



Department of Public Works
201 4th Street SE, Room 108
Rochester, MN 55904-3740
(507) 328-2400

BIDDERS QUALIFICATION WORKSHEET

This Worksheet MUST be completed and submitted by all Bidders with the Bid Proposal.

Failure to complete and submit this Worksheet with the Bid Proposal will render the Bid Proposal non-responsive and the Bid will not be read.

Qualification Criteria: Bidders and their Subcontractors must provide sufficient evidence that they are qualified, responsible, and capable to perform the work and provide this Bid Proposal. Each Bid Proposal must be submitted by a Bidder that meets the minimum qualification criteria. The minimum qualification criteria includes the use of trained and certified personnel and successful completion of projects of similar size and scope involving General Landscape and Wetland Creation.

A Bidder will be considered by the City to be qualified if they and their named Subcontractors achieve the following minimum scores of 50 points for each of the project work specialties in General Landscape and Wetland Creation.

General Landscape: Require Minimum Score of 50 points

- 5 points for each MnDOT Certified Landscape Specialist (minimum of one required)
- 15 points for each completed project of similar size and scope (maximum 45 points)

Wetland Creation: Required Minimum Score of 50 points

- 5 points for each MnDOT Certified Landscape Specialist (minimum of one required)
- 15 points for each completed project of similar size and scope (maximum 45 points)

The City reserves the right to reject any Bid Proposal if it finds that any of the information submitted is false, misleading, or misrepresents facts known to Contractor at the time the Bid Proposal was submitted to the City, and submitted information results in the Bidder not achieving the minimum required scores of 50 points for each of the project work specialties in General Landscape and Wetland Creation listed above.

This Contractor Qualification Worksheet allows you to identify five (5) relevant projects of similar size and scope that have been successfully completed by Bidder and/or Bidder's Subcontractor. Bidder is not required to provide more than three (3) relevant projects. Bidder assumes all risks of submitting less than five (5) relevant projects should the City determine that any one or more of the listed projects are not similar or relevant. The City's determination of project similarity and relevance shall be final.

GENERAL LANDSCAPE QUALIFICATION:

Company Name: _____

Is this Company the Prime Contractor or Subcontractor on this Project? (Circle one)

Company Contact (Name, phone, fax, and/or e-mail) _____

() _____ () _____

Year Company was established: _____

Name(s) of MnDOT Certified Landscape Specialists employed by Company:

1. _____ Will this person be on site? _____

2. _____ Will this person be on site? _____

3. _____ Will this person be on site? _____

List five (5) projects of similar size and scope that have been successfully completed. Include references, date of service, client or contact name, along with phone-fax-or e-mail, project size, and location:

1. Client or Project Name: _____

Project References: _____

Reference Contact Info: () _____ () _____

Phone Fax E-mail

() _____ () _____

Phone Fax E-mail

Project Completion Date: _____

Project Size: (\$ value and number of trees and plants) \$ _____

Project Location: _____



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2. Client or Project Name: _____

Project References: _____

Reference Contact Info: () _____ () _____
Phone Fax E-mail
() _____ () _____
Phone Fax E-mail

Project Completion Date: _____

Project Size: (\$ value and number of trees and plants) \$ _____

Project Location: _____

3. Client or Project Name: _____

Project References: _____

Reference Contact Info: () _____ () _____
Phone Fax E-mail
() _____ () _____
Phone Fax E-mail

Project Completion Date: _____

Project Size: (\$ value and number of trees and plants) \$ _____

Project Location: _____

4. Client or Project Name: _____

Project References: _____

Reference Contact Info: () _____ () _____
Phone Fax E-mail
() _____ () _____
Phone Fax E-mail

Project Completion Date: _____

Project Size: (\$ value and number of trees and plants) \$ _____

Project Location: _____

5. Client or Project Name: _____

Project References: _____

Reference Contact Info: () _____ () _____
Phone Fax E-mail
() _____ () _____
Phone Fax E-mail

Project Completion Date: _____

Project Size: (\$ value and number of trees and plants) \$ _____

Project Location: _____



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WETLAND CREATION:

Company Name: _____

Is this Company the Prime Contractor or Subcontractor on this Project? (Circle one)

Company Contact (Name, phone, fax, and/or e-mail) _____

() _____ () _____

Year Company was established: _____

Name(s) of MnDOT Certified Landscape Specialists employed by Company:

- | | | |
|----|-------|------------------------------------|
| 1. | _____ | Will this person be on site? _____ |
| 2. | _____ | Will this person be on site? _____ |
| 3. | _____ | Will this person be on site? _____ |

List five (5) projects of similar size and scope that have been successfully completed. Include references, dates of service, client or contact name, along with phone-fax-or e-mail, project size, and location:

1. Client or Project Name: _____

Project References: _____

Reference Contact Info: () _____ () _____
 Phone Fax E-mail
 () _____ () _____
 Phone Fax E-mail

Project Completion Date: _____

Project Size: (\$ value and number of trees and plants) \$ _____

Project Location: _____

2. Client or Project Name: _____

Project References: _____

Reference Contact Info: () _____ () _____
Phone Fax E-mail
() _____ () _____
Phone Fax E-mail

Project Completion Date: _____

Project Size: (\$ value and number of trees and plants) \$ _____

Project Location: _____

3. Client or Project Name: _____

Project References: _____

Reference Contact Info: () _____ () _____
Phone Fax E-mail
() _____ () _____
Phone Fax E-mail

Project Completion Date: _____

Project Size: (\$ value and number of trees and plants) \$ _____

Project Location: _____



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4. Client or Project Name: _____

Project References: _____

Reference Contact Info: () _____ () _____
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() _____ () _____
Phone Fax E-mail

Project Completion Date: _____

Project Size: (\$ value and number of trees and plants) \$ _____

Project Location: _____

5. Client or Project Name: _____

Project References: _____

Reference Contact Info: () _____ () _____
Phone Fax E-mail

() _____ () _____
Phone Fax E-mail

Project Completion Date: _____

Project Size: (\$ value and number of trees and plants) \$ _____

Project Location: _____
