



**RENEWAL PACKET  
FOR EXPIRING STAGE I PRE-QUALIFIED CONTRACTORS**

**GENERAL | MECHANICAL | ELECTRICAL | ROOFING | PAVING | SITE/CIVIL  
CONTRACTORS**

**U3P Sourcing Event #JJ23003**

**October 25, 2022**

Division of Facilities Construction and Management  
Taylorsville State Office Building (TSOB)  
4315 South 2700 West, 3<sup>RD</sup> Floor  
Salt Lake City, Utah 84129

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**The DIVISION OF FACILITIES CONSTRUCTION AND MANAGEMENT is located at:**

Taylorsville State Office Building

Division of Facilities and Construction Management 4315 S.  
2700 W., 3rd Floor  
Salt Lake City, Utah 84129-2128

USPS Mailing Address

Division of Facilities Construction and Management  
P.O. Box 141160  
Salt Lake City, Utah 84114-1160

Visitors, FedEx, UPS and Amazon deliveries: Taylorsville

State Office Building  
Division of Facilities and Construction Management 4315 S.  
2700 W., 3rd Floor  
Salt Lake City, Utah 84129-2128

**Utah Public Procurement Place (U3P)**

The Utah Public Procurement has been re-branded as “U3P”. This is the same system you have known as SciQuest, Jaggaer, Utah Public Procurement Place, Utah Consortium, Utah SelectSite, and Utah Supplier Portal. The intent of the re-branding is to consolidate, into a single name, all references to how the U3P system is identified - U3P - Utah Public Procurement Place and does not change any vendor accounts, any sourcing events, or any system functionality.

**U3P Contact Information:**

- **Solicitation Specific Questions:** Refer to Renewal Schedule for deadline. All questions are to be submitted on the Utah Public Procurement Place (U3P) website.
- **U3P Technical/Bidding Questions:** [sciquestadmin@utah.gov](mailto:sciquestadmin@utah.gov)

## NOTICE TO ALL STAGE I PRE-QUALIFIED CONTRACTORS

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The State of Utah - Division of Facilities Construction and Management (DFCM) is requesting **pre-qualification renewal documents from all Stage I Pre-Qualified contractors expiring January 1, 2023.**

**All contractors currently pre-qualified under the Stage I Pre-Qualified Bidding Process for Contractors: General, Electrical, Mechanical, Paving, Roofing and Site/Civil who have a pre-qualification expiration date of January 1, 2023 must submit the following pre-qualification renewal documents to [dfcm\\_vbs@utah.gov](mailto:dfcm_vbs@utah.gov) prior to expiration.**

The pre-qualification renewal documents will be available at **3:00 PM Tuesday, October 25, 2022** on the [Utah Public Procurement Place \(U3P\) website](#) and the [DFCM website](#). The contact for this posting is the DFCM VBS Coordinator who can be reached at [dfcm\\_vbs@utah.gov](mailto:dfcm_vbs@utah.gov).

**There is not a mandatory pre-submittal meeting for this option to renew.** However, contractors are welcome to attend the mandatory meeting scheduled for contractors interested in pre-qualifying that will be held at **2:00 PM on Wednesday, November 9, 2022** in the Big Cottonwood Conference Room at the Taylorsville State Office Building, 4315 South 2700 West, 2<sup>nd</sup> Floor, Taylorsville, Utah 84129.

**All renewal documents must be submitted to DFCM via email at [dfcm\\_vbs@utah.gov](mailto:dfcm_vbs@utah.gov) no later than 12:00 NOON on Thursday, December 29, 2022. Contractors whose renewal documents received after this date are not guaranteed to be renewed and may be ineligible to bid on DFCM projects as of January 1, 2023.** Each contractor is responsible for ensuring that delivery to DFCM of all required renewal documents is made by the date and time specified above.

The Division of Facilities Construction and Management reserve the right to change, cancel, or amend this requirement, or to waive any formality or technicality in any renewal document in the interest of the State.

# STAGE I PRE-QUALIFIED RENEWAL PROCESS

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## 1. Request for Renewal Documents

The Stage I Pre-Qualified Bidding Process Renewal Documents consist of all of the information contained in this document, listed in the Table of Contents, and all said documents are incorporated in this document by reference.

## 2. Availability of Renewal Documents

The Stage I Pre-Qualified Bidding Process Renewal Documents are available on the [Utah Public Procurement Place \(U3P\) website](#) and the [DFCM website](#).

