



BENBROOK WATER AUTHORITY

1121 MERCEDES STREET • BENBROOK, TEXAS • 76126
817.249.1250 • FAX 817.249.6965

To Whom It May Concern:

At the July 17, 1985 regular meeting of the Board of Directors, Benbrook Water Authority, The Board elected to institute changes to our contractor qualification requirements. The changes include the following, to be effective August 1, 1985:

1. All prospective bidders must agree to sign an authorization permitting the Authority to run a full credit check as well as making a determination as to bonding ability.
2. At the time of award of contract with the Authority, the low qualified bidder shall have liquid -assets of a minimum of the total contract cost, divided by the contract performance period, in months.
3. Once a contractor has qualified, he will have to re-qualify every three years, unless a financial question arises in which case re-qualification will be at the discretion of the Authority.

All contractors initially requesting qualification after August 1, 1985, will be subject to a \$200.00 fee regardless of whether or not they are approved by the Board of Directors. Those re-qualifying every three years will be subject to a \$100.00 fee. Those requiring interim financial updates will be subject to a \$25.00 fee for each update. If a contractor does not qualify every three years, he will be subject to the initial \$200.00 fee at time of request for re-qualification.

It is our hope that these procedures will enable us to establish a credible list of highly qualified utility contractors in the City of Benbrook. With your help and understanding we can all work toward that goal.

If you have any questions concerning these procedures, please feel free to contact me.

Sincerely,

David L. Wasson
General Manager, BWA



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NOTICE TO UTILITY CONTRACTORS

To Whom It May Concern:

Effective June 18, 1986, all utility contractors doing business with Benbrook Water Authority must use bonding companies that meet both of the following requirements:

1. They must be on the State Board of Insurance's Authorized List of qualified Bonding Companies; and
2. They must be on the Best's A+ Rates Listing of Insurance Companies.

If you have any questions concerning this requirement, please feel free to contact me.

Sincerely,

David L. Wasson
General Manager, BWA

AFFIDAVIT

FINANCIAL STATEMENT
EXPERIENCE RECORD
SCHEDULE OF EQUIPMENT

Submitted by _____ an individual
a partnership
a corporation

With principal office at _____

CORPORATION:
Date incorporated _____

PARTNERSHIP:
Date formed: _____

Under laws of State of _____

Is partnership general, limited
or associated? _____

Executive Officer:

List members of partnership:

State of _____

County of _____

On this day appeared _____, who being duly sworn
deposed and states that he is _____ of _____

(Title) (Name of Organization)

and that the answers to the foregoing questions on the attached forms and
all statements therein are true and correct; that the financial statement,
the experience record, and the schedule of equipment are made a part of
this affidavit as though written in full herein; and all statements and
answers to questions in the above mentioned financial statement, experience
record, and schedule of equipment are true and correct.

SWORN TO BEFORE ME the undersigned Authority this _____ day of
_____, A. D., _____.

Notary Public, State of
My commission expires:

LIABILITIES AND NET WORTH

1.	Notes Payable to banks (Regular)	\$ _____	
	For Certified Checks	\$ _____	
	Equipment Obligations	\$ _____	
	Others	\$ _____	\$ _____
2.	Accounts Payable, Current	\$ _____	
	Past Due	\$ _____	\$ _____
3.	Real Estate Mortgages	\$ _____	\$ _____
4.	Other Liabilities	\$ _____	\$ _____
5.	Reserves	\$ _____	\$ _____
6.	Capital Stock Paid Up, Common	\$ _____	
	Preferred	\$ _____	\$ _____
7.	Surplus		\$ _____
	TOTAL LIABILITIES		\$ _____

*In lieu of the data on these two pages, you may submit a current (within last three months) audit report.

QUALIFICATION STATEMENT

- 1. Number of years in business as a utility contractor: _____
- 2. Classification of work done: Water _____ Sewer _____
- 3. Types of work done in each classification:
Water:
Sewer:
- 4. Maximum number of contracts in excess of \$100,000 under construction at one time: _____
- 5. Approximate dollar volume of incomplete work under contract at any one time: _____
- 6. List of complete projects of comparable type and magnitude of this project:

PROJECT	OWNER	PHONE NO.	YR BUILT	CONTRACT PRICE
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- 7. List of incomplete projects:

PROJECT	OWNER	PHONE NO.	YR BUILT	CONTRACT PRICE
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- 8. Have you or any present partners or officers failed to complete a contract? _____. If so, give names, amounts, and explanation. _____

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- 9. Are there any unsatisfied demands upon you as to your accounts payable? _____. If so, give names, amounts, and explanation. _____

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- 10. Name and phone number of bank and officer for reference _____

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- 11. Other credit references with phone numbers _____

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- 12. Name and address of Bidder's Surety, and name and phone number of agent used by Bidder _____

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EXPERIENCE RECORD

List of projects your organization has successfully completed in the past three (3) years:

AMT OF CONTRACT AWARD	TYPE OF WORK	DATE ACCEPTED	NAME AND PHONE NUMBER OF INSPECTOR
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List of projects your organization is now engaged in completing:

AMT OF CONTRACT AWARD	TYPE OF WORK	DATE ACCEPTED	NAME AND PHONE NUMBER OF INSPECTOR
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List of Surety Bonds in force on above incomplete work:

DATE OF CONTRACT AWARD	TYPE OF BOND	AMT OF BOND	NAME/PHONE NO. OF SURETY
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EQUIPMENT SCHEDULE

List of equipment owned by bidder that is in serviceable condition and available for use.

Portions of work bidder proposes to sublet in case of Award of Contract including amount and type.

FINANCIAL STATEMENT

Condition of bidder at close of business month: _____

ASSETS

- | | | | |
|-----|--|----------|----------|
| 1. | Cash on Hand | \$ _____ | |
| | In Bank | _____ | |
| | Other | _____ | \$ _____ |
| 2. | Accounts receivable from completed contracts (Exclusive of claims not approved for payment). | | \$ _____ |
| 3. | Accounts receivable from other sources than above. | | \$ _____ |
| 4. | Amounts earned on incompletd contracts (not included in Item 3). (Contract price on completed portion of uncompleted contracts less total cost of completed portions). | | \$ _____ |
| 5. | Deposits for bids on other guarantees | | \$ _____ |
| 6. | Notes Receivable past due | \$ _____ | \$ _____ |
| | Due 90 days | \$ _____ | |
| | Due Later | \$ _____ | |
| 7. | Interest earned | | \$ _____ |
| 8. | Real Estate, Business Property, present value | \$ _____ | |
| | Other property, present value | \$ _____ | |
| 9. | Stocks, Bonds listed on Exchange | \$ _____ | |
| | Unlisted | \$ _____ | \$ _____ |
| 10. | Equipment, machinery, fixtures | \$ _____ | |
| | Less depreciation | \$ _____ | \$ _____ |
| 11. | Other assets | | \$ _____ |