



STATE OF UTAH - DEPARTMENT OF ADMINISTRATIVE SERVICES

Division of Facilities Construction and Management

DFCM

# **REQUEST FOR STATEMENT OF QUALIFICATIONS**

**JUNE 10, 2019**

**SCIQUEST SOURCING EVENT NUMBER DA19040**

**OPEN-ENDED MULTI-STEP  
PRE-QUALIFIED BIDDING PROCESS**

**FOR**

**GENERAL / MECHANICAL / ELECTRICAL / ROOFING /  
PAVING CONTRACTORS**

**STAGE I**

**MULTIPLE CAPITAL IMPROVEMENT PROJECTS**

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Current copies of the DFCM General Conditions dated May 25, 2005 and all Supplemental General Conditions are available upon request at the DFCM office and on the DFCM web site at <https://dfcm.utah.gov/wp-content/uploads/DFCM-General-Conditions.pdf>, and are hereby made part of these contract documents by reference.

The Agreement and General Conditions dated May 25, 2005 have been updated from versions that were formally adopted and in use prior to this date. The changes made to the General Conditions are identified in a document entitled Revisions to General Conditions that is available on DFCM’s web site at <https://dfcm.utah.gov/wp-content/uploads/DFCM-General-Conditions.pdf>

# NOTICE TO CONTRACTORS

The State of Utah - Division of Facilities Construction and Management (DFCM) is requesting a statement of qualifications for the following:

**STAGE I - OPEN-ENDED MULTI-STEP PRE-QUALIFIED BIDDING PROCESS FOR  
GENERAL, MECHANICAL, ELECTRICAL, ROOFING AND PAVING CONTRACTORS  
CAPITAL IMPROVEMENT PROJECTS – VARIOUS LOCATIONS, UTAH  
(Projects with a construction budget of less than \$3,500,000)**

The Stage I Pre-Qualified Bidding Process documents, including the qualification and requirements, will be available at 3:30 PM on Monday, June 10, 2019, on the DFCM web page at [dfcm@utah.gov](mailto:dfcm@utah.gov). For questions regarding this Stage I solicitation, please contact **Dana Edwards, DFCM, at 801-538-3403**, or [dfcmcontracts@utah.gov](mailto:dfcmcontracts@utah.gov). No others are to be contacted regarding this solicitation.

A **MANDATORY** pre-bid meeting will be held at **1:30 PM on Thursday, July 18, 2019** at the State Office Building-Auditorium, Capitol Hill Complex, 350 North State Street, Salt Lake City, Utah (see map). All bidders wishing to bid on this project must attend this pre-bid meeting. **ONLY CONTRACTORS NOT ON THE CURRENT PRE-QUALIFIED LIST NEED TO ATTEND.**

Pre-Qualification of contractors will be based on the selection criteria outlined in the bidding documents contained herein. Stage I Pre-Qualified contractors will be invited to submit bids on Stage II Capital Improvement Projects as defined herein. Pre-Qualified contractors will **NOT** be required to bid on every project defined herein.

When bidding on each individual Stage II Open-Ended Pre-Qualified Bidding Project, Pre-Qualified Contractors will be required to submit a Bid Bond in the amount of five percent (5%) of the bid amount, made payable to the Division of Facilities Construction and Management on the AIA Document A310 – 2010 Bid Bond, or equivalent. A Bid Bond must accompany each bid. Instructions for the Stage II will be in the invitations for bids for the individual project or projects.

Any person or entity that is prequalified under this Stage I Request for Statement of Qualifications, must submit a new Statement of Qualifications complying with the criteria in the solicitation, or as this solicitation may be amended by DFCM, no more than 18 months after the decision of being prequalified.

This solicitation, including any amendments, may be issued every six months by DFCM, in order that new vendors may submit statements of qualifications and be considered for being added to the prequalified list for the types of projects specified in this solicitation.

The Division of Facilities Construction and Management reserves the right to cancel or amend this solicitation, reject any or all submittals/bids or to waive any formality or technicality in any submittal/bid in the interest of the State.

