

FREDERICK COUNTY PUBLIC SCHOOLS	Reg. No. 200-30
Subject: PRE-QUALIFICATION OF CONTRACTORS FOR CONSTRUCTION SERVICES	Date of Issue: 3/1/88
Preparing Office: Office of the Superintendent	Amended: 3/1/10

I. Policy

II. Procedures

A. Pre-qualification

1. Once every three years, the purchasing department shall advertise for contractors interested in becoming pre-qualified for construction services exceeding \$250,000 in the following trade areas: Concrete, Conveying Systems, Doors and Windows, Electrical, Equipment, Finishes, Furnishings, General Prime (3 tiers), Masonry, Mechanical, Metals, Site work, Special Construction, Specialties, and Wood and Plastics. In addition, every three (3) years a separate solicitation to pre-approve qualified roofers will be issued. The Facilities Services Division will review roofers' qualifications and experience and recommend the most qualified companies for eligibility to bid on projects.
 - a. Notification in three (3) daily newspapers will run for two (2) days. Notification also will be posted on the Internet, public bid board, and on cable TV. The contractor firms will be requested to obtain a copy of the Frederick County Public Schools' Contractor Questionnaire for construction services over \$250,000 from the purchasing department.
 - b. Firms may submit the questionnaire and required documents to the purchasing department at any time on an open enrollment basis.
 - c. Applications will be valid for up to three (3) years, depending upon when application was approved, ending December 31.
2. Several months prior to the expiration, the purchasing department will notify contractors in writing to reapply. Failure to resubmit a completed questionnaire will disqualify firms from receiving bidding documents or awards until such time as they become pre-qualified.
3. Under advisement and based on established criteria from the executive director of facilities services and the director of construction management or their designated representatives, the purchasing manager and the assistant will review applications.
 - a. The purchasing department, in accordance with these procedures, will analyze questionnaires to determine eligibility.
 - b. If the purchasing department requires assistance in the analysis, facilities staff will be consulted.
 - c. The purchasing department will issue letters of approval, qualified approval or non-approval informing firms of the action taken.

- d. The purchasing department will maintain a list of authorized firms.

B. Qualifications

1. A list of pre-approved contractors shall be maintained after an evaluation of the questionnaires based upon the following:
 - a. Past performance on previous work in terms of work quality and ability to adhere to schedule and cost limitations.
 - b. Bonding capability and compatibility of firm size with dollar value of proposed projects.
 - c. Evidence of insurance for both general liability and comprehensive automobile liability of minimum of \$1,000,000 each.
 - d. Satisfactory references of principal projects performed within the last three (3) years that have been completed by the firm for each trade the company is making application for pre-qualification.
 - e. Proof of licensing from the appropriate authorities, such as the Maryland Department of Assessments and Taxation, Maryland Department of Licensing and Regulation, or any other applicable local, state or federal licensing authority. Bidder must at least be licensed by the State of Maryland as a contractor.
 - f. A credit history report may be obtained by the Frederick County Public Schools.
 - g. For roofing projects, staff will also consider current roof manufacturer's authorization and training.
 - h. Any other criteria deemed important by the purchasing manager.
2. Firms may be disqualified for any of the following reasons:
 - a. Failure to complete application or to submit required documentation.
 - b. Failure to respond to a written request for an explanation to questions arising from its application.
 - c. Failure to possess required insurance and licensing certifications.
 - d. Failure to have or be able to obtain sufficient bonding for projects in excess of \$250,000.
 - e. Falsifying information.
 - f. Lack of experience with construction projects over \$250,000.
3. Firms may be assigned a qualified approval based, for example, on poor references, performance history, bonding limitations, lack of adequate experience in the trade specialty, and the like.

C. Interest Determination

1. As soon as it has been determined that new school construction, renovation or major repair services are needed for a given project above the \$250,000 level, the purchasing department shall notify all firms on the approved pre-qualification list for the appropriate category. Only bids from contractors who have successfully pre-qualified will be considered.
2. The invitation-to-bid shall provide the following information:
 - a. A brief description of the project.
 - b. The due date for bid submission.
 - c. Any special conditions that may affect the firm's interest in the project.
3. If a contractor does not respond to the invitation-to-bid or if the response is received after the closing date/time, the firm shall not be considered for award on this project but may be considered for other projects, as long as the firm remains pre-qualified.

D. Other Services

The purchasing manager may establish pre-qualification procedures for asbestos abatement, computer networking and integration, and other types of projects as needed to ensure that bidding documents are provided to firms who meet certain minimum eligibility requirements.

Approved:

Original signed by

Linda D. Burgee
Superintendent