



## KC BOARD OF PUBLIC UTILITIES QUALIFICATION REQUIREMENTS

540 Minnesota Avenue  
Kansas City, Kansas 66101  
Phone: (913) 573-9120  
Fax: (913) 573-9160

### GENERAL QUALIFICATION REQUIREMENTS FOR ALL CONTRACTORS

In accordance with Kansas City Board of Public Utilities' (Board) Resolution No. 5061, Standards of Excellence, *all contractors* shall submit qualification forms to the KC Board of Public Utilities, Purchasing Office within ten (10) working days after notice of award of any construction bid in excess of \$15,000.00. Failure of contractors, to submit required documentation to be qualified shall result in cancellation of award of the bid to the general contractor. Companies providing material or equipment only are not required to submit these documents. Any business may be qualified without a specific project being bid. The term of qualification will be from January 1 through December 31 of each year.

The qualification requirements are as follows:

1. **Provide an affidavit signed by an officer of your company stating that your company meets the equal opportunity guidelines of the Board.** (equal opportunity guidelines attached)
2. **Provide a letter from your surety stating it will issue bid bonds, performance bonds and labor and material bonds for your company including the maximum dollar amount authorized, and that it is an acceptable surety on federal bonds as listed in the Department of Treasury Circular 570.**
3. **Provide current certificate of insurance per BPU requirements at the time of application from an insurance company authorized to write insurance by the Department of Insurance of the State of Kansas.** (Please note required text listed in attached insurance requirements.)
4. **Provide a copy or other documentary evidence supporting payment of all current occupation licensing fees for the Unified Government of Wyandotte County, Kansas City, Kansas.** This license may be obtained from the Business License Division, Unified Government of Wyandotte County, Kansas City, Kansas, 4601 State Avenue, Suite 87, Kansas City, Kansas 66102, phone (913) 573-8780.
5. **Provide a certificate of good standing from Kansas or the state of your corporation AND/OR information on the form of the business, including Federal employer I.D. number and the state unemployment insurance information.**
6. **Provide an affidavit signed by an officer of your company stating that all accrued city, state, and federal withholding taxes and all real estate taxes, if any, owed to Wyandotte County and the State of Kansas are paid to date and are not legally delinquent or under consideration by the appropriate local, state or federal agency as protested or in dispute.**
7. **Provide an affidavit signed by an officer of your company stating that the company is current, as of sixty (60) days prior to submission of the application, on fringe benefits and prevailing wage requirements on present and past projects.**

Completed documents are to be submitted to the KC Board of Public Utilities, Purchasing Office, 540 Minnesota Avenue, Kansas City, Kansas 66101, phone (913) 573-9128, fax (913) 573-9160.



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**APPLICATION FOR QUALIFICATION ON  
CONSTRUCTION PROJECTS EXCEEDING \$15,000  
FOR THE KC BOARD OF PUBLIC UTILITIES**

This application is being submitted for a specific advertised bid Yes \_\_\_\_\_ No \_\_\_\_\_ If yes;

BID/CONTRACT NO. \_\_\_\_\_ TITLE \_\_\_\_\_ DUE DATE \_\_\_\_\_  
=====

\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
ADDRESS CITY STATE ZIP

\_\_\_\_\_  
CONTACT PERSON TELEPHONE NO. FAX NO.

\_\_\_\_\_  
EMAIL ADDRESS

\_\_\_\_\_  
FEDERAL I.D. NO.

TYPE OF BUSINESS: \_\_\_\_\_ NO. OF YEARS IN BUSINESS \_\_\_\_\_

MINORITY VENDOR: YES \_\_\_\_\_ NO \_\_\_\_\_  
=====

PROJECTS COMPLETED UNDER THE DIRECTION OF YOUR COMPANY SUBMITTED AS REFERENCES:

\_\_\_\_\_  
PROJECT LOCATION COMPLETION DATE

\_\_\_\_\_  
PROJECT LOCATION COMPLETION DATE

\_\_\_\_\_  
PROJECT LOCATION COMPLETION DATE  
=====

I understand this form is submitted for information purposes only. Included with this form are the necessary documents and signed affidavits in accordance with the Board of Public Utilities' qualification requirements. I further understand that our company will be required to comply with other qualifications in the contract documents.

