

# Routine Maintenance Services Qualification Application

## Application Instructions

In order for your application to be reviewed and processed quickly, you must conform to the following requirements:

### 1. Section 1 – Company Information

Select whether this is a NEW application or renewal. The renewal box should ONLY be selected if currently qualified for **Routine Maintenance Services** ONLY

Applications must contain:

- a) The official company name, a current physical address, email address, phone number(s), FEIN number, and authorized contact name for agreement and official correspondence purposes.
- b) Type of Business, Where Company is domiciled, Business Classification, Type of Service(s) Offered, and District(s) where service is to be provided. Select all applicable classifications, categories and/or districts.
- c) Select Business Classification. Use the definitions provided in the [RFQC for Routine Maintenance Services](#) as a guide
- d) Enter your company's DUNS number
- e) Enter information of the **Authorized Person** who will be responsible for signing the Maintenance Master Services Agreement (MMSA). Also, enter information of an **authorized individual who can attest** to the signature of the Authorized Person. The "**Contact Person for Contract Issues**" person will be the main point of contact for any contractual issues that may arise, and/or invoicing/payment correspondence.
- f) Select which District(s) you are interested in providing service.

### 2. Section 2 - Required Documentation Needed

- a) Check the corresponding box for the Required Documentation Needed. Click on the corresponding link(s) to complete the information in each section of this application. Often additional supporting information is required. Complete the applicable form(s) and save all additionally requested documents as one (1) PDF. Title the document, "*COMPANYNAME\_APPLICATION.pdf*".
- b) For the Current State of Georgia Business License OR Business Registration and Proof of Insurability, you will have to have these scanned and attached as a document to be included in your application package
- c) Documents requiring a signature:
  1. *Certification Form*
  2. *Licensing/Accreditation Form*
  3. *Conflict of Interest Disclosure Form*
  4. *Reference Form*
- d) For those forms that require a signature (*Certification Form, Licensing/Accreditation Form, Conflict of Interest Disclosure Form* and *Reference Form*), please PRINT those pages, sign and scan as a PDF, if submitting electronically. If submitting a paper application via regular mail, make certain all original signed forms are included in your submittal package.
- e) All **Required Documents** must be included in the application. You should use the check box provided to verify that you have completed and included in the application.
- f) Gather all **Required Documents**. If submitting your application electronically, via email, combine all documents (PDF files) and save all as one single PDF. Title all combined **Required Documents** as "*COMPANYNAME\_APPLICATION.pdf*". Do NOT save and attach each item separately. If submitting a paper application via regular mail, make certain all **Required Documents** are included in your submittal package.

## Routine Maintenance Qualification Application Application Instructions

### 3. Section 3 – Type of Service Offered

- a) Check the corresponding box for the category(ies) of services you are interested in applying. . Click on the link to take you to the section of the application with those questions specifically pertaining to that category.
- b) In that category section(s), complete the requested information in the spaces provide. If additional information is requested, or additional space is needed, please SCAN those documents and attach to the application.
- c) You may disregard any section(s) in which you are not interested. In addition, if you are not applying for a specific category you do not need to include in your application submittal those blank/incomplete category sections. For instance, if you are applying only for Mowing and Herbicides, ONLY complete the sections for those categories (Mowing and Herbicides).

### 4. Section 4 - Submittal Information

- a) All applications and supporting documentation must be submitted in PDF format and emailed to: [route\\_maint\\_prequalification@dot.ga.gov](mailto:route_maint_prequalification@dot.ga.gov) (*application and all required documents must first be completed before submitting to the web address noted here*)
- b) If submitting electronically, the application, required and supporting documentation must be completed and submitted in one (1) email. Send only ONE (1) attachment with all application materials and supporting documents as a single PDF.
- c) You may submit completed application and all supporting documents in paper format and mail to:  
**Georgia Department of Transportation – Office of Procurement**  
One Georgia Center  
Attn: Routine Maintenance Qualification Manager  
600 West Peachtree Street, 19th Floor  
Atlanta, Georgia 30310

### 5. Additional Information

- a) Qualification applications must be received by midnight Eastern Standard Time on the 1st day of each month in order to be considered at the next month's Qualification Committee meeting. For a list of the current year's committee meeting dates, please visit: [www.dot.ga.gov/PS/Business/Prequalification/RoutineMaint/](http://www.dot.ga.gov/PS/Business/Prequalification/RoutineMaint/)
- b) Even if you are applying for multiple categories and/or districts, only one (1) application is required per applicant.
- c) The application, instructions and supporting documents can be accessed on the GDOT website at: [www.dot.ga.gov/PS/Business/Prequalification/RoutineMaint/](http://www.dot.ga.gov/PS/Business/Prequalification/RoutineMaint/).
- d) All **Contractors MUST pre-register as a Sourcing Bidder with the Department of Administrative Services (DOAS) to receive and respond to bids on the Georgia Procurement Registry (GPR)**

#### EMAIL SUBMITTALS

- a) There will be only one (1) attachment in the email submitted, titled "*Application.pdf*"
- b) The size of the PDF email attachment cannot exceed 10 MB.
- c) In the Subject Line of the email, please include:
  - a. Company Name
  - b. Category(ies) of application*For example, "AMEX Company, Fencing".*

For Assistance and Information, please email [route\\_maint\\_prequalification@dot.ga.gov](mailto:route_maint_prequalification@dot.ga.gov)



## Routine Maintenance Qualification Application

### SECTION 2 Required Documentation Needed

New Application

Renewal

Application Date:

<b>Official Name of Company</b>			<b>Federal Employer Tax Identification Number (FEIN):</b>	
<b>Authorized Person's Name</b>			<i>(For Partnerships, Corporations, LLCs, Joint Ventures and "Others")</i>	
<b>Name of Individual, for Sole Proprietorship ONLY</b>			<b>Social Security Number (SSN – for <u>Sole Proprietorship</u> ONLY)</b>	
<b>DBA Name, If applicable</b>			<i>Applicant must furnish one of the above numbers before any award of State business will be made.</i>	
<b>Physical Address:</b>			<b>Main Telephone Number:</b>	<b>Cell Phone Number:</b>
			<b>Fax Number:</b>	
<b>City:</b>	<b>State:</b>	<b>Zip Code:</b>	<b>Email Address:</b>	

**Business Classification** (Check if applicable. See [RFQC for Routine Maintenance Service](#) for definitions)

<input type="checkbox"/> Small Business	<input type="checkbox"/> GA Resident Business	<input type="checkbox"/> GA Resident Small Business
<input type="checkbox"/> Scrutinized Company	<input type="checkbox"/> Minority-Owned Business	<input type="checkbox"/> Veteran-Owned Business
<input type="checkbox"/> Disadvantage Business Enterprise (DBE)	<input type="checkbox"/> Woman-Owned Business	<input type="checkbox"/> N/A

