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## Contractor Qualifications

### Assess the contractor's financial stability

1. Business name
2. Permanent address of place of business
3. Number of employees
4. Length of time in business under present name
5. Current financial statements showing assets and liabilities of the company
6. Written statement from bonding company listing total and available bonding capacity
7. Copy of current Certificate of Insurance
8. Contractor's license with limitation amount sufficient to meet amount of contract

### Assess the contractor's expertise

1. Proof that the company is a General Contractor in the state of North Carolina. NC state law requires a general contractor's license for "the construction of any building, highway, public utilities, grading or any improvement or structure where the cost of the undertaking is thirty thousand dollars (\$30,000) or more."
2. Names of staff and their trade license numbers
3. Proof that the company has a Certified Coatings Inspector on staff  
Society for Protective Coatings (SSPC) – Certified Concrete Coating Inspector  
and/or  
National Association of Corrosion Engineers (NACE) -- Level III Certified Coating Inspector
4. Proof that the company's superintendent has been responsible for or managed projects similar in size to the proposed project in the past 3 years in the US.
5. Documentation of the proposed superintendent's experience and qualifications
6. References for the proposed superintendent

### Assess the contractor's Experience

1. 5 Water and Wastewater references for the contractor. They should be no more than 3 years old, and should include contact name, address, phone and email, project name, approximate measurement of the area of the completed project, contract amount, and completion date, plus other relevant information
2. Statement from material manufacturer stating that contractor is an approved applicator and has a minimum of 3 years experience in installation of product.

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**Assess the contractor's ability to maintain a safe environment**

1. Affidavit stating whether or not the contractor has had any OSHA violations within past 3 years
2. Copy of Safety Program (At minimum, the Table of Contents of the Safety Program)
3. Documentation of training signed by supervisors and employees  
This is especially important for safety hazards particular to the project being bid.

**Assess the contractor's accountability for the project**

1. Statement regarding the percentage of the work the company will complete in-house
2. List of company's own equipment to be used
3. If response time is important: Statement from company guaranteeing a minimum response time
4. List of all subcontractors with verification of:
  - a. Number of years of experience in performing this type of specialized work and installing the proposed lining system(s)
  - b. Statement from manufacturer certifying subcontractor as an installer of the lining systems proposed
  - c. List of municipal clients that subcontractor has performed this type of work over past 5 years including names, phone numbers and description of project
5. Statement as to the minimum percentage of the work to be completed by the company's own employees.