DIVISION OF FACILITIES CONSTRUCTION AND MANAGEMENT  
Room 4110 State Office Building  
Capitol Hill Complex  
Salt Lake City, Utah 84114

# PROJECT DESCRIPTION AND PROCESS

DFCM is entering into an Open-Ended Multi-Step Pre-Qualified Bidding Process for General, Mechanical, Electrical, Roofing, and Paving Contractors for DFCM Capital Improvement Projects (projects with a construction budget of less than \$3.5 million Utah Code 63A-104 (1) (b)). These projects are in various locations throughout the State of Utah. The projects shall include both state funded and non-state funded projects. Pre-Qualification of contractors will be based on the selection criteria outlined in the solicitation documents contained herein. Stage I Pre-Qualified Contractors will be invited to submit bids on Stage II Capital Improvement Projects as defined herein. The final contractor selection will be based on the lowest responsive and responsible bid as provided in the bidding documents. Pre-qualified contractors will NOT be required to bid on every project defined herein. Only contractors listed on the DFCM website as “Open-Ended Multi-Step Pre-Qualified Bidding Contractors” will be allowed to bid on Stage II projects. Instructions for Stage II will be in the invitation for bids for the individual project or projects.

Pre-Qualified Contractors are ONLY authorized to bid on projects within the discipline for which they were originally pre-qualified. For example, a pre-qualified mechanical contractor is not authorized to bid on general contractor work unless they go through the process and are pre-qualified as a general contractor.

Individual contractors or alliances between two or more contractors are allowed in this process to form a team. However, one contractor or entity MUST be declared as the lead entity representing the team. If the team is prequalified through this process, the state will only enter into contracts with the lead contractor or entity. The lead contractor or entity must be licensed by the State of Utah and comply with and require all of its subcontractors to comply with the license laws as required by the State of Utah.

**No more than 18 months after the decision of being prequalified**, any person or entity that was prequalified under this Stage I Request for Statement of Qualifications, must submit all required documents outlines in the solicitation, or as this solicitation may be amended by DFCM. This solicitation, including any amendments, may be issued every six months by DFCM in order that new vendors may submit statements of qualifications and be considered for the types of projects specified in this solicitation.

## **A. INSTRUCTIONS FOR CONTRACTORS NOT ON THE CURRENT PRE-QUALIFIED LIST**

Contractors **not on the current list** of Pre-Qualified Contractors need to submit the following documents:

- Cover Letter (form provided). This form should be the first page of your firm’s submittal.
- Termination and Debarment Certificate (form provided)
- Bid bond letter of recommendation as outlined under Section 11 (b)
- Copy of current applicable contractor’s license
- Past Performance References - if the firm has **NOT** completed at least three DFCM projects in the last five years, provide a list of at least five projects completed in the last five years where your firm was the prime contractor and held the contract. Include the following
  - Name of Project
  - Point of Contact (who can answer project questions) – name, number and email
  - Dollar amount of project
  - Date completed
- Statement of Qualification

## **B. INSTRUCTION FOR PRE-QUALIFIED CONTRACTORS 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 (form provided)
- Termination and Debarment Certificate (form provided)
- Bid bond letter of recommendation as outlined under Section 11 (b)
- Copy of current applicable contractor’s license

*Email all required documents to [dfcmcontracts@utah.gov](mailto:dfcmcontracts@utah.gov) at least ONE MONTH prior to your firm’s expiration date*

**Required documents must be submitted by the time and date indicated on the Project Schedule. IT IS THE FIRMS RESPONSIBILITY TO KEEP TRACK OF THEIR EXPIRATION DATE**

LINK TO CURRENT LIST OF PRE-QUALIFIED CONTRACTORS: <https://dfcm.utah.gov/dfcm-standard-documents/>

## **OPEN ENDED MULTI-STEP PRE-QUALIFIED BIDDING PROCESS**

### **Request for Statement of Qualifications**

## **FOR DFCM CAPITAL IMPROVEMENT PROJECTS**

The pre-qualification of contractors will be based on the selection criteria outlined in this document.

#### **1. Open Ended Pre-Qualified Bidding Process Documents**

The Open-Ended Multi-Step Pre-Qualified bidding process documents consist of all of the information contained in this solicitation and all documents listed in the Table of Contents. All said documents are incorporated in this document by reference.

#### **2. Availability of Documents**

The Open-Ended Multi-Step Pre-Qualified bidding process documents are available on the DFCM website at [www.dfc.utah.gov](http://www.dfc.utah.gov).