**DUNS Number** \_\_\_\_\_

<b>Type of Business</b>	<input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> Joint Venture	<input type="checkbox"/> Corporation	<input type="checkbox"/> Other - Describe -
	<input type="checkbox"/> Partnership	<input type="checkbox"/> Limited Liability Corporation (LLC)		
In which state is your company domiciled? <i>(For Reciprocal Preference Law O.C.G.A. §50-5-60(B))</i>				

<b>Authorized Person For Contract Signature</b>	<b>Name:</b>	
	<b>Title:</b>	
	<b>Phone:</b>	
	<b>E-mail Address</b>	
<b>Authorized person to ATTEST to signature</b>	<b>Name:</b>	
	<b>Title:</b>	
	<b>E-mail Address</b>	
<b>Contact Person for Contract Issues</b>	<b>Name:</b>	
	<b>Phone:</b>	
	<b>E-mail Address</b>	

Please select all **District(s)** where you are interested in providing services:

- D1   
  D2   
  D3   
  D4   
  D5   
  D6   
  D7

## Routine Maintenance Qualification Application

### SECTION 2      Required Documentation Needed

Include with your application, the following completed ***Required Documents***:

- A    [Certification Form](#)
- B    [Licensing / Accreditation Form](#)
- C    [Georgia Tax Compliance Form](#)
- D    [Conflict of Interest Disclosure Form](#)
- E    [Reference Form](#)
- F    [Company Experience Form](#)
- G    [Current State of Georgia Business Registration OR Business License from Georgia County](#)
- H    [Proof of Insurability](#)

Once all applicable Required Documents are completed, sign all applicable documents, save the forms and any supporting documents. If filing the application electronically, save these documents as a single PDF file. Title this document as “COMPANYNAME\_Application.pdf”. If sending in a paper copy, please remember to include all Required Documents, along with the application, in your submittal.

### **SECTION 3 – Type(s) of Services Offered**

Please select all **Types of Service(s)** - you are interested in providing services. Click on link to take you to that portion of the application. You may disregard any category of service you are NOT interested in applying.

<input type="checkbox"/> <a href="#">Fencing</a>	<input type="checkbox"/> <a href="#">Herbicide</a>	<input type="checkbox"/> <a href="#">Bridge Maintenance and Repairs</a>
<input type="checkbox"/> <a href="#">Landscaping</a>	<input type="checkbox"/> <a href="#">Highway Mowing</a>	<input type="checkbox"/> <a href="#">Pavement Preservation</a>
<input type="checkbox"/> <a href="#">PCC Rehab</a>	<input type="checkbox"/> <a href="#">Short Line Pavement</a>	<input type="checkbox"/> <a href="#">Sound Barrier</a>
<input type="checkbox"/> <a href="#">Drainage Rehabilitation</a>	<input type="checkbox"/> <a href="#">Tree Cutting</a>	<input type="checkbox"/> <a href="#">Vegetation Removal</a>
<input type="checkbox"/> <a href="#">Sweeping and Storm Drain Cleaning</a>		<input type="checkbox"/> <a href="#">Guardrail Maintenance</a>
<input type="checkbox"/> <a href="#">Rumble Strip Maintenance</a>	<input type="checkbox"/> <a href="#">Sign and Sign Component (structures) Maintenance</a>	

For additional information regarding “Routine Maintenance Services”, please follow the link to the [RFQC for Routine Maintenance Services](#) and/or the [Routine Maintenance Services Qualification](#) website.



**Routine Maintenance Qualification Application**  
**SECTION 2.A. CERTIFICATION FORM**

I, \_\_\_\_\_, being duly sworn, state that I am \_\_\_\_\_ (title) of \_\_\_\_\_ (applicant) and hereby duly certify that I have read and understand the information presented in the attached proposal and any enclosure and exhibits thereto.

**Check each box below indicating certification.** The person checking must be the same person who signs the Certification Form. (If unable to check any box for any reason, you must attach a statement explaining the non-certification. The Department will review and make a determination as to whether or not the applicant shall be considered further or be disqualified).

- I further certify that to the best of my knowledge the information given in this application and supporting documentation is full, complete and truthful.
- I further certify that the applicant and any principal employee of the applicant has not, in the immediately preceding five (5) years, been convicted of any crime of moral turpitude or any felony offense, nor has had their professional license suspended, revoked or been subjected to disciplinary proceedings, nor is any team members/principals currently under indictment for any reason related to actions on public projects.
- I further certify that I understand that Firms included on the current Federal list or State of Georgia list of firms suspended or debarred are not eligible for selection and that the applicant has not, in the immediately preceding five (5) years, been suspended or debarred from contracting with any federal, state or local government agency, and further, that the applicant is not now under consideration for suspension or debarment from any such agency.
- I further certify that the applicant has not in the immediately preceding five (5) years been defaulted in any federal, state or local government agency contract and further, that the applicant is not now under any notice of intent to default on any such contract, nor has been removed from a contract or failed to complete a contract as assigned due to cause or default.
- I further certify that the applicant or any affiliate(s) has not been involved in any arbitration, litigation, mediation, dispute review board or other dispute resolution proceeding with a client, business partner, or government agency in the last five (5) years involving an amount in excess of \$500,000 related to performance on public projects.
- I further certify that there are not any pending regulatory inquiries that could impact our ability to provide services if we are the selected contractor.

I acknowledge, agree and authorize, and certify that the applicant acknowledges, agrees and authorizes, that GDOT may, by means that either deems appropriate, determine the accuracy and truth of the information provided by the applicant and that the GDOT may contact any individual or entity named in the Statement of Qualifications for the purpose of verifying the information supplied therein.

I acknowledge and agree that all of the information contained in this application is submitted for the express purpose of inducing the GDOT to award a contract.

*A material false statement or omission made in conjunction with this proposal is sufficient cause for suspension or debarment from further contracts, or denial or rescission of any contract entered into based upon this proposal thereby precluding the applicant from doing business with, or performing work for, the State of Georgia. In addition, such false statement or omission may subject the person and entity making the proposal to criminal prosecution under the laws of the State of Georgia of the United States, including but not limited to O.C.G.A. §16-10-20, 18 U.S.C. §§1001 or 1341.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
PRINTED NAME



**Routine Maintenance Qualification Application**  
**SECTION 2.B. - LICENSING / ACCREDITATION**

Company Name \_\_\_\_\_

Service(s) Applying for \_\_\_\_\_

The applicant must be accredited and/or licensed for the service selected as described in the prequalification requirements section of this application.

This applicant is applying for basic qualification services as selected in Section 3 of this application for a period of five (5) years.

I understand that all services shall be performed in accordance with State of Georgia laws and regulations and as directed by the contract and authorized representative of the Georgia Department of Transportation (GDOT). I will only seek projects, which I am qualified to perform. Furthermore, if employed in this capacity, I agree to faithfully perform and abide by the contract terms and act in the best interest of GDOT. If GDOT should approve this application and determine I am eligible for service, I understand such approval and determination will not guarantee that I will be selected for service on any project during this, or any other term. I understand that approval of this application will include me in a list of Qualified Routine Maintenance Contractors, and that all Qualified Routine Maintenance Contractors are subject to additional bidding for future Invitations to Bid (ITBs). I further agree that if this application is approved, I will provide notice to GDOT of any changes to my affiliations, accreditations and/or certifications that would impact my eligibility.

