

Small Business Development Training Program Application

Application deadline: August 18, 2017

Baltimore City Department of Public Works
Office of Engineering and Construction
Abel Wolman Municipal Building
200 N. Holliday Street
Baltimore, Maryland 21202



Catherine E. Pugh
Mayor



Rudolph S. Chow, P.E.
Director

Small Business Development Training Program Application

GENERAL INFORMATION

- A1. Firm Name: _____
- A2. Corporation _____ Sole Proprietorship _____ Partnership _____
- Street (Physical) Address: _____
- City: _____ State: _____ Zip : _____
- A3. President/Owner: _____ A4. Years in Business _____
- A5. Office Number: _____ A6. Cell Number: _____
- A7. Email Address: _____ A8. Web Address: _____
- A9. State of Maryland Certified as a: MBE _____ WBE _____ DBE _____ HUB _____ Other _____
- A10. City of Baltimore Certified as a: MBE _____ WBE _____ M/WBE _____
- A11. Are you pre-qualified with the City of Baltimore? _____
- A12. If you are not considering potential utility construction work under Consent Decree, sewer rehabilitation and replacement or capital improvement, what are your business projections for the next year? _____

PROJECT EXPERIENCE

- B1. List your largest project to date: Size of project dollar value _____
- a. Name of Project: _____
- b. Date Completed: _____ Contract Amount: _____
- d. Owner of Contract: _____
- e. Contact Person: _____ Phone # : _____
- B2. List projects completed within the last 2 years:
- Project Name: _____ Date: _____
- Reference Name: _____ Phone #: _____
- Dollar Volume: _____ Completed on time? Yes _____ No _____
- Completed at a: Profit _____ Loss _____

Project Name: _____ Date: _____
 Reference Name: _____ Phone #: _____
 Dollar Volume: _____ Completed on time? Yes ___ No ___
 Completed at a: Profit ___ Loss ___

Project Name: _____ Date: _____
 Reference Name: _____ Phone #: _____
 Dollar Volume: _____ Completed on time? Yes ___ No ___
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Project Name: _____ Date: _____
 Reference Name: _____ Phone #: _____
 Dollar Volume: _____ Completed on time? Yes ___ No ___
 Completed at a: Profit ___ Loss ___

C1. Any pending litigation? _____

C2. Any pending tax disputes or liabilities or judgments? _____

C3. Are payroll taxes current? Yes ___ No ___

PROJECT SCHEDULING

D1. How do you currently get new jobs? _____

D2. Are you prepared to start new projects now? (manpower, equipment, training) Yes ___ No ___

PROJECT MANAGEMENT

E1. Have you worked for a large General Contractor (GC) or Project Manager (PM) on a project requiring project scheduling or multiple contractors? Yes ___ No ___

E2. Do you understand/read a CPM or Gantt schedule? Yes ___ No ___
 Do you use them? Yes ___ No ___

E3. Do you have access to all of the needed equipment and tools for your current work load? Yes ___ No ___

Key Type(s) of Equipment	Age of Equipment	Owned/Leased
_____	_____	_____
_____	_____	_____
_____	_____	_____

E4. Do you lease other equipment? Yes___ No ___
If yes, what type of equipment do you normally lease? _____

FINANCIAL

F1. Are you interested in additional training or information of relevant software in any of these areas?

Estimating Yes___ No ___
Reporting Yes___ No ___
Scheduling Yes___ No ___
Bookkeeping Yes___ No ___

F2. Do you use the following?
CPA_____ Accountant_____ Bookkeeping Service_____

F3. Do you have separate business and personal bank accounts? Yes___ No___

BONDING

G1. Previously or Presently Bonded? Yes___ No ___
Project Name _____ Project Bond Amount \$ _____
Date (When) _____ Agent _____ Phone # _____

G2. Have you approached (or intend to approach) this bond company listed above for bonding projects in this program? Yes___ No ___
Additional Notes:

INSURANCE

H1. Do you carry Liability Insurance? Yes___ No ___
(If yes, submit a copy of Policy Declaration pages)

H2. Do you carry Worker's Compensation Insurance? Yes___ No ___
(If yes, submit a copy of estimated annual bill)

H3. List additional types of insurance (i.e. key person, personal life insurance, etc.) _____

Is there any other information that should be considered for admission into this program:

Is all information entered above correct? _____ Print Name: _____

Signature: _____ Date of Submission: _____

Make check or money order payable to: City of Baltimore
Please save the completed application to your computer
and email to info@pyattgroup.com or mail completed
application to: DPW Small Business Development
Training Program, P.O. Box 41321, Baltimore, MD 21203
For more information: 410-433-2400