

**North Carolina State University  
Facilities Service, Construction Services  
Attn: Jeff Elliott  
Campus Box 7216  
Raleigh, NC 27695-7541**

**Contractor Pre-qualification Checklist**

- 1.1: Letter of Interest
  - 1.1.1: Statement of type of work performed by company
  - 1.1.2: Firm Name and Address
  - 1.1.3: One Contact for Company for NCSU
  - 1.1.4: Distance from Campus (Location of home office and locate office (if not the same))
  - 1.1.5: Organization Chart (List of company officers with title and telephone numbers (office and mobile))
  - 1.1.6: State of Incorporation
  - 1.1.7: Number of permanent employees (including a listing of position titles and the number of persons in each position (Ex: 3 Vice Presidents, 5 Superintendents, etc, 12 foremen, 7 machine operators, etc))
  - 1.1.8: List of currently-owned vehicles and/or construction equipment
- 1.2: Copy of current North Carolina contractor's license that indicates
  - 1.2.1: Type of license (general, electrical, etc)
  - 1.2.2: Dollar limitation of the license
- 1.3: If your company is a corporation, then in addition to a contractor's license, your corporation must be registered with the North Carolina Secretary of State
- 1.4: Federal tax identification number
- 1.5: Copy of the company's current certificate of insurance (liability, auto, workman's compensation) from its current insurance carrier (see last paper for details or requirements)
- 1.6: Copy of Certification Certificate as a Historically Underutilized Business, from the State of North Carolina Department of Administration (if applicable)
- 1.7: Work history along with references and letters of recommendation
- 1.8: Furnish the following OSHA and Safety Information

- 1.8.1: OSHA 200 Summary for the past three years
- 1.8.2: OSHA Incidence and LWD (Lost Work Days) Rates from your insurance carrier
- 1.8.3: Experience Modification Rate (EMR) from your insurance carrier
- 1.8.4: A description of any OSHA citations in the past three years
- 1.8.5: Submit company's safety program (NCSU requirement)
- 1.9: If you wish to bid on projects in the \$100,000 to \$500,000 range, a Statement of Bonding Capacity up to \$550,000 from a Surety that is registered/licensed to conduct business in the State of North Carolina
- 1.10: (Optional) Consider including any brochures, pamphlets, notebooks, or other marketing products that you would like the review panel to consider

**MINIMUM INSURANCE REQUIREMENTS**  
**NORTH CAROLINA STATE UNIVERSITY AND STATE**

**CONSTRUCTION OFFICE**

**INFORMAL CONSTRUCTION PROJECTS (SCOPE UNDER \$500,000)**

The Contractor shall not commence work until he has obtained all insurance required, and the Owner has approved such insurance, nor shall the Contractor allow any subcontractor to commence work on his subcontract until all similar insurance required of the subcontractor has been obtained. Maintaining adequate insurance coverage as outlined below is a material term of all NCSU contracts. Failure to maintain such insurance is considered a material breach of contract.

The Contractor shall provide and maintain during the life of this contract Workman's Compensation insurance for all employees employed at the site of the project under his contract. The policy shall carry a minimum "Employer's Liability" coverage of \$100,000.

The Contractor shall provide and maintain during the life of this contract such Public Liability and Property Damage Insurance as shall protect him and any subcontractor performing work covered by this contract, from claims for damage for personal injury, including accidental death, as well as, claims for property damages which may arise from operations under this contract, whether such operation be by the Contractor himself or by any subcontractor, or by anyone directly or indirectly employed by either of them and the amounts of such insurance shall be as follows.

Public Liability Insurance in an amount not less than \$300,000 for injuries, including accidental death, to any one person and subject to the same limit for each person, in amount not less than \$500,000 on account of one accident; and Property Damage Insurance in an amount not less than \$100,000/\$300,000.

The Contractor shall furnish such additional insurance as may be required by General Statutes of North Carolina, including motor vehicle insurance in amounts not less than \$100,000 per person per incident, \$300,000 per accident, and Property Damage Insurance in an amount not less than \$50,000/\$100,000.

Each Certificate of Insurance shall bear the provision that the policy cannot be canceled, reduced in amount or coverage eliminated in less than fifteen (15) days after mailing written notice to the insured and/or the Owner of such alteration or cancellation sent by registered mail.

The contractor shall furnish the Owner with satisfactory proof of carriage of the insurance required before the Owner grants written approval.