## 3. Questions and Requests for Information

All requests for information regarding this renewal process must be submitted via email to the VBS Coordinator via email at [dfcm\\_vbs@utah.gov](mailto:dfcm_vbs@utah.gov) prior to the Deadline for Expiring Contractors to Submit Renewal Documents as listed on the Renewal Schedule. Responses to questions will be replied to directly from this email account. No one else at the State is to be contacted regarding this process.

## 4. Renewal Documents Due Date and Time

Each expiring contractor is required to submit the renewal documents listed below for review **via email to [dfcm\\_vbs@utah.gov](mailto:dfcm_vbs@utah.gov), in one combined PDF**, by the date and time listed in the Renewal Schedule in order to retain the Stage I Pre-Qualified status required to bid on DFCM Stage II projects.

## 5. Renewal Documents Requirements for Expiring Stage I Pre-Qualified Contractors

Each expiring contractor is required to submit the renewal documents listed below for review **via email to [dfcm\\_vbs@utah.gov](mailto:dfcm_vbs@utah.gov), in one combined PDF**, by the date and time listed in the Renewal Schedule in order to retain the Stage I Pre-Qualified status required to bid on DFCM Stage II construction projects.

**One renewal documents package (1 PDF) is required for each discipline in which your firm is asking to be renewed.**

The required renewal documents are as follows:

- Contractor Registration and Renewal Certification Form\*
- Termination and Debarment Certification\*
- Bid bond letter of recommendation from Bonding Agent or Surety
- Current Contractor License
- Current Business License issued by the State of Utah

**\*These documents are required to be submitted on the provided standard forms including in this solicitation**

Please note that it is the contractor's responsibility to ensure that their renewal documents are received by DFCM via email at [dfcm\\_vbs@utah.gov](mailto:dfcm_vbs@utah.gov) by the date and time listed in the Renewal Schedule. **Renewal documents received after this date and time are not guaranteed to be renewed and may be ineligible to bid on DFCM projects as of January 1, 2023.**

## 6. Performance References

Pre-qualified contractors shall remain on DFCM's list of prequalified contractors for a period of two (2) calendar years before renewal is required, provided:

- 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 DFCM project, the contractor may be removed from the prequalified list and may not be eligible to re-apply for a minimum of 12 months.
- they are not suspended for poor performance or failure to comply with the requirements of their contract.
- the 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 entity no

longer meets the pre-qualification requirements outlined in this document.

- the financial viability of the firm has not significantly.

**7. Pre-Bid Meeting Attendance Requirements**

Any contractor applying for renewal must have attended at least three mandatory project pre-bid meetings during the expiring period. The contractor shall provide the date and project name of the mandatory meeting they attended on the Contractor Registration and Renewal Certification Form along with all other required renewal documents.

**8. Evaluation and Successful Pre-Qualification Renewal**

All renewal documents submitted to DFCM by the date and time listed on the Renewal Schedule will be reviewed for compliance with the above listed renewal requirements. Only contractors who have complied with the renewal requirements and successfully renewed their Stage I Pre-Qualified Bidding Process status for the discipline(s) in which they requested pre-qualification will remain on DFCM's list of pre-qualified contractors and will be invited to bid on solicited Stage II construction projects.



## RENEWAL SCHEDULE

**\*CONTRACTOR PRE-QUALIFICATION RENEWAL\***  
**OPEN ENDED STAGE I PRE-QUALIFIED BIDDING PROCESS**  
**GENERAL | MECHANICAL | ELECTRICAL | ROOFING | PAVING | SITE-CIVIL CONTRACTORS**

**U3P SOURCING EVENT #JJ23003**

**\*CONTRACTOR PRE-QUALIFICATION RENEWAL\* OPEN ENDED STAGE I PRE-QUALIFIED BIDDING PROCESS**

**GENERAL, MECHANICAL, ELECTRICAL, ROOFING, PAVING AND SITE/CIVIL CONTRACTORS**

**CAPITAL IMPROVEMENT PROJECTS UP TO \$3,500,000 – VARIOUS LOCATIONS, UTAH**

EVENT	DATE	TIME	PLACE
Renewal Requirements for Currently Pre-Qualified Contractors under the Open Ended Stage I Pre-Qualification Posted	Tuesday, October 25, 2022	3:00 PM	<a href="#">DFCM Website</a> and the <a href="#">Utah Public Procurement Place (U3P)</a>
<b>OPTIONAL</b> Pre-Submittal Meeting	Wednesday, November 9, 2022	2:00 PM	Taylorsville State Office Building 4315 S. 2700 W. Taylorsville, Utah 84129 Big Cottonwood Conference Room, 2nd Floor
<b>DEADLINE for Expiring Contractors to Submit Renewal Documents:</b> -Contractor Registration and Renewal Certification Form -Termination and Debarment Certification -Bid bond letter of recommendation from Bonding Agent or Surety -Current Contractor License -Current Business License issued by the State of Utah	<b>Thursday, December 29, 2022</b>	<b>12:00 NOON</b>	<b>Via Email to <a href="mailto:dfcm_vbs@utah.gov">dfcm_vbs@utah.gov</a></b>
New Pre-Qualified Lists Posted Effective January 1, 2023	Friday, December 30, 2022	5:00 PM	<a href="#">Utah Public Procurement Place (U3P)</a>



