



*Facilities Division
Design & Construction Department
Phone: 973-2010 Fax: 973-2277*

RE: Unified School District #259 “Approved Bidders List” for Tennis Court Installer

Should your firm wish to be considered for placement on the district’s approved bidders list for Tennis Courts, please submit the following to USD 259, Director of Design & Construction, 3850 N. Hydraulic, Wichita, KS 67219:

1. AIA form A-305, Contractor’s Qualification Statement filled out (excluding Item 5).
AIA A-305 can be purchased at Kansas Blue Print.
2. A letter from your surety company verifying your bonding capacity.
3. Your firm’s Equal Employment Opportunity Declaration (which complies with the affirmative action requirements of the Kansas Commission on Civil Rights).
4. A list of all fines, stop work orders, citations and warnings issued to the contractor during the last 5 years by state, federal or local regulatory agencies and an explanation of each.
5. A photocopy of your firm’s license or other certificates, etc that qualifies your firm to install tennis courts.
6. Proven record of completing projects on time will be an important consideration in qualifying as a bidder. Provide a list of tennis court projects for last five years and information as to whether projects were completed on time and if not date completed and reason for delay. Also, provide owner contact information for each project. The District will also contact owners of your past projects for purposes of inquiry about quality of workmanship and quality of system.
7. Does your firm use subcontractors to perform any part of installation? If so identify work that your firm will perform, list subcontractors and work they will perform and list projects the subcontractor has worked on that are listed in 6 above.
8. List lawsuits by caption and jurisdiction where lawsuit was filed for last five (5) years where your firm was a plaintiff, defendant or other.

A review committee will evaluate the submittals. Upon assessment of your submittals, you will be notified of the committee's recommendations.

Luke Newman, Director
Facilities