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. Pre-qualified firms ONLY need to provide the following documents:

- Registration and Certification Form (attached)
- Termination and Debarment Form (attached)
- Bid Bond Letter of Recommendation (outlined below)
- Copy of current applicable contractor’s license

Bid Bond Letter of Recommendation provided by bonding agent or surety should address the following:

- Name of Surety (surety must be licensed in Utah, have an A.M. Best rating of A X or better, and listed in the U.S. Treasury Circular 570 of acceptable sureties)
- Name and phone number of surety underwriter (not agent)
- Has any surety ever paid a claim or finished a project for this entity
- Largest bid bond issued for this entity in the last three years
- Largest performance and payment bond issued for this entity in the last three years
- Date and amount of last performance and payment bond issued for this entity
- Single-project and aggregate bonding capacity of this entity
- Surety acknowledgement that they have reviewed the RFP
- Surety letter to be signed by an Attorney-in-Fact for the surety and a copy of his Power of Attorney is attached to the bonding reference letter.

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.

Direct all questions to Dana Edwards 801-538-3403 or dedwards@utah.gov

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/
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 proved 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 ___________________________
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: NOTARY PUBLIC
July 10, 2017 (Seal)
By Michael J. Kelley, Asst. Attorney General
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?Customer_Org=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.