

Brian Sandoval  
Governor

STATE OF NEVADA  
DEPARTMENT OF ADMINISTRATION

Jeff Mohlenkamp  
Director

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Administrator



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2621 E. Sahara Avenue  
Las Vegas, Nevada 89104-4136  
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**PUBLIC WORKS DIVISION**

**APPLICATION FOR QUALIFICATION ON GENERAL PROJECTS  
FOR A PERIOD OF 2 YEARS**

A person who wishes to qualify as a bidder on a contract for a public work must submit an application to the State Public Works Division or the governing body.

To qualify to bid on one or more contracts for public works, an applicant must submit an application to the Administrator on a form prescribed and provided by the State Public Works Board. An applicant must be qualified before the bid date for which bids are required to be submitted for a public work on which the applicant wishes to bid. The Division will not delay the opening of bids on a public work pending the determination or appeal of the qualification of an applicant who wishes to bid on the public work.

Is the applicant interested in receiving offers to bid on public works projects for which the estimated cost is more than \$25,000 but less than \$100,000? **Yes or No**

In addition to the above the applicant must check the box adjacent to the cost category for which the applicant seeks to qualify:

**More than \$100,000 but less than \$1,000,000;  
More than \$1,000,000 but less than \$5,000,000; or  
More than \$5,000,000.**

Received



A qualified bidder is qualified for public works projects with a bid amount equal to or less than the maximum dollar bracket amount for which the bidder is qualified, excepting those projects for which the bidder must apply for specific qualification.

**GENERAL INFORMATION**

Applicant Name:		
Contact Name:		
Mailing Address:		
City:	State:	Zip Code:
Phone: _____	Fax: _____	
E - Mail Address:		



## PART II – PRINCIPLE PERSONNEL

- The applicant shall include in the application submitted a description of the professional qualifications and relevant experiences of the principle personnel employed by the applicant;
- NAC 338.220 defines “Principal Personnel” as “the owner and any corporate officer or qualified employee listed on the contractor’s license of the applicant.”
- List 10 projects successfully completed under the direction of principle personnel within the cost category or higher for which the applicant is seeking to qualify;
- For each principle personnel listed, duplicate this sheet as necessary.

Name:

Title:

Years relevant work experience:

Years employed by company:

Licenses held by individual in any relevant discipline:

Name of project:

Scope of project:

Dollar amount:

Year of completion:

Name of project:

Scope of project:

Dollar amount:

Year of completion:

Name of project:

Scope of project:

Dollar amount:

Year of completion:

Name of project:

Scope of project:

Dollar amount:

Year of completion:

Name of project:

Scope of project:

Dollar amount:

Year of completion:









**PART V – PERFORMANCE HISTORY**

**Not Applicable**

**FAILED PROJECTS**

Provide a list of all public works and private construction projects undertaken or completed by the applicant during the 5 years immediately preceding the date of the application for which the cost exceeded \$25,000 and for which:

- The applicant failed to substantially complete the contract within the deadline for completion specified in the contract, as adjusted by any change order or extension of time granted;
- The applicant failed to complete any remaining requirements of the contract within 90 days of substantial completion of the contract; or
- The applicant failed to complete the contract and the remaining work on the project was performed by others.
- Duplicate this sheet as necessary for each project listed.

Applicant Project Manager on project:		Phone No.:
Project No.:	Project Name:	
Street Address:		City/State/Zip:
Owner Project Manager:		Phone No.:
Owner Name:		
Street Address:		City/State/Zip:
Principal Design Professional:		Phone No.:
Street Address:		City/State/Zip:
Applicant Project Manager on project:		Phone No.:
Project No.:	Project Name:	
Street Address:		City/State/Zip:
Owner Project Manager:		Phone No.:
Owner Name:		
Street Address:		City/State/Zip:
Principal Design Professional:		Phone No.:
Street Address:		City/State/Zip:

**NOTE: THE APPLICANT MAY BE CONTACTED TO PROVIDE ADDITIONAL INFORMATION**



**PART VII – PERFORMANCE HISTORY**

**SUCCESSFUL PROJECTS**

● List 10 Public Works or private construction projects, or any combination thereof, that the applicant has successfully completed during the 5 years immediately preceding the date of the application for which the cost of the project is within the cost category for which the application seeks qualification to submit bids.

● For each project, please duplicate this sheet and provide the information required below.

Applicant Project Manager on project: \_\_\_\_\_ Phone No. \_\_\_\_\_

Project No. \_\_\_\_\_ Project Name: \_\_\_\_\_

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

Owner Project Manager: \_\_\_\_\_ Phone No. \_\_\_\_\_

Owner Name: \_\_\_\_\_

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

Principal Design Professional: \_\_\_\_\_ Phone No. \_\_\_\_\_

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

Scope of Work:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Type of Construction:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Type of Systems:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please list the final contract amount:

\_\_\_\_\_

Date of substantial completion:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PART VIII - THE APPLICANT ACKNOWLEDGES THE FOLLOWING:**

**TO QUALIFY TO BID ON ONE OR MORE CONTRACTS FOR PUBLIC WORKS, AN APPLICANT MUST:**

- Submit an application to the Administrator on a form prescribed and provided by the Board;
- Be qualified prior to bid opening for a public work on which the applicant wishes to bid. The Division will not delay the opening of bids on a public work pending the determination or appeal of the qualification of an applicant who wishes to bid on the public work;
- Submit an application that contains the signature of the applicant, owner or principal listed on the Nevada State Contractor’s license;
- Acknowledge that the submission of an incomplete or falsified application or the failure of an applicant to disclose information in the application may be grounds for a delay in the qualification of an applicant or the denial or revocation of the qualification of a bidder; and
- Acknowledge that the qualification of an applicant to bid on contracts for public works expires 2 years after the date on which the committee determines that the applicant is qualified. A qualified bidder must submit a new application prior to the expiration date and be qualified or the applicant will automatically be disqualified until the new application is submitted and approved by the committee.

I declare under penalty of perjury that the all information provided is complete and correct to the best of my knowledge and belief.

PRINT NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

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**Acknowledgment**

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

On \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, \_\_\_\_\_  
(signers name)

personally appeared before me to be the signer of the above instrument.

Notary Public \_\_\_\_\_ (SEAL)  
Printed name

Notary signature: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_