#### **3. Questions and Requests for Information**

All requests for information regarding this project and questions must be submitted via SciQuest no later than the time and date listed on the Schedule. No one else at the State is to be contacted regarding this process. In order to maintain the fair and equitable treatment of everyone, contractors shall not unduly contact or offer gifts or gratuities to owners, users, or evaluation committee members in an effort to influence the evaluation process or in a manner that gives the appearance of influencing the evaluation process. This prohibition applies upon your being aware of this solicitation and extends through the award of a contract in State II for a particular project(s). Contractors should be aware that the valuation committee members will be required to certify that they have not been contacted by any of the contractors in an attempt to influence the selection process.

#### **4. Schedule**

The Schedule lists the important events, dates and times and locations of meetings and submittals that must be met by the contractor.

#### **5. Mandatory Pre-Submittal Meeting**

**ONLY CONTRACTORS NOT ON THE CURRENT PRE-QUALIFIED LIST NEED TO ATTEND.**

A mandatory pre-submittal meeting will be held on the date and time and at the location listed on the Project Schedule.

A representative from each interested firm is required to attend. During the meeting, a presentation will be made to describe the overall process to become pre-qualified. Interested firms may ask questions and request clarification about the pre-qualification and procurement process.

**ANY FIRMS ABSENCE FROM THE PRE-SUBMITTAL MEETING AND/OR FAILURE TO REGISTER PRECLUDES PARTICIPATION AS A SUBMITTING FIRM FOR PRE-QUALIFICATION.**

## 6. Submittal Due Dates and Times

All required submittals must be submitted via email to [dfcmcontracts@utah.gov](mailto:dfcmcontracts@utah.gov) by the time and date established in the Schedule. Contractors are solely responsible for meeting the deadlines. Submittals received after the specified time deadline will not be accepted.

## 7. Addenda

Responses to questions/clarifications will be in writing and issued as addenda to this solicitation. The addenda will be posted on SciQuest. Contractors are responsible for obtaining information contained in the addenda from the web site.

## 8. Pre-Qualification Submittal

Each entity is required to submit the following information for review by the date and time listed in this RFS, to be considered for pre-qualification. Each entity seeking pre-qualification is required to provide an electronic copy of their pre-qualification submittal emailed to [dfcmcontracts@utah.gov](mailto:dfcmcontracts@utah.gov) for each contractor category (general, mechanical, electrical, roofing and paving contractor) they are applying for.

- (a) Cover sheet provided in this RFS
- (b) Business name, address and phone number
- (c) Point of contact name, address, phone number and email address
- (d) Copy of current applicable contractor's license
- (e) Bid bond letter of recommendation from Bonding Agent or Surety as per Section 11 (b)
- (f) Termination and Debarment Certificate (form provided)
- (g) Statement of Qualification and Experience
- (h) Past performance - If a minimum of three DFCM past performance ratings are not available, a rating will be established using any DFCM past performance ratings that are available, supplemented by non-DFCM owner references supplied by the contractor at the time the proposals are submitted. Contractors who receive a rating below 4.0 on an individual non-DFCM project will have to wait six months before they can resubmit.

## 9. Performance and References

DFCM will rate each entity's performance on every DFCM project worked on (rating scale: 1 = low; 5 = high). The rating may include comments from agencies. The entity will have an opportunity to review and comment on their ratings. Ratings on DFCM projects over the previous five years will be provided to the evaluation committee for their consideration in evaluating and scoring the past performance of each entity. If an entity has not completed at least three DFCM projects in the last five years, they shall provide by the time indicated on the Stage I Schedule, a list of references on at least five projects they have completed in the last five years within the discipline that is being sought in the statement of qualifications. Only provide references on project where your firm was the **PRIME CONTRACTOR** on and held the contract as follows:

- (a) name and address of the project
- (b) name, email and phone number of the person able to answer questions about the project
- (c) date when the work was completed
- (d) the total construction cost of the project
- (e) project type (school, office, warehouse, etc.)

## 10. Statement of Qualifications and Experience

Statement of Qualifications and Experience is a concise document (no more than 10 pages). The general pre-qualification requirements submitted, being the experience and work history of the entity, qualifications of management staff and key individuals, and any other information that informs DFCM that the entity should be qualified for the work that is sought.

- (a) Indicate the experience and qualifications of the both the entity, and their key individuals.
- (b) It should include information on type of projects that have been completed by the Entity, and their key individuals.
- (c) When listing projects include information to indicate the type of projects, dates, size and the responsibility of the key individuals on the projects.