\_\_\_\_\_  
SIGNATURE OF AUTHORIZED OFFICER

\_\_\_\_\_  
DATE



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**AFFIDAVIT OF CONTRACTOR REGARDING STANDARDS OF EXCELLENCE**

STATE OF KANSAS                    )  
  )  
COUNTY OF WYANDOTTE        )                    SS.

Comes now the Affiant, and upon his or her oath states as follows:

1. I am an officer of \_\_\_\_\_, (company name) and the title of my office is \_\_\_\_\_.
2. I have actual and apparent authority to execute this affidavit on behalf of and bind the bidder, regarding the contract entitled \_\_\_\_\_.
3. That the bidder has reviewed the Standards of Excellence contained in these contract documents and understands all of the requirements contained therein.
4. That all accrued city, state and federal withholding taxes and all real estate taxes, if any, owed to Wyandotte County and the State of Kansas, have been paid by bidder and are not delinquent or under consideration by the appropriate local, state or federal agency as protested or in dispute, as of the deadline for submittal of bids.
5. As of sixty (60) days prior to the submission of the bid, bidder is current with payment of all fringe benefits and all prevailing wage requirements have been met on all present and past projects as applicable for projects in Kansas City, Kansas.

Signature \_\_\_\_\_

Name Printed \_\_\_\_\_

Title \_\_\_\_\_

Subscribed in my presence and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 19 \_\_\_\_\_.

\_\_\_\_\_



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**EQUAL OPPORTUNITY COMPLIANCE**

The KC Board of Public Utilities, as a contractor subject to the provisions of the following Federal regulations, is required to obtain certain agreements with its suppliers and contractors:

1. Executive Order Number 11246, as amended by E.O. 11375, and any rules, regulation orders pursuant thereto.
2. Executive Order Number 11701, the Vietnam Era Veterans Readjustment Assistant Act of 1974.
3. The Rehabilitation Act of 1973 governing the employment of handicapped individuals.

Suppliers and contractors who provide service or supplies to the Board of Public Utilities that exceed \$10,000 in aggregate annually are required to complete the enclosed Compliance Certificate. Additionally, those suppliers/contractors who have 50 or more employees, and government contracts or subcontracts exceeding \$50,000 are required to develop and maintain an Affirmative Action Plan. Contact the Department of Labor should you have any questions or need assistance.

Please complete the enclosed certificate and submit with the qualification forms.



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**COMPLIANCE CERTIFICATE FOR EEO/AFFIRMATIVE ACTION**

Date: \_\_\_\_\_ Overall Type of Business: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Number of Employees \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Ownership Classification (Please check one of the following if applicable):

\_\_\_\_\_ Owned and controlled by socially and economically disadvantaged person or persons

\_\_\_\_\_ Owned and controlled by a female person or persons

This firm is: Small Business \_\_\_\_\_ Large Business \_\_\_\_\_ Minority Business Enterprise \_\_\_\_\_

This firm is: Independently Owned \_\_\_\_\_ Affiliate of \_\_\_\_\_ Division of \_\_\_\_\_ Subsidiary of \_\_\_\_\_

Parent Company: \_\_\_\_\_

Address, City/State/Zip: \_\_\_\_\_

Number of Employees \_\_\_\_\_ Labor Surplus Area (Contact Labor Dept.) Yes \_\_\_\_\_ No \_\_\_\_\_

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**EEO/AFFIRMATIVE ACTION INFORMATION**

1. Supplier/Contractor has \_\_\_\_\_ has not \_\_\_\_\_ held contracts or subcontracts subject to Executive Order 11246 and 11375.
2. Supplier/Contractor has \_\_\_\_\_ has not \_\_\_\_\_ filed EEO-1 and VETS100 Reports.
3. Supplier/Contractor will \_\_\_\_\_ will not \_\_\_\_\_ file EEO-1 and VETS100 Reports, when required.
4. Supplier/Contractor has \_\_\_\_\_ has not \_\_\_\_\_ held contracts or subcontracts in an aggregate amount of \$10,000 \_\_\_\_\_, \$50,000 \_\_\_\_\_.
5. This firm employees more than \_\_\_\_\_, less than \_\_\_\_\_ 50 employees.
6. Supplier/Contractor has \_\_\_\_\_ has not \_\_\_\_\_ developed a written Affirmative Action Program for each of its establishments.