I understand and agree that GDOT may release me from eligibility as deemed appropriate by GDOT at its sole discretion, and may change prequalification and/or selection processes at any time upon notice to eligible Routine Maintenance Contractor.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Name (Type or Print)

## Routine Maintenance Qualification Application

### SECTION 2.C. - Georgia Tax Compliance Form



### TAX COMPLIANCE

#### INSTRUCTIONS TO SUPPLIERS

Please complete the following information:

- Supplier's Name:
- Physical Location Address:
- Federal Identification Number (FEI):
- Have you ever been registered in the State of Georgia?
- If so, please provide the following information, if applicable:
  - State Taxpayer Identification Number (STI):
  - Sales and Use Tax Number:
  - Withholding Tax Number:
- What type of service will you perform?
- Will you sell any tangible personal property or goods? **NO**
- Supplier's Affiliate's Name:
  - FEI:
  - STI:
  - Sales and Use Tax Number:
  - Withholding Tax Number:

If there is more than one affiliate, please attach a separate sheet listing the information above.

- Person responsible for handling supplier's tax issues (such as the CFO, the company tax officer, etc.):
  - Name:
  - Telephone Number:
  - E-mail Address:

#### NOTICE TO SUPPLIER:

In the event the supplier is considered for contract award, the information provided in the form will be submitted by the State Entity to the Georgia Department of Revenue ("DOR") for a determination as to whether the supplier is a "prohibited source" (as defined by O.C.G.A. §50-5-82) or whether there are any other outstanding tax issues. **MISSING, INCOMPLETE, OR ERRONEOUS DATA MAY DELAY OR PROHIBIT VERIFICATION OF YOUR ELIGIBILITY FOR CONTRACT AWARD.**

**NO PROHIBITED SOURCE MAY RECEIVE CONTRACT AWARD; THEREFORE, YOU ARE STRONGLY ENCOURAGED TO CHECK YOUR TAX STATUS NOW AND RESOLVE ANY OUTSTANDING TAX LIABILITIES AND/OR MISSING TAX RETURNS.**

STATE ENTITY: Please submit this form via email to DOR at [tsd-state-contractors@dor.ga.gov](mailto:tsd-state-contractors@dor.ga.gov) for processing in accordance with the *Georgia Procurement Manual*.

## Routine Maintenance Qualification Application **SECTION 2.D. - Conflict of Interest Disclosure Form**

### **Conflict of Interest Disclosure Form O.C.G.A Title 32 Solicitation**

#### **Purpose**

This Conflict of Interest Disclosure form is provided to assist Supplier's in screening for potential organizational conflicts of interest. The Conflict of Interest Disclosure form must be submitted along with your proposal.

#### **Definition of "Supplier"**

As used herein, the word "Supplier" includes both the prime contractor and all proposed subcontractors.

#### **Approach to Reviewing Potential Conflicts**

The Georgia Department of Transportation recognizes that Supplier's must maintain business relations with other public and private sector entities in order to continue as viable businesses. GDOT will take this reality into account as it evaluates the appropriateness of proposed measures to mitigate potential conflicts. It is not GDOT's intent to disqualify Suppliers based merely on the existence of a business relationship with another entity, but rather only when such relationship causes a conflict that potentially impairs the Supplier's ability to provide objective advice to GDOT. GDOT would seek to disqualify Suppliers only in those cases where a potential conflict cannot be adequately mitigated. Nevertheless, GDOT must follow statutory guidance on Conflicts of Interest.

#### **Examples of Possible Conflicts of Interest (but not all inclusive):**

1. The Supplier, or its principals, own real property in a location where there may be a positive or adverse impact on the value of such property based on the recommendations, designs, appraisals, or other deliverables required by this Contract.
2. The Supplier is providing services to another governmental or private entity and the Supplier knows or has reason to believe, that entity's interests are, or may be, adverse to the state's interests with respect to the specific project covered by this contract. Comment: the mere existence of a business relationship with another entity would not ordinarily need to be disclosed. Rather, this focuses on the nature of services commissioned by the other entity. For example, it would not be appropriate to propose on a GDOT project if a local government has also retained the Supplier for the purpose of persuading GDOT to stop or alter the project plans.
3. The Contract is for right-of-way services (e.g. geotechnical exploration) and the Supplier has an existing business relationship with a governmental or private entity that owns property to be acquired pursuant to the Contract.
4. The Supplier is providing real estate or design services to a private entity, including but not limited to developers, whom the Supplier knows or has good reason to believe, own or are planning to purchase property affected by the project covered by this Contract, when the value or potential uses of such property may be affected by the Supplier's performance of work pursuant to this Contract. "Property affected by the project" includes property that is in, adjacent to, or in reasonable proximity to current or potential right-of- way for the project. The value or potential uses of the private entity's property may be affected by the Supplier's work pursuant to the Contract when such work involves providing recommendations for right-of- way acquisition, access control, and the design or location of frontage roads and interchanges. Comment: this provision does not presume Suppliers know or have a duty to inquire as to all of the business objectives of their clients. Rather, it seeks the disclosure of information regarding cases where the Supplier has reason to believe that its performance of work under this Contract may materially affect the value or viability of a project it is performing for the other entity.
5. The Supplier has a business arrangement with a current GDOT employee or immediate family member of such employee, including promised future employment of such person, or a subcontracting arrangement with such person, when such arrangement is contingent on the Supplier being awarded this Contract. This item does not apply to preexisting employment of current or former GDOT employees, or their immediate family members. Comment: this provision is not intended to supersede any GDOT policies applicable to its own employees accepting outside employment. This provision is intended to focus on identifying situations where



## Routine Maintenance Qualification Application

### SECTION 2.D. - Conflict of Interest Disclosure Form

promises of employment have been made contingent on the outcome of this particular procurement. It is intended to avoid a situation where a Supplier may have unfair access to “inside” information.

6. The Supplier has, in previous work for the state, helped create the “ground rules” for this solicitation by performing work such as: writing this solicitation, or preparing evaluation criteria or evaluation guides for this solicitation.
7. The Supplier, or any of its principals, because of any current or planned business arrangement, investment interest, or ownership interest in any other business, may be unable to provide objective advice to the state.

#### **Disclosure of Potential Conflict Of Interest**

Please describe below any circumstances that you believe could contribute to a conflict of interest:

I have no conflict of interest to report.

I have the following conflict of interest to report (Describe nature of potential conflict):

Click here to enter text.

<b><u>CERTIFICATION</u></b>	
I hereby certify that the information set forth above is true and complete to the best of my knowledge. By signing this form, the Supplier agrees that any such material transaction or relationship has been disclosed to the Department.	
<b>Contractor’s Full Legal Name: (PLEASE TYPE OR PRINT)</b>	
<b>Authorized Signature:</b>	
<b>Printed Name and Title of Person Signing:</b>	
<b>Date:</b>	
<b>Company Address:</b>	
<b>Email Address:</b>	

*\*This table must be completed in its entirety by the supplier.*



## Routine Maintenance Qualification Application

### SECTION 2.E. - Reference Form

Provide at least one (1) and up to three (3) references of customers for services of any size, function, and complexity as identified in this application. References must be for work performed within the last five (5) years.