- (d) Include the experience and special qualifications of the entity that are applicable to this pre-qualification.
- (e) Include how subcontractor and vendors are selected and managed
- (f) Include information about the entity's safety policy and job site management

## 11. Evaluation

The following minimum mandatory criteria **must be fully complied with in order to be considered** for having the statement of qualifications scored by the evaluation committee:

- (a) Attendance at the Mandatory Pre Submittal meeting
- (b) Performance Rating/References are required to average 4.0 out of 5.0 rating or higher, based upon scoring by DFCM or outside ratings provided by the contractor.
- (c) Verification of Bonding capability. Provide a letter from your bonding agent or surety addressing 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 RFS
  - 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.
- (d) Verification of current required licensing
- (e) Acceptance of termination and debarment certificate
- (f) Statement of Qualification and Experience. The general prequalification requirements submitted, being the experience and work history of the entity, qualifications of management and staff, and any other information that informs DFCM that the entity should be qualified for the work that is sought, will be scored on a scale of 1 -100 points. A minimum of 80 points shall be necessary to be considered prequalified.

## 12. Scoring Criteria

The following criteria and weighting will be used in evaluating each firm/team. The selection committee will consider all criteria in performing a comprehensive evaluation of each firm/team. Each firm/team will be scored by each selection committee member in the categories listed below.

- A. **Cover Sheet.** The committee will evaluate and score each firm/team on the information provided on the cover sheet. **Possible Points: 10**
- B. **Performance Rating/References.** The committee will receive a past performance rating and/or reference score for each firm/team. DFCM will compute the score for each firm/team based upon the information outlined earlier in this document. **Possible Points: 20**
- C. **Bonding.** The committee will evaluate and score each firm's/team's bonding experience in accordance with the information outlined earlier in this document.
  - **Complies with RFS Possible Points: 10**
  - **Bonding Experience Possible Points: 10**
- D. **Contractor License and Termination Debarment Certificate.** The Committee will evaluate and score each firm/team on the type of contractor license provided. **Possible Points: 10**
- E. **Statement of Qualifications/Management Plan.** The committee will evaluate and score each firm's/team's qualifications/management plan in accordance with the information outlined earlier in this document. **Possible Points: 40**

**TOTAL POINTS = 100 POINTS** Each committee member is required to individually score each proposal based on the

following scale: 1 to 5 rating scale using no less than half point increments.

### **13. Pre-Qualification**

Entities approved by the evaluation committee for the particular pre-qualified category will be added to the DFCM's list of pre-qualified contractors and will be invited to bid on the approved category of projects during Stage II.

During Stage II, the final contractor selection for each project will be based on the lowest responsive and responsible bid that meets the requirements of the Stage II solicitation documents. Each Stage II solicitation will be posted on the DFCM web site and will be bid through SciQuest.

The only contractors allowed to bid on the projects listed as Stage II Open-Ended Multi-Step Pre-Qualified Bidding Process will be contractors that are pre-qualified in Stage I of this multi-step process for the particular prequalified category (i.e. general contractor, mechanical, electrical, roofing or paving). Prequalified contractors shall remain on DFCM's list of prequalified contractors for a period of 18 months unless the entity submits a new statement of qualifications and is prequalified under a new solicitation by DFCM, 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

Pre-qualified contractors are ONLY authorized to bid on projects within the discipline under which they were originally pre-qualified. For example, a pre-qualified mechanical contractor is not authorized to bid on general contractor work unless they go through the Stage I process and are pre-qualified by a selection committee as a general contractor.

### **14. Additional Applications Periods for Statement of Qualifications, Renewals/Re-Applications**

An entity may submit a statement for qualifications in response to further issued requests for statements of qualifications issued by DFCM, which may be issued every six months. There may be updated requirements in the issued statement of qualifications. Any entity applying for renewal must have attended at least three mandatory project pre-bid meetings during the expiring period. The entity shall provide the date and project mandatory meeting they attended, along with all other required approval information. The entity shall also be required to include the name and project number of at least one project the entity has successfully received a contract for in the expiring period.

### **15. Trade Secrets or Confidential Matters**

Any submitter may designate those portions of the submittals which contain trade secrets or other confidential matters that the Governmental Records and Access Management Act (GRAMA) would allow to be a protected record. Any disclosure of submittals or portions thereof shall be in accordance with GRAMA and State law.





