

Contractors:

SUBJECT: Contractor Prequalification, City of Jackson

At the discretion of the City of Jackson Engineering Department for public works construction projects, bidders may be required to become pre-qualified prior to bidding such projects. When required, bidders shall submit evidence of equipment, experience and key personnel. Bidders may find the prequalification application on the website at <http://www.cityofjackson.org/departments/purchasing/download.asp>.

Enclosed are excerpts regarding Prequalification Policy and Procedure and an Application for Bidder Prequalification. All forms must be completed per exact specifications prior to submission, or it will not be accepted.

The Engineering Department will identify the required work classification or classifications of the prime bidder for the construction project. The work classification(s) will be included in the advertisement for the project. If you have a current Michigan Department of Transportation (MDOT) prequalification, the City of Jackson will accept that certification for the same classification.

The Purchasing Agent shall maintain a list of prequalified bidders who are eligible to bid upon public works construction projects. The Purchasing Agent shall maintain and update the list as deemed necessary and shall notify bidders of changes in qualification status. Prequalification will expire after five (5) years.

If you have any questions regarding our procedures, please contact the Purchasing department at 517-788-6401.

Sincerely,

Kari Kerstetter,
City of Jackson Purchasing

12.0 PREQUALIFICATION PROCEDURE

12.1 POLICY

At the discretion of the Department Head responsible for a public works construction project, bidders may be required to become pre-qualified prior to bidding such projects. When required, bidders shall demonstrate their ability to successfully complete the proposed work as provided below. **The City is not required to consider a pre-qualification application if it is submitted less than 10 days before the date for opening bids for a project on which the bidder desires to bid.**

Equipment, experience, and key personnel - The bidder shall submit evidence of all of the following:

- (a) The availability of equipment required to perform work in the classifications for which the bidder seeks approval.
- (b) Experience of its key qualified personnel who will provide field supervision of the work in the classifications for which the bidder seeks approval.
- (c) Experience of the company or principals of the company, or both, in the work classifications requested.

Work classifications - The bidder shall identify the work classification or classifications for which it is requesting pre-qualification when submitting a pre-qualification application. A bidder will be classified for types of work on the basis of experience and resources at the time of filing the pre-qualification application. When additional experience or resources have been obtained, the bidder may submit information for consideration by the Purchasing Agent to add work classifications.

Evidence of current pre-qualification with the Michigan Department of Transportation (MDOT) for the classifications of work involved in the contract will be sufficient evidence of qualification.

The Purchasing Agent shall have the right to adjust the pre-qualification list of bidders as he or she becomes aware of substantial changes in the information and circumstances of a bidder or if other reasonable cause exists such as unsatisfactory contract performance or failure to pay bills and/or claims. Should an applicant for pre-qualification disagree with the determination of the Purchasing Agent with regard to same, the City Manager shall within ten days of the receipt of a written request review the original information and/or such additional information as the applicant may choose to submit and confirm in writing either the original determination of the Purchasing Agent or revise same as appropriate.

The Purchasing Agent shall maintain a list of pre-qualified bidders who are eligible to bid upon public works construction projects for the City of Jackson. The Purchasing Agent shall maintain and update the list as deemed necessary and shall notify bidders of changes in qualification status. Pre-qualification will expire after five (5) years.

Bidding procedure - The Department Head will identify the required work classification or classifications of the prime bidder for the construction project. The work classification(s) will be included in the advertisement for the project. **To bid on a contract, a bidder must be pre-qualified in the required prime work classification(s).**

City of Jackson, Michigan
APPLICATION FOR BIDDER PRE-QUALIFICATION

Application Date:
Firm Name:
Address:
City, State and Zip:
Phone Number:
Fax Number:
E-mail address:

The applicant is requested to furnish the following information complete with notarized signature:

(1) Check types of construction projects and what size you wish to be pre-qualified to bid.

- | | |
|------------------------------|-------------------------------------|
| A. Streets | N. Landscaping |
| B. Bituminous | O. Buildings - General |
| C. Curb, Gutter and Sidewalk | P. Electrical - Building |
| D. Earthwork | Q. Electrical - Line Work |
| E. Bore & Jack | R. Heating |
| F. Pavement Marking | S. Refrigeration & Air Conditioning |
| G. Sewer - Shallow <15 ft. | T. Plumbing |
| H. Sewer - Deep >15 ft, | U. Demolition |
| I. Watermain | V. Sludge Removal |
| J. Pumping Station | W. Other (list on lines below) |
| K. Bridges | X. Lead Service Line Replacement |
| L. Concrete Renovation | |
| M. Painting | |
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- (2) **Attach a list of a minimum of 5 projects** that you have satisfactorily completed for each type of work you wish to be prequalified to bid. This list must contain:
Owner of Agency Name (include Dept if applicable), Date of project, location, contract total, project limits, scope of work and level of difficulty such as size and length of pipe, extent of concrete work, etc.
- (3) List equipment you either own or lease long term and net value and which is available to you to do the type of **work** for which you **wish** to be prequalified.
- (4) References below for information concerning Contractor's experience, skill and business standing.

REFERENCE NAME & TITLE	BUSINESS/AGENCY NAME & ADDRESS	EMAIL & PHONE NO.

- (5) Other Pre-qualifications in effect.

Michigan Department of Transportation (Attach copy of current document)

City of: _____ (Attach copy of pre-qualifications)

City of: _____ (Attach copy of pre-qualifications)

City of: _____ (Attach copy of pre-qualifications)

- (6) Indicate Michigan State or City licenses your firm utilizes, naming individual licensee and years of experience in blanks provided.

	NAME	EXPERIENCE/YEARS
Master Plumber		
Electrical		
Heating		
Refrigeration and Air Conditioning		
Sidewalk Contractor		
Water Service and Drainage Systems		

- (7) Do you have current E.E.O. Pre-certification with the State of Michigan or other government entity?

YES

NO

If yes, where? _____

- (8) Are you certified by the State of Michigan as an M.B.E.? W.B.E.?

- (9) If applying for pre-qualification for work not requiring licensing, give full names, approximate years of experience with type or work (as noted in paragraph 6 above), of persons who will be in responsible charge of work, if other than owners or officers listed below.

NAME	TYPE OF WORK	EXPERIENCE/YEARS

(10) Give first and last names (in full) of owners, partners, and in case of corporation, give names of President, Treasurer and Manager.

FIRST & LAST NAME	TITLE	EXPERIENCE/YEARS

(11) Authorized Signature:

_____ (Name)

_____ (Position)

Official Name of Company: _____

Address: _____

Telephone No. _____

(12) Name of current insurance and bonding agent and/or companies used during the previous two years:

Name: _____

Address: _____

(13) Notary:

STATE OF MICHIGAN)
)ss:
County of _____)

Subscribed and Sworn to before me, a Notary Public, this _____ day of _____
20____ -

Notary Public, _____ County, Michigan

My commission expires: _____