Company Name	Contract Period		
Contact Person Name and Title	Telephone Number (include area code)		
City	City	State	Zip Code
Email Address	Fax Number (include area code)		
Description of Services Performed:			

Company Name	Contract Period		
Contact Person Name and Title	Telephone Number (include area code)		
Complete Primary Address	City	State	Zip Code
Email Address	Fax Number (include area code)		
Description of Services Performed:			

Company Name	Contract Period		
Contact Person Name and Title	Telephone Number (include area code)		
Complete Primary Address	City	State	Zip Code
Email Address	Fax Number (include area code)		
Description Services Performed:			

#### REFERENCE CHECK RELEASE STATEMENT

Georgia Department of Transportation is authorized to contact the references provided above for purposes of this RFQC.

\_\_\_\_\_

(Authorized Signature of Offeror)

\_\_\_\_\_

Date

\_\_\_\_\_

Title

\_\_\_\_\_

Company Name

## Routine Maintenance Qualification Application

### SECTION 2.F. – Company Experience Form

Applicant Name:  
Application Date:  
Service(s) Applying for:

1. Briefly describe the history and growth of your company(s). Provide general information about the company's personnel resources, including disciplines and numbers of trainers and locations and staffing of offices.

2. Applicant must demonstrate the ability to provide customer service and address claims. This should include a description of how claims will be resolved in a fair/equitable and timely manner. Describe the Applicant's experience in providing customer service and addressing legal and/or customer service claims.

3. The Department expects the applicant to be fully able to complete any work for which they choose to bid. Applicants considering sub-contracting must have an adequate plan for personnel and equipment to complete the requested maintenance services. **THERE MUST BE AT LEAST ONE (1) PERSON ON THE APPLICANT'S STAFF THAT UNDERSTANDS AND MANAGES THE APPLICABLE CATEGORY(IES)**. If you plan to sub-contract, what percentage of work will be sub-contracted?

4. If you plan to sub-contract in order to complete maintenance services, describe your process and plan for sub-contracting.

5. Please ATTACH Resumes of senior leadership and key employees, to include at a minimum

- a) Name and Job Title
- b) Level or Experience **WITHIN THE APPLICABLE CATEGORY(IES)**
- c) Licenses, if applicable
- d) Length Of Related Service - both overall and with the Contractor



## **Routine Maintenance Qualification Application**

### **SECTION 2.G. – Current State of Georgia Business License OR Business Registration SECTION 2.H. – Proof of Insurability**

Please scan and attach (as a PDF file if submitting electronically) your CURRENT Business License or Registration and Proof of Insurability.

1. **Current State of Georgia Business Registration OR Business License from Georgia County**
  - a. **If DBA, copy of county registration**
2. [W-9](#)
3. **Proof of Insurability**
4. [GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT](#)
5. [Vendor Management Form](#)

## Routine Maintenance Qualification Application

Applicant Name \_\_\_\_\_

Application Date \_\_\_\_\_

### Section 3 – Type of Service Offered - Drainage Rehabilitation, Repair, Replacement, and Miscellaneous Maintenance Services

Applicants must demonstrate the ability to provide **Drainage Rehabilitation, Repair, Replacement, and Miscellaneous Maintenance Services** for other clients of any size, function, and complexity as identified in the General Scope of Work as listed in the [RFQC for Routine Maintenance Services](#).

A. For each activity selected below, provide up to three (3) current or previous Pipe Installation, Replacement and/or Drainage Repair projects/contracts (in the last 5 years) that are similar to items as chosen below. For qualification consideration, place in order of most relevant to least relevant, which demonstrate the Applicant's capabilities to perform scope at hand. Provide each client or account name, location and dates when services were performed, a description of services provided including the size and scope of each project.

- Miscellaneous Concrete (various Pay Items)
- Pipe/Culvert Repair-Replace-Renovate (Per Linear Foot)
- Repair/Replace Drainage Structures (Boxes, Manholes, Etc.) (various Pay Items)
- Jack or Boring Pipe (Per Linear Foot)
- Pipe/Culvert/Drainage Box Cleaning (Per Linear Foot)

## Routine Maintenance Qualification Application

Applicant Name \_\_\_\_\_

Application Date \_\_\_\_\_

### Section 3 – Type of Service Offered - Drainage Rehabilitation, Repair, Replacement, and Miscellaneous Maintenance Services

#### B. Equipment and Personnel

Applicant must have adequate personnel and equipment to complete the requested maintenance services as detailed in the General Scope of Work. Provide a list of all Applicant owned or leased equipment intended for use. A current lease agreement, with equipment list, contingent upon ITB award will satisfy this requirement.

#### C. Traffic Control

The Applicant's Project Manager must demonstrate the ability to provide roadside and/or utility right-of-way traffic control for onsite supervision as contemplated in the General Scope of Work OR provide a subcontractor meeting minimum qualifications. Provide resume of personnel with experience in roadside and/or utility right-of-way traffic control.

## Routine Maintenance Qualification Application

Applicant Name \_\_\_\_\_

Application Date \_\_\_\_\_

### Section 3 – Type of Service Offered - Fencing, Barricades and Handrail Maintenance Services

- A. Applicants must demonstrate the ability to provide **Fencing, Barricades and Handrail Maintenance Services** for other clients of any size, function, and complexity as identified in the General Scope of Work as listed in the [RFQC for Routine Maintenance Services](#).

Provide up to three (3) current or previous Fencing, Barricades and Handrail Maintenance contracts/projects (in the last 5 years) in order of most relevant to least relevant, which demonstrate the Applicant's capabilities to perform scope at hand. Provide a description of services provided including the size and scope of each project.

**B. Equipment and Personnel**

Applicant must have adequate personnel and equipment to complete the requested maintenance services as detailed in the General Scope of Work.

1. If Applicant is considering bidding on multiple ITBs, describe how you would accomplish completing multiple ITB's with your existing equipment and personnel or how you would supplement it.
2. Provide current number of personnel available to perform the maintenance services.
3. Provide a list of all Applicant owned or leased equipment intended for use.

## Routine Maintenance Qualification Application

Applicant Name \_\_\_\_\_

Application Date \_\_\_\_\_

### Section 3 – Type of Service Offered - Fencing, Barricades and Handrail Maintenance Services

#### C. Traffic Control Experience

The Applicant's Project Manager must demonstrate the ability to provide roadside and/or utility right-of-way traffic control for onsite supervision as contemplated in the General Scope of Work, OR Provide a subcontractor meeting minimum qualifications.

D. Provide resume of personnel with experience in roadside and/or utility right-of-way traffic control.



## Routine Maintenance Qualification Application

Applicant Name \_\_\_\_\_

Application Date \_\_\_\_\_

### Section 3 – Type of Service Offered – Herbicide Application Services

- A. Applicants must demonstrate the ability to provide Herbicide Application Services for other clients of any size, function, and complexity as identified in the General Scope of Work as listed in the [RFQC for Routine Maintenance Services](#).

