



# Northeastern

July 31, 2018

Attention: Trade Contractors

Northeastern University's Facilities Division is seeking qualifications from local trade contracting firms for potential upcoming contract opportunities at the University.

We are asking all firms that are interested in providing services to Northeastern to respond to this brief request for qualifications. The University may subsequently send requests for proposals to firms that it determines, in its sole discretion, to be appropriate for upcoming University projects.

Facilities Division  
Cullinane Hall  
360 Huntington Ave  
Boston, MA 02115

617.373.2000

[northeastern.edu](http://northeastern.edu)

If you have any questions please send them via email only to [FacilitiesProcurement@northeastern.edu](mailto:FacilitiesProcurement@northeastern.edu).

Your response should include the all applicable information requested on the attached questionnaire. Please email your completed response to [FacilitiesProcurement@northeastern.edu](mailto:FacilitiesProcurement@northeastern.edu).

Thank you in advance for your interest in working at Northeastern University.

Sincerely,

*Tom Chance*

Tom Chance  
Procurement & Contracts Manager



## QUESTIONNAIRE

1. Brief history and size of the firm, including:
  - a. The number of years that firm has been in business: \_\_\_\_\_
  - b. The total number of employees: \_\_\_\_\_
  - c. The total annual revenues for the last three years:
    - i. 2017: \_\_\_\_\_
    - ii. 2016: \_\_\_\_\_
    - iii. 2015: \_\_\_\_\_
  - d. List of all trades performed, including sub-trades (e.g. electricians that also does low-voltage work):
    - i. \_\_\_\_\_
  - e. Whether the firm is union or open shop and/or signatory to any trade locals:
    - i. \_\_\_\_\_
  - f. Workers compensation modifier for last three years (attach supporting documentation from your insurance agent).
    - i. 2017: \_\_\_\_\_
    - ii. 2016: \_\_\_\_\_
    - iii. 2015: \_\_\_\_\_
  - g. Sample certificate(s) of insurance (*attach to response*)
2. Potential contracting opportunities with Northeastern University.
  - a. Firm is interested in direct contracting opportunities with Facilities' Operations/Services division: (yes/no). If yes:
    - i. For Facilities operations and maintenance and trade support services including MEP (mechanical, electrical, plumbing), roofing, carpentry, painting, interior finishes, etc., attach three project/client references, including a brief description of the work performed and contract value. Please highlight experience with universities or similar clients (if any).
  - b. Firm is interested in subcontracting opportunities with Facilities' Design & Construction division's general contractors: (yes/no). If yes:



- i. Attach a list of three general contractor/construction manager references, including a brief description of the project, firm's scope of work, original and final subcontract value. Please highlight experience with universities or similar clients (if any).

**Please note that for potential subcontracting opportunities the University will review the qualifications and references and if it deems the firm to be qualified it will provide the information to its general contractors/construction managers. It will be in the general contractor's/construction manager's sole discretion whether to contact and/or award any subcontract work to the interested firm.**

All references should include a contact name, phone number, and email.

By submitting this information, the respondent expressly provides its consent for the University and/its representatives to communicate with the reference contact persons provided regarding the past performance of the respondent and its personnel for the project.

3. Minority, Women, and Small-Local Business Entities: If your firm is MBE, WBE, and/or SLBE please attach certification in accordance with the following guidelines:
  - a. Minority and Women Owned Business Entities: companies with certified MBE and/or WBE status with the Commonwealth of Massachusetts' Supplier Diversity Office's Directory of Certified Businesses. Alternative certifications may be considered in the University's sole discretion.
  - b. Small Local Business Entity:
    - i. The company's primary office is located within the City of Boston, as confirmed by ZIP Code, and
    - ii. The company has fewer than 500 employees **and** less than \$14,000,000 in annual revenue.
4. Respondent contact information:
  - a. Primary contact person, including title, email, and phone number:  
\_\_\_\_\_
  - b. Main phone number: \_\_\_\_\_
  - c. Mailing address: \_\_\_\_\_