



State of Utah

Division of Facilities Construction and Management

4110 State Office Building – Salt Lake City, Utah 84114

(801) 538-3412 tel – (801) 538-3264 fax

Open-Ended Multi-Step Pre-Qualified Contractors Renewal Process **General / Mechanical / Electrical / Roofing / Paving Contractors** **Instructions only for pre-qualified contractors already on the current list**

Pre-qualified firms currently on the list do not need to resubmit the full statement of qualifications. Only need to provide the following documents:

- Registration and Certification Certificate
- Termination and Debarment Certificate
- Bid bond Letter of Recommendation
- Copy of current applicable contractor's license

Any entity applying for renewal must have attended at least three (3) mandatory project pre-bid meetings during the expiring period. Provide the date and the project mandatory meeting they attended, along with all other required approval information

No more than 18 months after the decision of being pre-qualified, any person or entity that was prequalified under the Stage 1 Request for Statement of Qualifications, must submit all required documents outlined in the renewal packet.

Firms must email all required documents to dfcmcontracts@utah.gov at least ONE MONTH prior to your firm's expiration date

It is the firm's responsibility to keep track of their expiration date.

Link to current list of pre-qualified contractors

General

<https://dfcm.utah.gov/construction-management/pre-qualified-general-contractors/>

Electrical

<https://dfcm.utah.gov/construction-management/pre-qualified-electrical-contractors/>

Roofing

<https://dfcm.utah.gov/construction-management/pre-qualified-roofing-contractors/>

Mechanical

<https://dfcm.utah.gov/construction-management/pre-qualified-mechanical-contractors/>

Paving

<https://dfcm.utah.gov/construction-management/pre-qualified-paving-contractors/>

COVER SHEET

This form should be the first page of your firm's submittal

SUBMITTED TO: dfcmcontracts@utah.gov

Date Submitted:

CHECK ONLY ONE:

- General
- Mechanical
- Electrical
- Roofing
- Paving

****Firms seeking pre-qualification for more than one discipline will need to submit a separate proposal for each discipline

LEGAL FIRM NAME: _____

BUSINESS ADDRESS: _____

*CONTACT PERSON: _____

PHONE: _____

E-MAIL: _____

**** SciQuest will be utilized for bidding Stage II Projects.**



Division of Facilities Construction and Management

**ONLY REQUIRED FOR CONTRACTORS CURRENTLY ON THE LIST
REGISTRATION AND CERTIFICATION FORM**

**Open-Ended Multi-Step Pre-Qualification Bidding Process for
Previously Pre-Qualified General, Mechanical, Electrical, Roofing, and Paving Contractors
for DFCM Capital Improvement Projects
(projects less than \$3.5 million dollars Utah Code 63A-104 (1) (b))**

Contractors previously pre-qualified through the Open Ended Multi-Step Pre-Qualified Bidding Process Stage I for **General, Mechanical, Electrical, Roofing, and Paving Contractors** (see attached contractor lists) must respond to this RFS by completing and submitting this Registration and Certification Form and all other required documents by the deadline shown on the Stage I Schedule in order to be invited to bid on projects in Stage II. The only contractors allowed to bid on the projects listed in this Multi-Step procurement process will be (1) contractors currently on DFCM’s list of Open-Ended Multi-Step Pre-Qualified Contractors that complete and submit this Registration and Certification Form and (2) contractors pre-qualified by the selection committee in Stage I of the Multi-Step process. Contractors on DFCM’s list of Open-Ended Multi-Step Pre-Qualified contractors are only authorized to submit bids on projects within the discipline that they were originally qualified under. DFCM reserves the right to require any or all contractors/firms on the Open-Ended Multi-Step Pre-Qualified list to resubmit their performance ratings/references, statement of qualifications and management approach document for review by a selection committee to determine if they will remain on the pre-qualified list.

CONTRACTOR/FIRM: _____

Registered to bid on Stage II Capital Improvement Projects:

SPECIFY ONE: General Mechanical Electrical Roofing Paving Contractor

BUSINESS ADDRESS: _____

CONTACT PERSON: _____

PHONE: _____

EMAIL: _____

- (a) The contractor/firm has attended at least **three** mandatory meetings during the previous 18 months. Provide the date and project number of three mandatory meeting in the space provided below;
- (b) Bid bond letter of recommendation from Bonding Agent of Surety per section 11 (b)
- (c) The contractor/firm has not undergone a significant reorganization involving the loss of key personnel (site superintendents, project managers, owners, etc.) to a degree such that the firm no longer meets the pre-qualification requirements outlined in Stage I of this RFS;
- (d) The financial viability of the firm has not significantly changed; and
- (e) The firm is not otherwise disqualified by DFCM.
- (f) The contractor/firm has received a performance rating of 4.0 or greater on each completed DFCM project.
- (g) The contractor/firm has not been suspended from DFCM’s list of pre-qualified contractors for failure to comply with requirements of their contract;

Date and Project Number of Mandatory Meetings attended (total of three required).