## Division of Facilities Construction and Management

**SCHEDULE**

**OPEN-ENDED MULTI-STEP PRE-QUALIFIED BIDDING PROCESS  
FOR GENERAL/MECHANICAL/ELECTRICAL/ROOFING/PAVING CONTRACTORS  
STAGE I  
SCIQUEST SOURCING EVENT DA19066**

<b>PROJECT NAME: STAGE I - OPEN-ENDED MULTI-STEP PRE-QUALIFIED BIDDING PROCESS FOR GENERAL, MECHANICAL, ELECTRICAL, ROOFING AND PAVING CONTRACTORS CAPITAL IMPROVEMENT PROJECTS – VARIOUS LOCATIONS, UTAH</b>				
<b>Event</b>	<b>Day</b>	<b>Date</b>	<b>Time</b>	<b>Place</b>
RFS1 Stage I Documents Available	Monday	June 10, 2019	3:30 PM	DFCM web site *
<b>Mandatory</b> Pre-submittal Meeting	Thursday	July 18, 2019	1:30 PM	State Office Building - Auditorium Capitol Hill Complex 350 North State Street Salt City, Utah ( see map)
Last Day to Submit Questions	Monday	July 22, 2019	12:00 PM	SciQuest Web site**
Addendum Deadline (exception for bid delays)	Friday	July 26, 2019	3:00 PM	SciQuest Web site**
Management Plans, References, and Statements of Qualifications, and Termination / Debarment Certifications Due	Friday	August 9, 2019	12:00 NOON	DFCM – State Office Bldg. Room 4110 Capitol Hill Complex SLC, UT <b>and emailed to</b> <a href="mailto:dfcmcontracts@utah.gov">dfcmcontracts@utah.gov</a> <b>DO NOT SUBMIT VIA SCIQUEST.</b>
Interviews – Stage I if necessary	Wednesday	September 16, 2019	TBA	To Be Announced
Announcement of Finalists	Monday	September 30, 2019	5:00 PM	SciQuest Web site**

\* DFCM's web site address is [www.dfc.utah.gov](http://www.dfc.utah.gov).

\*\* SciQuest's web site address <https://bids.sciquest.com/apps/Router/PublicEvent?CustomerOrg=StateOfUtah>

## PRE-QUALIFICATION CHECK LIST

**FIRMS THAT DO NOT SUBMIT ALL REQUIRED DOCUMENTS ON THIS CHECKLIST WILL BE CONSIDERED NON-RESPONSIVE.**

### **NEW CONTRACTORS**

- Cover Letter (form provided). This form should be the first page of your firm's submittal
- Termination and Debarment Certificate (form provided)
- Bid bond letter of recommendation as outlined in Section 11 (b).
- Copy of current contractor license
- Past Performance References: if the firm has **NOT** completed at least three DFCM projects in the last five years, provide a list of projects completed in the last three years that your firm was the prime contractor on and held the contract include the follow:
  - Name of Project
  - Point of Contact (who can answer project questions) – name, number and email
  - Dollar amount of project
  - Past Performance rating will be based on a total of at least three project
- Statement of Qualification

*Email all required documents to [dfcmcontracts@utah.gov](mailto:dfcmcontracts@utah.gov) and by the time and date indicated on the Schedule.*

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### **PRE-QUALIFIED CONTRACTORS CURRENTLY ON THE LIST**

- Registration and Certification Certificate (form provided)
- Termination and Debarment Certificate (form provided)
- Bid bond letter of recommendation as outlined in Section 11 (b)
- Copy of current contractor license

*Email all required documents to [dfcmcontracts@utah.gov](mailto:dfcmcontracts@utah.gov) at least **ONE MONTH** prior to your firm's expiration date*

***Required documents must be submitted by the time and date indicated on the Project Schedule.  
IT IS THE FIRMS RESPONSIBILITY TO KEEP TRACK OF THEIR EXPIRATION DATE***

LINK TO CURRENT LIST OF PRE-QUALIFIED CONTRACTORS: <https://dfcm.utah.gov/dfcm-standard-documents/>

# COVER SHEET

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

SUBMITTED TO: [dfcmcontracts@utah.gov](mailto: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.**



## **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:** \_\_\_\_\_



**REGISTRATION AND CERTIFICATION FORM**  
**ONLY REQUIRED IF YOUR FIRM IS CURRENTLY ON THE LIST**

**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;

REGISTRATION AND CERTIFICATION FORM  
PAGE NO. 2

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)

# 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](mailto: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.