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**EEO/AFFIRMATIVE ACTION INFORMATION (continued)**

7. Supplier/Contractor will \_\_\_\_ will not \_\_\_\_ develop a written Affirmative Action Program within 120 days after the award of this subcontract.
8. This firm acknowledges receipt of notice to prospective subcontractors of requirements for certification of non-segregated facilities and hereby certifies \_\_\_\_ does not certify \_\_\_\_ that it operates in accordance therewith.
9. Supplier/Contractor will \_\_\_\_ will not \_\_\_\_ comply with the provisions for employment of Disabled and Vietnam Era Veterans.
10. Supplier/Contractor will \_\_\_\_ will not \_\_\_\_ comply with the provisions for employment of Disabled persons.
11. Supplier/Contractor will \_\_\_\_ will not \_\_\_\_ make provisions for minority business enterprises to participate in bidding for performance of contracts.

Signature \_\_\_\_\_ Title \_\_\_\_\_



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- A. The Contractor shall secure and maintain throughout the duration of this work, insurance necessary to protect himself and the interests of the Kansas City Board of Public Utilities against all hazards and risks of loss.
- B. Certificate of Insurance or copies of the policies must be filed with the Purchaser **BEFORE WORK STARTS**, and such coverage shall be maintained throughout the duration of the project. Minimum coverage required:

1. Worker's Compensation & Employer's Liability Insurance:

This insurance shall protect the Contractor against any and all claims brought under the Worker's Compensation Law. It shall also protect the Contractor against claims for injury to: occupational disease or death of worker engaged in work under this contract which, for any reason, may not fall within the provisions of the Worker's Compensation Act. The certificate shall evidence that coverage applies to work performed in the State of Kansas. Liability limits shall not be less than the following:

**Worker's Compensation:** Statutory Limits, State of Kansas

**Employer's Liability:** \$500,000 per occurrence

2. Automobile Liability Insurance:

This insurance shall protect the Contractor against any and all claims for bodily injuries and property damage of others arising from the use of any automobiles and trucks in connection with the performance of work under this Contract, and shall cover the operation on or off the site of the work of all motor vehicles licensed for highway use whether they are owned, non-owned or hired. Liability limits shall not be less than the following:

**Auto Liability:**

- a. Combined single limit of \$2,000,000 per occurrence, **or**,
- b. Limit of \$1,000,000 bodily injury per occurrence and limit of \$1,000,000 property damage per occurrence.

3. Commercial General Liability Insurance:

This insurance shall protect the Contractor against any and all claims for bodily injuries and property damage of others arising out of any act or omission of the Contractor, its agents, employees or subcontractors, in connection with the operation or performance of work under this Contract. If work will involve blasting, excavating, tunneling or other underground work, specific coverage shall be included. Liability limits shall not be less than the following:



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### Commercial General Liability:

\$2,000,000 per occurrence and project aggregate.

4. Excess or Umbrella Insurance:

This insurance is required for any construction contract, and will extend the effective limits of insurance for employer's liability, auto liability, and commercial general liability.

### Excess or Umbrella Insurance:

\$3,000,000 per occurrence and project aggregate.

C. Policies of insurance are required to be placed with insurer's rated B+, or higher, by the Best Key Rating Guide, Property-Casualty Edition.

D. Additional Insured:

**All Certificates of Insurance must indicate the Kansas City Board of Public Utilities, in the name and on behalf of the Unified Government of Wyandotte County, Kansas City, Kansas, be named as additional insured.**

E. Certificates:

1. All insurance certificates shall include the following:

- a. Limits of coverage specifying applicable occurrence and aggregate limits
- b. Effective policy dates of coverage
- c. Authorized signature
- d. Name and Telephone number of agent or broker
- e. Provision requiring thirty (30) day written notice prior to cancellation or material change

2. Certificates of Insurance shall be mailed to the Kansas City Board of Public Utilities, Purchasing Department, 540 Minnesota Avenue, Kansas City, KS 66101.