**Contractor Reference Letter Format**

(prepared on agency letterhead stationary)

*Mr. D. U Know*

*Chief Facilities Officer*

*High Top University*

*1121 level Street*

*Hilltop, Virginia 45231*

RE: Construction Contractor Prequalification

Dear Mr. *Know*:

The *XYZ Construction Company* has submitted a Statement of Qualifications to us which includes the statement that it has completed a construction contract for project *(identify by project number and title if possible)* at your campus. Your written response to the questions below will be most helpful to us in determining if the *XYZ Construction Company* should be prequalified. Please take a moment to respond to the following questions, then return the completed letter to us in the enclosed self-addressed envelope by *( enter date )*.

1. Did the Contractor complete the job?

Yes\_\_\_\_\_ No\_\_\_\_\_, if no please answer questions (a) and (b).

a) Was the Contractor terminated?

Yes\_\_\_\_\_ No\_\_\_\_\_

b) The basis for termination was **(i)** for cause\_\_\_\_ or

**(ii)** for convenience of the owner \_\_\_\_ .

c) If the basis for termination was cause, please, on a separate attachment, describe the project and explain the circumstances relating to the termination including the names and telephone numbers of the persons who might be contacted for additional information.

d) If the termination was for cause, are there documents in the project file evidencing and supporting the termination? Yes\_\_\_\_\_ No\_\_\_\_\_

If yes, please document the termination by attaching a copy of the letter of termination.

2. Did the Contractor complete the project by the contract completion date or by the end of the extended completion time, if any?

Yes\_\_\_\_ No\_\_\_\_

3. Were any liquidated damages assessed against the Contractor for this project? Yes\_\_\_\_ No\_\_\_\_

(If yes, please document the Contractor's payment of such damages by attaching a copy of an executed change order or other evidence of payment.)

4. Were any actual damages assessed against the Contractor for this project? Yes\_\_\_\_ No\_\_\_\_

(If yes, please document the Contractor's payment of such damages by attaching a copy of an executed change order or other evidence of payment.)

5. Did the Contractor achieve substantial completion of the project by the date specified? Yes\_\_\_\_ No\_\_\_\_

If not, was failure to do so the result of causes within the Contractor's control. Yes\_\_\_\_\_ No\_\_\_\_\_

If so, how many days beyond the specified date were required before substantial completion was achieved. \_\_\_\_\_\_\_\_\_\_\_\_ days

6. Did the Contractor finally complete the project within 90 days after achieving substantial completion? Yes\_\_\_\_ No\_\_\_\_

If not, was failure to do so the result of causes within the Contractor's control. Yes\_\_\_\_\_ No\_\_\_\_\_

If so, how many days beyond the specified date were required before the project was finally complete. \_\_\_\_\_\_\_\_\_\_\_\_\_ days

7. Did you, or the Architect/Engineer in your name, issue any written notices to the Contractor because installation and/or workmanship deviations exceeded the tolerances in the referenced standards? Yes\_\_\_\_ No\_\_\_\_

a) If yes, for how many separate items were written notices issued? \_\_\_\_\_\_

b) Did the Contractor correct each deficiency? Yes\_\_\_\_ No\_\_\_\_

c) Were written notices issued more than once for any type or category of deficiency?

8. Did you, or the Architect/Engineer in your name, issue any written notices (cure notices) to the Contractor because of progress delays or because the Contractor persistently or repeatedly refused or failed, except in cases for which an extension of time was provided, to supply enough skilled workmen or proper materials to complete the work? Yes\_\_\_\_ No\_\_\_\_

a) If yes, for how many separate delays were written notices issued? \_\_\_\_\_\_

b) Did the contractor rectify the conditions cited in the notice to the satisfaction of the Owner and within the time specified in the Owner's written notice? Yes\_\_\_\_ No\_\_\_\_

c) Were written notices issued more than once for any type or category of delay?

We appreciate your assistance in our prequalification process. Please include the name and telephone number of the individual completing this reference sheet on the lower portion of the letter. Again, we request that the responses be returned no later than *( insert required date )*.

If you have any questions please contact at .

Sincerely,

John Smith

Name of individual completing reference sheet \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_