## PRE-QUALIFICATION RENEWAL CHECKLIST

**FOR FIRMS CURRENTLY ON A PRE-QUALIFIED LIST AND WHO ARE IN GOOD STANDING WITH DFCM, PLEASE SUBMIT THE FOLLOWING DOCUMENTS WITHIN 30 DAYS OF YOUR PRE-QUALIFICATION EXPIRATION DATE.**

- \_\_\_ Renewal Cover Page\*
- \_\_\_ Registration and Certification Renewal Form\*
- \_\_\_ Termination and Debarment Certification Form\*
- \_\_\_ Verification of Bonding Capacity Form\*
- \_\_\_ Surety letter to be signed by an Attorney-in-Fact for the Surety
- \_\_\_ Power of Attorney attached to the Surety Letter

**\*These documents are required to be submitted on the provided standard forms including in this solicitation**

***Required documents must be submitted to DFCM at [dfcm\\_vbs@utah.gov](mailto:dfcm_vbs@utah.gov) within 30 days of your pre-qualification expiration date.***



## PRE-QUALIFICATION RENEWAL COVER PAGE

Legal Business Name:	
DBA:	
Business Address:	
Contact Person:	
Title:	
Phone:	
Email:	

**Select all applicable disciplines below for which you are renewing and that your firm is currently pre-qualified**

- General** - Projects with a variety of scope including multiple trades.
- Mechanical** - Projects include upgrades to mechanical equipment, ductwork, plumbing.
- Electrical** – Projects include upgrades to electrical equipment, service upgrades, wiring, lighting.
- Roofing** – Projects include roof replacements and major repairs.
- Paving** - Projects include new and/or replacement asphalt and other paving maintenance.
- Site/Civil** - Projects include earthwork and excavation

Submit all renewal documents in one PDF to: [dfcm\\_vbs@utah.gov](mailto:dfcm_vbs@utah.gov)

Renewal submission date: \_\_\_\_\_





**DFCM REGISTRATION AND RENEWAL CERTIFICATION FORM**  
**ONLY REQUIRED FOR CURRENTLY PRE-QUALIFIED CONTRACTORS**  
**SUBMITTING RENEWAL DOCUMENTS**

**Renewal of Open Ended Multi-Step Pre-Qualification Status for  
Previously Pre-Qualified General, Mechanical, Electrical, Roofing, Paving and Site/Civil  
Contractors for DFCM Capital Improvement Projects  
(projects less than \$3.5 million dollars)**

Contractors previously pre-qualified through the Open Ended Multi-Step Stage I Pre-Qualified Bidding Process for **General, Mechanical, Electrical, Roofing, Paving and Site/Civil Contractors** must respond to this Request for Renewal Documents prior to their expiration date by completing and submitting this Contractor Renewal Certification Form and all other required documents by the deadline shown on the Renewal Schedule in order to continue to be invited to bid on Stage II construction projects.

DFCM reserves the right to require any or all contractors/firms on the Stage I Pre- Qualified list to resubmit their performance ratings/references, statement of qualifications and management approach document for review to determine if they will remain on the pre-qualified list at any time.

**CONTRACTOR/FIRM:** \_\_\_\_\_

**SPECIFY ONE:**  General  Mechanical  Electrical  Roofing  Paving  Site/Civil Contractor

**BUSINESS ADDRESS:** \_\_\_\_\_

**CONTACT PERSON:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

Please provide at least three mandatory pre-bid meetings your firm has attended during the previous 24 months, or projects for which bids were submitted via U3P. Provide the date and the project number in the space provided below.

**Mandatory/Bid #1: Date** \_\_\_\_\_ **Project Number** \_\_\_\_\_

**Mandatory/Bid #2: Date** \_\_\_\_\_ **Project Number** \_\_\_\_\_

**Mandatory/Bid #3: Date** \_\_\_\_\_ **Project Number** \_\_\_\_\_

My statements on this 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