



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

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

**October 18, 2023**

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:**

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Division of Facilities Construction and 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

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State Office Building  
Division of Facilities Construction and 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, 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:** [scquestadmin@utah.gov](mailto:scquestadmin@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 approaching their pre-qualification expiration date.**

### **IMPORTANT INFORMATION REGARDING YOUR PRE-QUALIFIED STATUS:**

As specified in the Utah Procurement Code section 63G-6a-507, the Division of Facilities Construction and Management is required to maintain our pre-qualified contractor lists by **verifying all pre-qualified contractors continue to meet the minimum mandatory requirements, evaluation criteria, and applicable score thresholds required for pre-qualification every 18 months.**

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 an approaching pre-qualification expiring date must submit the following pre-qualification renewal documents to [dfcm\\_vbs@utah.gov](mailto:dfcm_vbs@utah.gov) **at least one week, but not more than 60 days, prior to their expiration date.**

Contractors whose **renewal documents are received after their expiration date will be removed from the pre-qualified list and will therefore be ineligible to bid on DFCM Stage II construction projects** until they pre-qualify under the new contractor pre-qualification process during the next open period.

Each contractor is responsible for ensuring that **delivery to [dfcm\\_vbs@utah.gov](mailto:dfcm_vbs@utah.gov) of all required renewal documents is made prior to their expiration date.** Please allow ample time to complete and submit the required documents.

*The Division of Facilities Construction and Management reserves 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

### 1. Contact Information Regarding Pre-Qualification Renewals

The contact for contractor pre-qualification renewals is the DFCM VBS Coordinator who can be reached at [dfcm\\_vbs@utah.gov](mailto:dfcm_vbs@utah.gov).

### 2. Availability of Renewal Documents

The pre-qualification renewal documents are available now on the [DFCM website under the Construction Mgmt tab, 'Get Pre-Qualified'](#). This Courtesy Posting will remain on the U3P website indefinitely.

### 3. Mandatory Pre-Submittal Meeting

There will not be a mandatory pre-submittal meeting for renewing pre-qualified contractors.

### 4. 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). 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.

### 5. Renewal Documents Due Date and Time

All contractors currently pre-qualified under the Stage I Pre-Qualified Bidding Process for Contractors: General, Electrical, Mechanical, Paving, Roofing, and Site/Civil must submit all required renewal documents to [dfcm\\_vbs@utah.gov](mailto:dfcm_vbs@utah.gov) **at least one week, but not more than 60 days, prior to their expiration date.**

**Renewal documents received after the contractor's pre-qualification expiration date will not be accepted and the contractor will be removed from the pre-qualified list, therefore deeming them ineligible to bid on DFCM Stage II construction projects. Contractors will be required to pre-qualify under the new contractor pre-qualification process during the next open period.**

Contractors submitting renewal documents less than one week prior to their expiration date are at risk of being removed from the pre-qualified list until a review of your documents and verification of compliance has been made.

### 6. 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**, 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\*
- Current Contractor Professional License

**\*These documents are required to be submitted on the attached standard forms included in this document.**

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). **Renewal documents received after the expiration date and time will not be accepted.** Please allow ample time to complete and submit the required documents.

### 7. Maintaining Eligibility for Pre-Qualified Status

Performance Ratings:

Pre-qualified contractors shall remain on DFCM's list of prequalified contractors for a period of 18 months before

renewal is required by the Utah Procurement Code section 63G-6a-507, provided that:

- a) they receive a performance rating of 4.0 or greater on each DFCM project. If a rating of 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;
- b) they are not suspended for poor performance or failure to comply with the requirements of their contract;
- c) 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;
- d) the financial viability of the firm has not significantly changed.

Pre-Bid Meeting Attendance Requirements:

Any contractor applying for renewal must have attended at least three project mandatory pre-bid meetings since their most recent pre-qualification or renewal date. Contractors shall provide the project name and the date of the mandatory meeting they attended on the **Contractor Registration and Renewal Certification Form** along with all other required renewal documents.

Successful Completion and Submission of Renewal Documents:

All renewal documents submitted to [dfcm\\_vbs@utah.gov](mailto:dfcm_vbs@utah.gov) prior to the contractor's expiration date will be reviewed along with compliance with the above-listed eligibility requirements. Only contractors who have complied with the renewal requirements and submitted their renewal documents for each of the discipline(s) in which they are pre-qualified will remain on DFCM's list of pre-qualified contractors and will be eligible to bid on DFCM Stage II construction projects.



## CONTRACTOR REGISTRATION AND RENEWAL CERTIFICATION FORM

**ONLY REQUIRED FOR CURRENTLY PRE-QUALIFIED CONTRACTORS SUBMITTING RENEWAL DOCUMENTS**

**Renewal of Open-Ended Stage I Pre-Qualified General, Mechanical, Electrical, Roofing, Paving, and Site/Civil  
Contractors for DFCM Capital Improvement Projects**  
*(Up to \$3.5 million dollars)*

Contractors currently pre-qualified through the Open-Ended Stage I Pre-Qualified Bidding Process for **General, Mechanical, Electrical, Roofing, Paving, and Site/Civil Contractors** must submit their renewal documents prior to their expiration date in order to continue to be invited to bid on Stage II construction projects.

Contractors currently pre-qualified under more than one discipline must complete this form, as well as all other required documents, for **EACH** discipline.

**CONTRACTOR/FIRM:**

**SPECIFY ONE:**

**BUSINESS ADDRESS:**

**CONTACT PERSON:**

**PHONE:**

**EMAIL:**

Please provide three of any combination of the following:

- Mandatory pre-bid meetings your firm has attended during the previous 18 months. Provide date and project number.
- Contracts awarded under the discipline in which you are pre-qualified.

**For Mandatory Meetings attended...**

Date: Project #:

Date: Project #:

Date: Project #:

**For DFCM construction contracts held....**

Contract #: Project #:

Contract #: Project #:

Contract #: Project #:

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.

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Signature and Title

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Date

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Please type/print name clearly

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



## TERMINATION AND DEBARMENT CERTIFICATION

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

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_