Provide up to three (3) current or previous Herbicide Application contracts/projects (in the last 5 years) in order of most relevant to least relevant, which demonstrate the Applicant's capabilities to perform scope at hand. Provide a description of services provided including the size and scope of each project.

- B. Provide information on applicant's policies and procedures for applying herbicides around bodies of water and environmentally sensitive areas.

## Routine Maintenance Qualification Application

Applicant Name \_\_\_\_\_

Application Date \_\_\_\_\_

### Section 3 – Type of Service Offered – Herbicide Application Services

#### C. Equipment, Personnel, and Sub-contracting

Applicant must have adequate personnel and equipment to complete the requested maintenance services as detailed in the General Scope of Work.

1. If Applicant is considering bidding on multiple ITBs, describe how you would accomplish completing multiple ITBs with your existing equipment and personnel or how you would supplement it.
2. Provide current number of personnel available to perform the maintenance services.
3. Provide a list of all Applicant owned or leased equipment intended for use, including information on applicant's list of all herbicide application equipment (i.e. truck mounted chemical injection spray systems with boomless nutating spray heads for broadcast applications, shadow/buffer vehicles, vehicles and skid-spray units for low volume applications).

#### D. Traffic Control Experience

The Applicant's Project Manager must demonstrate the ability to provide roadside and/or utility right-of-way traffic control for onsite supervision as contemplated in the General Scope of Work, OR Provide a subcontractor meeting minimum qualifications.

Provide resume of personnel with experience in roadside and/or utility right-of-way traffic control.

#### E. Provide information on experience controlling undesirable vegetation and invasive species utilizing herbicides.

## Routine Maintenance Qualification Application

Applicant Name \_\_\_\_\_

Application Date \_\_\_\_\_

### Section 3 – Type of Service Offered – Herbicide Application Services

- F. Provide a list of all the terrestrial and aquatic herbicides including the use of custom blended herbicides that the Contractor has utilized in the past to control, suppress or eradicate invasive species or specific target vegetation. For each herbicide listed, provide the rate and target applied.

- G. Provide information on applicant's safety policies, procedures and training requirements for:

- i. Personal Protective Equipment
- ii. Label and MSDS Protocol
- iii. Application Techniques
- iv. Spill Management
- v. First Aid Procedures

## Routine Maintenance Qualification Application

Applicant Name \_\_\_\_\_

Application Date \_\_\_\_\_

### Section 3 – Type of Service Offered – Guardrail Maintenance Services

- A. Applicants must demonstrate the ability to provide **Guardrail Maintenance Services** for other clients of any size, function, and complexity as identified in the General Scope of Work as listed in the [RFQC for Routine Maintenance Services](#). Provide up to three (3) current or previous Guardrail Maintenance contracts/projects (in the last 5 years) in order of most relevant to least relevant, which demonstrate the Applicant's capabilities to perform scope at hand. Provide a description of services provided including the size and scope of each project.

#### B. Equipment and Personnel

Applicant must have adequate personnel and equipment to complete the requested maintenance services as detailed in the General Scope of Work.

1. If Applicant is considering bidding on multiple ITBs, describe how you would accomplish completing multiple ITBs with your existing equipment and personnel or how you would supplement it.
2. Provide current number of personnel available to perform the maintenance services.
3. Provide a list of all Applicant owned or leased equipment intended for use.

## Routine Maintenance Qualification Application

Applicant Name \_\_\_\_\_

Application Date \_\_\_\_\_

### Section 3 – Type of Service Offered – Guardrail Maintenance Services

#### C. Traffic Control Experience

The Applicant's Project Manager must demonstrate the ability to provide roadside and/or utility right-of-way traffic control for onsite supervision as contemplated in the General Scope of Work, OR provide a subcontractor meeting minimum qualifications. Provide resume of personnel with experience in roadside and/or utility right-of-way traffic control.

## Routine Maintenance Qualification Application

Applicant Name \_\_\_\_\_

Application Date \_\_\_\_\_

### Section 3 – Type of Service Offered - Highway Mowing and Maintenance Services

Applicants must demonstrate the ability to provide **Highway Mowing and Maintenance Services** for other clients of any size, function, and complexity as identified in the General Scope of Work as listed in the [RFQC for Routine Maintenance Services](#).

- A. Provide up to three (3) current or previous Highway Mowing and Maintenance contracts/projects (in the last 5 years) in order of most relevant to least relevant, which demonstrate the Applicant's capabilities to perform scope at hand. Provide a description of services provided including the size and scope of each project.

#### B. Equipment and Personnel

Applicant must have adequate personnel and equipment to complete the requested maintenance services as detailed in the General Scope of Work.

1. If Applicant is considering bidding on multiple ITBs, describe how you would accomplish completing multiple ITBs with your existing equipment and personnel or how you would supplement it.
2. Provide current number of personnel available to perform the maintenance services.
3. Provide a list of all Applicant owned or leased equipment intended for use.

## Routine Maintenance Qualification Application

Applicant Name \_\_\_\_\_

Application Date \_\_\_\_\_

### Section 3 – Type of Service Offered - Highway Mowing and Maintenance Services

#### C. Traffic Control Experience

- a. The Applicant's Project Manager must demonstrate the ability to provide roadside and/or utility right-of-way traffic control for onsite supervision as contemplated in the General Scope of Work, OR provide a subcontractor meeting minimum qualifications. Provide resume of personnel with experience in roadside and/or utility right-of-way traffic control.

- D. Provide a detailed description of the Contractor's safety policies, procedures and training requirements for each of the following:

1. Personal Protective Equipment
2. Mowing and Trimming Equipment
3. First Aid Procedures

## Routine Maintenance Qualification Application

Applicant Name \_\_\_\_\_

Application Date \_\_\_\_\_

### Section 3 – Type of Service Offered – Bridge Maintenance and Repairs

- A. Applicants must demonstrate the ability to provide **Bridge Maintenance and Repairs** for other clients of any size, function, and complexity as identified in the General Scope of Work as listed in the [RFQC for Routine Maintenance Services](#). Provide up to three (3) current or previous Bridge Maintenance and Repairs contracts/projects (in the last 5 years) in order of most relevant to least relevant, which demonstrate the Applicant's capabilities to perform scope at hand. Provide a description of services provided including the size and scope of each project.

#### B. Equipment and Personnel

Applicant must have adequate personnel and equipment to complete the requested maintenance services as detailed in the General Scope of Work.

1. If Applicant is considering bidding on multiple ITBs, describe how you would accomplish completing multiple ITBs with your existing equipment and personnel or how you would supplement it.
2. Provide current number of personnel available to perform the maintenance services.
3. Provide a list of all Applicant owned or leased equipment intended for use.