Mandatory 1: Date _____ **Project Number** _____

Mandatory 2: Date _____ **Project Number** _____

Mandatory 3: Date _____ **Project Number** _____

My statements on this Registration and Certification Form are made with an understanding of the penalty of perjury and that the representations provided herewith can be verified by any reasonable audit.

Signature and Title Date Please type/print name clearly

STATE OF _____)
) ss.
COUNTY OF _____)

On this ____ day of _____, 20____, personally appeared before me _____, whose identity is personally known to me or proved to me on the basis of satisfactory evidence, and who, being by me duly sworn and did say that he/she is duly authorized to execute the same.

Subscribed and sworn to before me this _____ day of _____, 20____.
My Commission Expires: _____
Resides at: _____

APPROVED AS TO FORM:
July 10, 2017
By Michael J. Kelley, Asst. Attorney General

NOTARY PUBLIC
(Seal)



STATE OF UTAH - DEPARTMENT OF ADMINISTRATIVE SERVICES

Division of Facilities Construction and Management

DFCM

TERMINATION AND DEBARMENT CERTIFICATE

Firm Name: _____

This letter is to certify that the referenced firm or any of its principles, have not been and are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from soliciting work for any government department or agency.

This firm also certifies that neither the firm nor its principles have been terminated during the performance of a contract or have withdrawn from a contract to avoid termination.

Signature: _____ **Date:** _____

Title: _____

STAGE II – OPEN ENDED MULTI-STEP PRE-QUALIFIED BIDDING PROCESS

Only entities on DFCM’s “Open-Ended Multi-Step Pre-Qualified List” of Contractors are allowed to participate in Stage II

1. Invitational Bid Procedures

DFCM will notify each pre-qualified entity via SciQuest (<https://bids.sciquest.com/apps/Router/PublicEvent?CustomerOrg=StateOfUtah>) when a project is ready for construction services to invite them to bid on the project;

A description of the work and a set of plans/specifications will be available at <http://dfcm.utah.gov> with a link to SciQuest.

A schedule will be provided in the documents showing critical dates including site meetings (if mandatory), questions/answer period, addenda, bid submittal deadline, subcontractor list submittal, etc.

Entities failing to attend a pre-bid site meeting labeled “Mandatory” will not be allowed to bid on that project.

Pre-qualified contractors shall remain on DFCM’s list of pre-qualified contractors provided:

- (a) they receive a performance rating of 4.0 or greater on each DFCM project. *If a rating less than 4.0 is received on any single project the contractor will be removed from the pre-qualified list and will not be eligible to re-apply for a minimum of 12 months.*
- (b) they are not suspended for poor performance or failure to comply with the requirements of their contract
- (c) the entity has not undergone a significant reorganization involving the loss of key personnel (site superintendents, project managers, owners, etc.) to a degree such that the entity no longer meets the pre-qualification requirements outlined in this document
- (d) the financial viability of the entity has not significantly changed
- (e) the entity is not otherwise disqualified by DFCM

2. Award of Contract

The State of Utah will enter into a contract with the entity submitting the lowest responsive and responsible bid meeting the requirements of the Stage II solicitation documents, provided the entity meets all other DFCM and state procurement requirements pertaining to the invitational bid process.

3. Contract and Bond

The Contractor’s Agreement will be described in the Stage II solicitation document . The selected contractor, simultaneously with the execution of the Contract Agreement, will be required to furnish a performance bond and a payment bond on the AIA Document A312 - 2010 Performance and Payment Bond, or equivalent. These fully executed/signed bonds are to be emailed to dfcmcontracts@utah.gov. The performance and payment bonds shall be for an amount equal to one hundred percent (100%) of the contract sum and secured from a company that meets the requirements specified Utah Code Ann. §63G-6a-1103 in the requisite forms. Any bonding requirements for subcontractors will be specified in the Stage II solicitation documents.

4. Licensure

The contractor shall comply with and require all of its subcontractors to comply with the license laws as required by the State of Utah.