



## **COURTESY POSTING**

### **RENEWAL PACKET FOR EXPIRING STAGE I PREQUALIFIED CONTRACTORS**

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

**As of:**

**January 8, 2025**

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

# TABLE OF CONTENTS

Notice to All Stage I Prequalified Contractors	3
Stage I Prequalified Renewal Process	4-5
U3P Bonfire Buyer Attachments:	
○ Contractor Registration and Renewal Certification Form, Revised 1.8.25	
○ Termination and Debarment Certification Form	

---

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

Taylorsville State Office Building

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

Visitors, FedEx, UPS and Amazon deliveries: Taylorsville

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

**U3P Bonfire Contact Information:**

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

## NOTICE TO ALL STAGE I PREQUALIFIED CONTRACTORS

---

The State of Utah - Division of Facilities Construction and Management (DFCM) is requesting **prequalification renewal documents from all Stage I Prequalified Contractors approaching their prequalification expiration date.**

### **IMPORTANT INFORMATION REGARDING YOUR PREQUALIFIED STATUS:**

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

All Contractors currently prequalified under the Stage I Prequalified Bidding Process for Contractors: Electrical, General, Mechanical, Paving, Roofing, and Site/Civil who have an approaching prequalification expiring date must submit the following prequalification 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 prequalified list and will therefore be ineligible to bid on DFCM Stage II construction projects** until they prequalify under the new Contractor prequalification 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 PREQUALIFIED RENEWAL PROCESS

---

## 1. Contact Information Regarding Prequalification Renewals

The contact for Contractor prequalification 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 prequalification 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 Bonfire website indefinitely.

## 3. Mandatory Meeting

There will not be a mandatory meeting for renewing prequalified 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 prequalified under the Stage I Prequalified Bidding Process for Contractors: Electrical, General, 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, before their expiration date.**

**Renewal documents received after the Contractor's prequalification expiration date will not be accepted and the Contractor will be removed from the prequalified list, therefore deeming them ineligible to bid on DFCM Stage II construction projects. Contractors will be required to prequalify under the new Contractor prequalification 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 prequalified list until a review of your documents and verification of compliance has been made.

## 6. Renewal Documents Requirements for Expiring Stage I Prequalified 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**, to retain the Stage I Prequalified 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](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 Prequalified Status

Performance Ratings:

Prequalified 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 Contractor 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 prequalification requirements outlined in this document;
- d) the financial viability of the Contractor 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 prequalified Contractors and will be eligible to bid on DFCM Stage II construction projects.



# CONTRACTOR REGISTRATION AND RENEWAL CERTIFICATION FORM

**ONLY REQUIRED FOR CURRENTLY PREQUALIFIED CONTRACTORS SUBMITTING RENEWAL DOCUMENTS**

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

Contractors currently prequalified through the Open-Ended Stage I Prequalified Bidding Process for **Electrical, General, Mechanical, Paving, Roofing, 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 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 on the Stage I Prequalified list to resubmit their performance ratings/references, and statement of qualifications documents for review to determine if they will remain on the prequalified list at any time.*



## TERMINATION AND DEBARMENT CERTIFICATION

---

**Contractor Name:** \_\_\_\_\_

This letter is to certify that the referenced Contractor 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 Contractor also certifies that neither the Contractor nor its principles have been terminated during the performance of a Contract, or have withdrawn from a Contract to avoid termination.

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

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

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