

## **Instructions for Application**

The application below must be completed in its entirety. All of the questions must be answered. Incomplete applications will be returned. The original application along with all of the requested documents (financial statements, surety letter, copy of Vendex Questionnaire etc..) should be forwarded to:

Department of Housing Preservation and Development  
Mr. Louis Pastore  
100 Gold Street – Room 7A4  
New York, New York 10038

CITY OF NEW YORK – DEPARTMENT OF HOUSING PRESERVATION AND  
DEVELOPMENT  
LOAN PROGRAM – BIDDER PRE-QUALIFICATION APPLICATION  
**GENERAL CONSTRUCTION**

Business Applicant Name \_\_\_\_\_ TIN \_\_\_\_\_

D/B/A or Trade Name (if any) \_\_\_\_\_

Business address \_\_\_\_\_

Mailing Address (if different) \_\_\_\_\_

Delivery Address (if different) \_\_\_\_\_

Phone # ( ) \_\_\_\_\_ Fax# ( ) \_\_\_\_\_ Website: \_\_\_\_\_

Contact Person \_\_\_\_\_ Title \_\_\_\_\_ Email address \_\_\_\_\_

\_\_\_\_\_  
Name of person completing this application Title Date

1. **Licenses:** If the work of this contractor requires a New York City, State or Federal license or certification under governing law, provide copies of all required licenses.
2. **Enterprise Programs:**  
Is this business certified as any of the following types of business enterprise by a governmental agency or authority? If “yes”, attach copies of all such certifications.
  - Minority-owned Business Enterprise (MBE) Yes \_\_\_\_\_ No \_\_\_\_\_
  - Women-owned Business Enterprise (WBE) Yes \_\_\_\_\_ No \_\_\_\_\_

**Provide a response to all questions. Attach additional sheet(s) of paper to this application as needed to respond fully to all questions.**

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**1. Personnel:** Indicate the number of full-time employees in the NY metropolitan area at this time in the chart below:

Executive	Managerial	Technical	Clerical	Skilled Tradespersons	Unskilled Labor
#	#	#	#	#	#

**2. Financial**

(a) With this application, submit certified financial statements for the last three years to demonstrate the following criteria:

- Current ratio (current assets/ current liabilities) at least 1.0
- Debt to equity ratio less than or equal to 4.0 to 1

(b) List ten construction material or equipment vendors/ suppliers below. Several vendor/ suppliers will be contacted to verify that the Applicant business is currently paying 90 days or less.

Vendor/Supplier Company Name	Contact Name	Contact Phone #
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____

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- (a) Pre-qualification requires business credit lines with a minimum total of \$250,000, with 50% unused/available. Provide details below for each line of credit, or loan provided by a lending institution. If none, please indicate.

Name and address of lending institution	Amount of Credit Line	% Credit Remaining

**5. Bonding Capacity**

- (a) Performance and payment bonds will be required from a surety licensed to do business in New York, each for the full value of the contract. Indicate the business’s bonding capacities as follows:

Single \$ \_\_\_\_\_ Aggregate \$ \_\_\_\_\_ Capacity remaining \$ \_\_\_\_\_

- (b) We require verification of the bonding listed above. Please have your bonding company or agent provide this information on their letterhead.

Letter attached: Yes \_\_\_\_\_

No \_\_\_\_\_

- 6. Years in Business:** How many years has this business operated in its current form, and using the business name provided in this application? \_\_\_\_\_ Years (use the nearest whole number: \_\_\_\_\_)

**7. Compliance with Laws and Business Integrity:**

As part of this pre-qualification application, complete the New York City Vendex Vendor Questionnaire and Principal Questionnaire. The forms can be obtained online at [www.nyc.gov/vendex](http://www.nyc.gov/vendex). They must be mailed directly to the following address: A copy should be attached to this application.

**Mayor’s Office of Contract Services**  
**Attention: VENDEX 253 Broadway, 9<sup>th</sup> Floor; New York, New York 10007**

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**8. Experience**

Do you have experience as a general contractor, wherein your company hired the mechanical trade contractors?

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, list five contracts/projects below.

Project Address	Residential or Commercial	Contract amount	Name of reference	Tel# of Reference

9. **Manpower:** List projects where your average payroll or crew size exceeded 30 men within the last 3 years.

Client	Project	Prime or Sub	Avg. crew size	Contact Name	Telephone #
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____
5.	_____	_____	_____	_____	_____

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**10. Current Projects/Contracts:** Provide information about all current projects and contracts even if they have not started.  
Attach additional sheets as needed.

Client Name/Commercial/Residential	Prime or Sub	Contract Value	Size – Sq. Footage	Contact Name	Telephone #
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					