## Routine Maintenance Qualification Application

Applicant Name \_\_\_\_\_

Application Date \_\_\_\_\_

### **Section 3 – Type of Service Offered – Bridge Maintenance and Repairs**

**C. Traffic Control Experience**

The Applicant's Project Manager must demonstrate the ability to provide roadside and/or utility right-of-way traffic control for onsite supervision as contemplated in the General Scope of Work, OR provide a subcontractor meeting minimum qualifications.

**D.** Provide resume of personnel with experience in roadside and/or utility right-of-way traffic control.

## Routine Maintenance Qualification Application

Applicant Name \_\_\_\_\_

Application Date \_\_\_\_\_

### Section 3 – Type of Service Offered – Landscaping Maintenance Services

- A. Applicants must demonstrate the ability to provide **Highway Landscaping and Maintenance Services** for other clients of any size, function, and complexity as identified in the General Scope of Work as listed in the [RFQC for Routine Maintenance Services](#). Provide up to three (3) current or previous Highway Landscaping and Maintenance contracts/projects (in the last 5 years) in order of most relevant to least relevant, which demonstrate the Applicant's capabilities to perform scope at hand. Provide a description of services provided including the size and scope of each project.

#### B. Equipment and Personnel

Applicant must have adequate personnel and equipment to complete the requested maintenance services as detailed in the General Scope of Work.

1. If Applicant is considering bidding on multiple ITBs, describe how you would accomplish completing multiple ITBs with your existing equipment and personnel or how you would supplement it.
2. Provide current number of personnel available to perform the maintenance services.
3. Provide a list of all Applicant owned or leased equipment intended for use.

## Routine Maintenance Qualification Application

Applicant Name \_\_\_\_\_

Application Date \_\_\_\_\_

### Section 3 – Type of Service Offered – Landscaping Maintenance Services

#### C. Traffic Control Experience

The Applicant's Project Manager must demonstrate the ability to provide roadside and/or utility right-of-way traffic control for onsite supervision as contemplated in the General Scope of Work, OR provide a subcontractor meeting minimum qualifications. Provide resume of personnel with experience in roadside and/or utility right-of-way traffic control.

#### D. Provide information on safety policies, procedures and training for:

1. Personal Protective Equipment
2. Label and MSDS Protocol
3. Application Techniques
4. Spill Management
5. First Aid Procedures

## Routine Maintenance Qualification Application

Applicant Name \_\_\_\_\_

Application Date \_\_\_\_\_

### Section 3 – Type of Service Offered – Pavement Marking - Short Line Pavement Striping

A. Applicants must demonstrate the ability to provide **Pavement Marking - Short Line Pavement Striping** for other clients of any size, function, and complexity as identified in the General Scope of Work as listed in the [RFQC for Routine Maintenance Services](#). Provide information on up to three (3) years of experience in providing Short Line Highway Pavement Marking Services for other clients. Include:

- Up to three (3) current or previous Short Line Highway Pavement Marking Services contracts/projects, which demonstrate the Prospective Contractor's capabilities to perform scope.
- Client or account name, location and dates when services were performed
- Names and current contact information of persons who actually inspected and/or supervised the Short Line Highway Pavement Marking Services of applicant.
- A description of services provided including the size and scope of each project.

B. Provide information on applicant's experience training employees in the safe use of commercial Short Line Highway Pavement Marking Services equipment, including identification of hazardous materials, equipment safety precautions, and traffic control for moving operations, spill management, first aid procedures, and OSHA and Federal or State Right to Know laws and standards.

## Routine Maintenance Qualification Application

Applicant Name \_\_\_\_\_

Application Date \_\_\_\_\_

### Section 3 – Type of Service Offered – Pavement Marking - Short Line Pavement Striping

C. Provide a detailed description of applicant's safety policies, procedures and training requirements for each of the following:

- Personal Protective Equipment
- Traffic Control (MUTCD Minimums)
- First Aid Procedures

D. Provide information on applicant's interaction with OSHA compliance or Federal and State "Right to Know" compliance.

### E. Personnel and Equipment

## Routine Maintenance Qualification Application

Applicant Name \_\_\_\_\_

Application Date \_\_\_\_\_

### Section 3 – Type of Service Offered – Pavement Marking - Short Line Pavement Striping

1. Provide information on applicant's personnel and equipment to complete Short Line Highway Pavement Marking Services at locations along State Highways and Interstate Systems throughout the State of Georgia.
2. Provide information on how applicant would accomplish Short Line Highway Pavement Marking Services at locations along State Highways and Interstate Systems throughout the State of Georgia on different district routes and facilities using existing equipment and personnel, if applicable.
3. Provide number of personnel available to perform Short Line Highway Pavement Marking Services at locations along State Highways and Interstate Systems throughout the State of Georgia.
4. Provide a list of all Contractor owned or leased commercial Short Line Highway Pavement Marking Services at locations along State Highways and Interstate Systems throughout the State of Georgia.

- F. Provide information on applicant's customer service protocols, including handling inquiries about damages or injuries caused by Short Line Highway Pavement Marking activities.

## Routine Maintenance Qualification Application

**Applicant Name** \_\_\_\_\_

**Application Date** \_\_\_\_\_

### Section 3 – Type of Service Offered - Pavement Preservation Maintenance Services

Applicants must demonstrate the ability to provide **Pavement Preservation and Maintenance Services** for other clients of any size, function, and complexity as identified in the General Scope of Work as listed in the [RFQC for Routine Maintenance Services](#).

**A.** For each preservation activity selected below, provide up to three (3) current or previous Pavement Preservation and Maintenance Services contracts/projects (in the last 5 years) for qualification consideration in order of most relevant to least relevant, which demonstrate the Applicant’s capabilities to perform scope at hand. Provide each client or account name, location and dates when services were performed, a description of services provided including the size and scope of each project.

Select (place an “X”) the Preservation Activity(ies) for prequalification consideration.

- Crack Seals and Fillings
- Surface Treatments/Chip
- Seals/Strip Seals (Single/Multiple Course)
- Fog Seal/Seal Coats
- Scrub Seal
- Micro/Slurry Seal
- Micro-surfacing (Single /Multiple Course)
- Shoulder Paving/Widening
- Hot-Mix Spot Patching Overlays (Thin Lift)
- Hot-Mix Spot Mill and In-Lay
- Pothole Patching and Repair - Cold-Mix Asphalt Repair
- Temporary Edge Rut Repair
- Permanent Edge Rut Repair
- Spray Injection Patching/Mastic Patching
- Hot-Mix Pavement Patching (Deep Base Patching)
- White-Topping (Full Depth – Thin – Ultra Thin)
- Roto-Milling

## Routine Maintenance Qualification Application

Applicant Name \_\_\_\_\_

Application Date \_\_\_\_\_

### Section 3 – Type of Service Offered - Pavement Preservation Maintenance Services

- B. Equipment and Personnel:** Applicant must have adequate personnel and equipment to complete the requested maintenance services as detailed in the General Scope of Work. Provide a list of all Applicant owned or leased equipment intended for use. A current lease agreement, with equipment list, contingent upon ITB award will satisfy this requirement.

