

**PRE-QUALIFICATION APPLICATION  
BALDWIN COUNTY COMMISSION  
"RENOVATIONS OF THE BALDWIN COUNTY COURTHOUSE LOCATED IN  
BAY MINETTE, ALABAMA"**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal and Title (Print of Type)

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

Alabama Contractor License No. \_\_\_\_\_

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
City, State Zip

\_\_\_\_\_  
Fax Number

Applicant must complete information regarding the attached questionnaire Items 1 through 10 and submit it with this form. ***All questions listed on this application must be completed and all required documents must be submitted with the application to be considered a complete application.***

The Baldwin County Commission reserves the right to reject any Pre-Qualification Application which is not responsive or considered to be in the best interest of the County. The Baldwin County Commission has authorized these Pre-Qualification Procedures as outlined in Alabama's New Public Works Laws. Responsiveness of the applicant will be determined by the completeness and regularity of the Pre-Qualification Application. Incomplete applications will delay consideration of applicants desiring to pre-qualify. Pre-Qualification of a contractor does not imply that any bid submitted by a pre-qualified contractor automatically qualifies a "competitive", "responsible", or "satisfactory" bid.

Pre-qualification Applications must be mailed to the following address: **(Applications submitted by FAX or E-mail will not be accepted.) Please see the physical address below to hand deliver the application.** Applications are due on **June 23, 2026 by 2:00 P.M.**

Baldwin County Purchasing Office  
312 Courthouse Square, Suite 15 (Mailing Address)  
257 Hand Avenue (Physical Address)  
Bay Minette, Alabama 36507  
Attention: Wanda Gautney  
Phone: (251) 580-2520

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1. List firms' Headquarters and any other offices that are located in the state of Alabama as follows:

Name:  
Address:  
Telephone:  
Fax:

2. List Jurisdictions, trade categories, and corresponding license numbers in which your organization is legally qualified to do business on this project.
3. Attach a list of all public works construction projects performed in **Baldwin County** during the last five (5) years as follows:

Project name:  
Project description:  
Prime Contractor:  
Contract amount:  
Completion date:  
% of work performed with contractor's own forces:

4. List all public works projects (of any size) performed for local (county or municipality), state, or federal government, in which you were prime contractor, completed during the last three (3) years. Use the attached sheet for each project reference (make copies as needed or use page layout for computer generated response.)

- 4a. Are there any judgments, claims, suits pending or outstanding against your organization? If so, include details. Do not include action of subcontractor or employees against your organization.
- 4b. Has your organization filed any lawsuits or claims with regard to construction
- 4c. List any and all other construction projects in which you are the prime
- 4d. List the year your organization was established.

5. Is your company, or any member of the company barred from doing work for local, state, or federal government?
6. Attach a list of key personnel and a description of their experience. List the key personnel you will assign to this project.

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7. Attach a letter from your surety company (**surety letter must be dated within the last 30 days from the due date of Application**) stating your organization's bonding capacity.
8. The Baldwin County Commission will accept an **audited, reviewed, or compiled** financial statement for the most recent fiscal year, completed in accordance with US Generally Accepted Accounting Principles (US GAAP), prepared by a Certified Public Accountant. Corresponding Financial Statement must be attached to application.
9. Include any other pertinent documentation to substantiate competence and financial responsibility.

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PRE-QUALIFICATION QUESTIONNAIRE  
Question 4 Attachment

Project Name:

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

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

Contact: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Engineer Name: \_\_\_\_\_

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

Contact: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Contract Bid Amount: \$ \_\_\_\_\_

Final Contract Amount: \$ \_\_\_\_\_

Contract Time \_\_\_\_\_ days

Time actually used: \_\_\_\_\_ days

Completion date: \_\_\_\_\_

% of work performed by own forces: \_\_\_\_\_%

Description of work performed: