



Oregon International Port of Coos Bay SMALL WORKS CONTRACTOR PREQUALIFICATION INSTRUCTIONS & APPLICATION

Thank you for your interest in the Oregon International Port of Coos Bay's Small Works Roster. Please complete the attached application and return it to:

Oregon International Port of Coos Bay
Attn: Kathy Wall
P.O. Box 1215
Coos Bay, OR 97420
Fax: 541.269.1475
Email: portcoos@portofcoosbay.com

For additional information, contact Charleston Harbormaster Kathy Wall at 541.888.2548 or email kwall@portofcoosbay.com. Incomplete applications will not be processed.

The Port of Coos Bay is an equal employment opportunity employer.

PRE-QUALIFICATION REQUIREMENTS

To be listed in the Small Works Roster, contractors must be able to provide items 1-5 when the need arises. Items 6-8 must accompany a completed application.

1. Any prospective contractor who enters into a contract with the Port shall be required to furnish the Port with satisfactory proof of insurance on proper certificates per the specifications required by the Port, which generally will include General Liability insurance for damage as a result of death or bodily injury to any persons or damage to property with limits not less than \$1 million each occurrence, \$2 million policy aggregate, automobile liability insurance coverage for damage as a result of death or bodily injury to any persons or damage to property with limits not less than \$1 million each occurrence and Workers Compensation insurance as required by Oregon law with Employer Liability coverage. All policies shall contain a Waiver of Subrogation in favor of the Port, shall contain a severability of interest provision and shall name the Port as an additional insured. All required coverage shall be with companies acceptable to the Port and shall provide a 30 day notice of any material change or cancellation. Required endorsements shall be attached to the certificates of insurance.
2. A contractor shall agree to indemnify, defend and hold the Port harmless from any claim, demand, loss, liability, damage, or costs resulting from injury or harm to persons or property arising out of, or connected to the contractors work for the Port.

3. Any prospective contractor shall agree, as a part of the contract for the work to be performed, to comply with all applicable City, County, State or Federal laws, regulations or rules that may apply to the work being performed, including all applicable provisions of the Oregon Public Contracting Laws, ORS Chapter 279A, 279B and 279C.
4. Any prospective contractor shall furnish a performance bond and a payment bond if the work to be performed by a contractor would require that such bonds be furnished.
5. Any prospective contractor shall be required to pay State of Oregon prevailing wages, or, if applicable, Federal Davis Bacon wages, for any public improvement project with an estimated cost of \$50,000 or more.
6. A prospective contractor must provide at least two references regarding similar projects performed in the past three years.
7. A prospective contractor must provide proof of a current contractor's license.
8. A prospective contractor must complete the Small Works Roster Questionnaire declaring that the contractor has no previous record of default in the performance of; or failed to complete a written public contract, and that the contractor has not been convicted of a crime arising from a previous public contract.