- C. Traffic Control:** The Applicant's Project Manager must demonstrate the ability to provide roadside and/or utility right-of-way traffic control for onsite supervision as contemplated in the General Scope of Work OR provide a subcontractor meeting minimum qualifications. Provide resume of personnel with experience in roadside and/or utility right-of-way traffic control.



## Routine Maintenance Qualification Application

**Applicant Name** \_\_\_\_\_

**Application Date** \_\_\_\_\_

### Section 3 – Type of Service Offered – Concrete and Portland Cement Concrete (PCC) Pavement Maintenance Services

Applicants must demonstrate the ability to provide **Concrete and Portland Cement Concrete (PCC) Pavement Maintenance Services** for other clients of any size, function, and complexity as identified in the General Scope of Work as listed in the [RFQC for Routine Maintenance Services](#).

- A.** For each Concrete and Portland Cement Concrete (PCC) Pavement Maintenance activity selected below, provide up to three (3) current or previous Concrete and Portland Cement Concrete (PCC) Pavement Maintenance Services contracts/projects (in the last 5 years) for qualification consideration in order of most relevant to least relevant, which demonstrate the Applicant’s capabilities to perform scope at hand. Provide each client or account name, location and dates when services were performed, a description of services provided including the size and scope of each project.

Select (place an “X”) the Concrete and Portland Cement Concrete (PCC) Pavement Maintenance Service Activity(ies) for prequalification consideration.

- Portland Cement Concrete Sub base
- Portland Cement Concrete (PCC) Pavement
- Grind Concrete Pavement,
- Portland Cement Concrete End Dams and Patches (including Rapid Setting),
- Precast Concrete Header Curb,
- Plain Portland Cement Concrete Shoulders,
- Miscellaneous Concrete,
- Roller Compacted Concrete Pavement,
- Sawed Joints in Existing Pavements,
- Waterproofing Pavement Joints and Cracks,
- Pressure Grouting Portland Cement Concrete Pavement,
- Patching Portland Cement Concrete Pavement (Spall Repair),
- Full Depth Slab Replacement
- Portland Cement Concrete Whitetopping
- Sealing Roadway and Bridge Joints and Cracks
- Flowable Fill
- Concrete Barrier Placement and Repair
- Pneumatically Applied Concrete
- Concrete Glare Screen
- Blast Cleaning Portland Cement Concrete Structures

## Routine Maintenance Qualification Application

Applicant Name \_\_\_\_\_

Application Date \_\_\_\_\_

### Section 3 – Type of Service Offered - Concrete and Portland Cement Concrete (PCC) Pavement Maintenance Services

**B. Equipment and Personnel:** Applicant must have adequate personnel and equipment to complete the requested maintenance services as detailed in the General Scope of Work. Provide a list of all Applicant owned or leased equipment intended for use. A current lease agreement, with equipment list, contingent upon ITB award will satisfy this requirement.

## Routine Maintenance Qualification Application

Applicant Name \_\_\_\_\_

Application Date \_\_\_\_\_

### Section 3 – Type of Service Offered - Concrete and Portland Cement Concrete (PCC) Pavement Maintenance Services

- C. Traffic Control:** The Applicant’s Project Manager must demonstrate the ability to provide roadside and/or utility right-of-way traffic control for onsite supervision as contemplated in the General Scope of Work OR Provide a subcontractor meeting minimum qualifications. Provide resume of personnel with experience in roadside and/or utility right-of-way traffic control.

## Routine Maintenance Qualification Application

Applicant Name \_\_\_\_\_

Application Date \_\_\_\_\_

### Section 3 – Type of Service Offered - Rumble Strip Maintenance Services

- A. Applicants must demonstrate the ability to provide **Rumble Strip Maintenance Services**, including striping and pavement marking installation, for other clients of any size, function, and complexity as identified in the General Scope of Work as listed in the [RFQC for Routine Maintenance Services](#). Provide up to three (3) current or previous Rumble Strip Maintenance contracts/projects (in the last 5 years) in order of most relevant to least relevant, which demonstrate the Applicant's capabilities to perform scope at hand. Provide a description of services provided including the size and scope of each project.

#### B. Equipment and Personnel

Applicant must have adequate personnel and equipment to complete the requested maintenance services as detailed in the General Scope of Work.

1. If Applicant is considering bidding on multiple ITBs, describe how you would accomplish completing multiple ITB's with your existing equipment and personnel or how you would supplement it.
2. Provide current number of personnel with sign repair experience available to perform the maintenance services.
3. Provide a list of all Applicant owned or leased equipment intended for use.

## Routine Maintenance Qualification Application

Applicant Name \_\_\_\_\_

Application Date \_\_\_\_\_

### Section 3 – Type of Service Offered - Rumble Strip Maintenance Services

C. Provide information on the applicant's knowledge and familiarity with GDOT specifications:

- Section 400 – Hot Mix Asphalt Concrete
- Section 413 – Bituminous Tack Coat
- Section 429 – Rumble Strips
- Section 456 – Indentation Rumble Strips
- Section 652 – Painting Traffic Stripe
- Section 653 – Thermoplastic Traffic Stripe
- Section 654 – Raised Pavement Markers
- Section 659 – Hot Applied Preformed Plastic Pavement Markings

#### D. Traffic Control Experience:

The Applicant's Project Manager must demonstrate the ability to provide roadside and/or utility right-of-way traffic control for onsite supervision as contemplated in the General Scope of Work, OR provide a subcontractor meeting minimum qualifications. Provide resume of personnel with experience in roadside and/or utility right-of-way traffic control.

## Routine Maintenance Qualification Application

Applicant Name \_\_\_\_\_

Application Date \_\_\_\_\_

### Section 3 – Type of Service Offered - Sound Barrier, Visual Barrier and Various Wall Maintenance

Applicants must demonstrate the ability to provide **Sound Barrier, Visual Barrier and Various Wall Maintenance** for other clients of any size, function, and complexity as identified in the General Scope of Work as listed in the [RFQC for Routine Maintenance Services](#).

A. For each preservation activity selected below, provide up to three (3) current or previous Sound Barrier, Visual Barrier and Various Wall Maintenance contracts/projects (in the last 5 years) for qualification consideration in order of most relevant to least relevant, which demonstrate the Applicant's capabilities to perform scope at hand. Provide each client or account name, location and dates when services were performed, a description of services provided including the size and scope of each project.

Select (place an "X") the Sound Barrier Wall Installation, Repair and Maintenance Service Activity(ies) for prequalification consideration.

- Sound Barrier
- Visual Barrier
- Crib Lock Retaining Wall
- Permanent Anchored Walls
- Permanent Anchored Tie-Down Wall
- Permanent Anchored Slurry Diaphragm Wall
- Mechanically Stabilized Embankment Retaining and (Contractor Design)
- Permanent Soil Nailed Wall
- Modular Block Retaining Wall System

## Routine Maintenance Qualification Application

Applicant Name \_\_\_\_\_

Application Date \_\_\_\_\_

### Section 3 – Type of Service Offered - Sound Barrier, Visual Barrier and Various Wall Maintenance

- B. Equipment and Personnel:** Applicant must have adequate personnel and equipment to complete the requested maintenance services as detailed in the General Scope of Work. Provide a list of all Applicant owned or leased equipment intended for use. A current lease agreement, with equipment list, contingent upon ITB award will satisfy this requirement.

- C. Traffic Control:** The Applicant's Project Manager must demonstrate the ability to provide roadside and/or utility right-of-way traffic control for onsite supervision as contemplated in the General Scope of Work OR provide a subcontractor meeting minimum qualifications. Provide resume of personnel with experience in roadside and/or utility right-of-way traffic control.

## Routine Maintenance Qualification Application

Applicant Name \_\_\_\_\_

Application Date \_\_\_\_\_

### Section 3 – Type of Service Offered – Sweeping and Storm Drain Cleaning

- A. Applicants must demonstrate the ability to provide **Sweeping and Storm Drain Cleaning** for other clients of any size, function, and complexity as identified in the General Scope of Work as listed in the [RFQC for Routine Maintenance Services](#). Provide up to three (3) current or previous Sweeping and Storm Drain Cleaning contracts/projects (in the last 5 years) in order of most relevant to least relevant, which demonstrate the Applicant's capabilities to perform scope at hand. Provide a description of services provided including the size and scope of each project. Provide experience in MS-4 reporting or providing customer(s) with map-based software system(s).

#### B. Equipment and Personnel

Applicant must have adequate personnel and equipment to complete the requested maintenance services as detailed in the General Scope of Work.

1. If Applicant is considering bidding on multiple ITBs, describe how you would accomplish completing multiple ITBs with your existing equipment and personnel or how you would supplement it.
2. Provide current number of personnel available to perform the maintenance services.
3. Provide a list of all Applicant owned or leased equipment intended for use.



## Routine Maintenance Qualification Application

Applicant Name \_\_\_\_\_

Application Date \_\_\_\_\_

### Section 3 – Type of Service Offered – Sweeping and Storm Drain Cleaning

**C. Traffic Control Experience**

The Applicant's Project Manager must demonstrate the ability to provide traffic control for onsite supervision as contemplated in the General Scope of Work, OR provide a subcontractor meeting minimum qualifications.

**D.** Provide resume of personnel with experience in traffic control.

**E.** Provide any experience with MS-4 reporting or providing map based software systems



## Routine Maintenance Qualification Application

Applicant Name \_\_\_\_\_

Application Date \_\_\_\_\_

### **Section 3 – Type of Service Offered – Sweeping and Storm Drain Cleaning**

## Routine Maintenance Qualification Application

Applicant Name \_\_\_\_\_

Application Date \_\_\_\_\_

### Section 3 – Type of Service Offered - Tree Cutting, Pruning, and Removal Services

- A. Applicants must demonstrate the ability to provide **Tree Cutting, Removal, and Pruning Maintenance Services** for other clients of any size, function, and complexity as identified in the General Scope of Work as listed in the [RFQC for Routine Maintenance Services](#). Provide up to three (3) current or previous tree cutting, removal, and pruning maintenance contracts/projects (in the last 5 years) in order of most relevant to least relevant, which demonstrate the Applicant's capabilities to perform scope at hand. Provide a description of services provided including the size and scope of each project

#### B. Equipment and Personnel

Applicant must have adequate personnel and equipment to complete the requested maintenance services as detailed in the General Scope of Work.

4. If Applicant is considering bidding on multiple ITBs, describe how you would accomplish completing multiple ITB's with your existing equipment and personnel or how you would supplement it.
5. Provide current number of personnel available to perform the maintenance services.
6. Provide a list of all Applicant owned or leased equipment intended for use.

## Routine Maintenance Qualification Application

Applicant Name \_\_\_\_\_

Application Date \_\_\_\_\_

### Section 3 – Type of Service Offered – Tree Cutting, Pruning, and Removal Services

#### C. Traffic Control Experience

The Applicant's Project Manager must demonstrate the ability to provide roadside and/or utility right-of-way traffic control for onsite supervision as contemplated in the General Scope of Work, OR Provide a subcontractor meeting minimum qualifications. Provide resume of personnel with experience in roadside and/or utility right-of-way traffic control

D. Provide a copy of the Applicant's, Applicant's staff, or Applicant's subcontractor current and valid ISA Certified Arborist credential

E. Provide a detailed description of the Prospective Contractor's safety policies, procedures, training requirements and OSHA Safety Standards and/or Labels for each of the following:

- Chain saws
- Chippers
- Aerial Lifts
- Personal Protective Equipment (PPE)
- First Aid Procedures

## Routine Maintenance Qualification Application

Applicant Name \_\_\_\_\_

Application Date \_\_\_\_\_

### Section 3 – Type of Service Offered - Vegetation Removal Services

- A. Applicants must demonstrate the ability to provide **Vegetation Removal Services** for other clients of any size, function, and complexity as identified in the General Scope of Work as listed in the [RFQC for Routine Maintenance Services](#). Provide up to three (3) current or previous vegetation removal contracts/projects (in the last 5 years) in order of most relevant to least relevant, which demonstrate the Applicant's capabilities to perform scope at hand. Provide a description of services provided including the size and scope of each project

#### B. Equipment and Personnel

Applicant must have adequate personnel and equipment to complete the requested maintenance services as detailed in the General Scope of Work.

1. If Applicant is considering bidding on multiple ITBs, describe how you would accomplish completing multiple ITBs with your existing equipment and personnel or how you would supplement it.
2. Provide current number of personnel available to perform the maintenance services.
3. Provide a list of all Applicant owned or leased equipment intended for use.

## Routine Maintenance Qualification Application

**Applicant Name** [Click here to enter text.](#)  
**Application Date** [Click here to enter a date.](#)

### Section 3 – Type of Service Offered – Vegetation Removal Services

#### C. Traffic Control Experience

The Applicant's Project Manager must demonstrate the ability to provide roadside and/or utility right-of-way traffic control for onsite supervision as contemplated in the General Scope of Work, OR provide a subcontractor meeting minimum qualifications. Provide resume of personnel with experience in roadside and/or utility right-of-way traffic control.

#### D. Provide a detailed description of the Prospective Contractor's safety policies, procedures, training requirements and OSHA Safety Standards and/or Labels for each of the following:

- Chain saws
- Chippers
- Aerial Lifts and All Terrain Tree Trimmers
- Personal Protective Equipment (PPE)
- First Aid Procedures



## Routine Maintenance Prequalification Application

### **SECTION 4 – Submittal Information**

#### **Completed Application**

Once your application is complete, please email form, all required and applicable requested supporting documentation to Georgia DOT at [route\\_maint\\_prequalification@dot.ga.gov](mailto:route_maint_prequalification@dot.ga.gov)

OR

Mail completed form and all applicable supporting documents to:

**Georgia Department of Transportation – Office of Procurement**

One Georgia Center

Attn: Routine Maintenance Qualification Manager

600 West Peachtree Street, 19th Floor

Atlanta, Georgia 30310