, Contractors must demonstrate they have a bonding capacity of \$250,000 for a single project and \$1 million in the aggregate (for multiple projects).

Please include with this Supplemental Questionnaire a letter from your company's surety that states that your company had the requisite bonding capacity (stated above) in 2016, or will have such bonding capacity in 2017.

Name: _____ **Signature:** _____ **Date:** _____

Return by email to: Gilbert.odonkor@hennepin.us or fax to: 612-348-3886 or mail to: Hennepin County Purchasing and Contract Services, A-1730 Hennepin County Government Center - MC 175, 300 South Sixth Street, Minneapolis, MN 55487-0225