



COURTESY POSTING

RENEWAL PACKET FOR EXPIRING STAGE I PRE-QUALIFIED CONTRACTORS

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

**As of:
April 9, 2024**

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

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The DIVISION OF FACILITIES CONSTRUCTION AND MANAGEMENT is located at:

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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:** sciquestadmin@utah.gov

NOTICE TO ALL STAGE I PRE-QUALIFIED CONTRACTORS

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 **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 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.

2. Availability of Renewal Documents

The pre-qualification renewal documents are available now on the [DFCM website under the Construction Management tab, 'Prequalified Contractor' section](#). 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. 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 **at least one week, but not more than 60 days, before 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, in one combined PDF**, to retain the Stage I Pre-Qualified status required to bid on DFCM Stage II construction projects.

The required renewal documents are as follows:

- Contractor Registration and Renewal Certification Form*

PLEASE NOTE: The Contractor Registration and Renewal Certification Form now allows Contractors to check all boxes for disciplines in which they are requesting renewal. Individual renewal packets are no longer required for each discipline.

- 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. **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 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.

Successful Completion and Submission of Renewal Documents:

Only Contractors who have complied with the renewal requirements and submitted their renewal documents 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.

Contractor/Firm Name:

Business Address:

Contact Person:

Phone:

Email:

Please check the boxes for **each discipline** in which you are requesting renewal:

Electrical:

General:

Mechanical:

Paving:

Roofing:

Site/Civil:

Signature and Title

Date

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

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: _____