

# **Contractor Pre-Qualification for Road Work Bidding Policy**

## Town of Sullivan, Maine

### **PURPOSE**

The purpose of this policy is to provide a consistent and transparent process whereby emergency and non-emergency road work within the Town of Sullivan will be issued to Contractors, either through an emergency authorization basis or through a low bid from pre-qualified contractors.

### **DEFINITIONS**

Emergency work – work that, if not fixed in a relatively short period of time would threaten the safety of motorists or pedestrians, impair emergency vehicle access, or compromise the integrity of the Town’s infrastructure such that costlier repairs would be required in the near future. The timing required for this emergency repair work is immediate to less than five days and does not allow for a two-week bid process from the pre-qualified contractors.

Pre-qualified – a process of evaluating and determining whether potential bidders have the skill, judgment, integrity, sufficient financial resources, and ability necessary to the faithful performance of a contract for construction or repair work.

Pre-qualified Contractor – a contractor who has been per-qualified by the Select Board.

### **REQUIREMENTS**

#### A. Emergency Work

1. Typically, response time, or ability to mobilize quickly to address the emergency, is the primary factor used to decide which Contractor will be awarded or authorized to proceed with the emergency work. However, if it’s the estimation of the Town Officials that the estimated price given by a Contractor to do the emergency work is too high, the Town Officials may choose to put the emergency work out to bid from pre-qualified Contractors.
2. Emergency work may be awarded to pre-qualified contractors or to contractors who have not yet been pre-qualified but are of a reputable company in the business of doing the type of work required to correct the emergency.
3. All contractors performing emergency work shall at a minimum prepare a written estimate of the amount it will cost the Town to correct the emergency. A temporary solution may only be authorized if it is clearly stated on the written estimate from the Contractor; otherwise a permanent (more than 5 years) solution is required.
4. The Select Board authorizes the Town Manager to authorize emergency road repairs up to \$5,000 in estimated cost.

Contractor Pre-Qualification for Road Work Bidding Policy  
Town of Sullivan, Maine

B. Pre-Qualified Work

1. Any road work for the Town may be awarded to the lowest bidder out of the responding pre-qualified contractors. The Town shall pre-qualify contractors to perform non-emergency work; however, it is likely that pre-qualified contractors will also be called upon first to perform emergency work.
2. Bids from Contractors who are not pre-qualified shall be rejected as non-responsive.
3. Pre-qualification of Contractors shall occur on a rolling basis as applications are submitted.
4. A contractor shall obtain the pre-qualification paperwork from the Town Office during normal business hours and submit their completed paperwork directly to the Town Manager for consideration at an upcoming regularly scheduled Select Board meeting.
5. Within 90 days of the Contractor's submission of their pre-qualification paperwork, the Select Board shall consider the Contractor's qualification and determine whether the Contractor meets the Town's pre-qualification requirements.
6. Once pre-qualified, a Contractor shall be pre-qualified for a period of not more than three years and may be subject to disqualification by a majority vote of the Select Board based on performance.
7. At least 90 days before a Contractor's pre-qualification period expires, the Contractor shall re-apply for pre-qualification or their pre-qualification status will lapse. The Select Board shall re-consider the Contractor for pre-qualification following the same procedure and evaluation as was done for the previous pre-qualification.
8. A Contractor seeking pre-qualification shall fill out the "Contractor Pre-Qualification Application" and supply any supplemental supporting information, not to exceed 15 pages.
9. Select Board reserves the right to limit the contract value for which a Contractor has been pre-qualified. For example, a Contractor may be pre-qualified for work up to a contract value of \$200,000, which would be based on a Contractor's bonding capacity.
10. If a Contractor's application is denied pre-qualification, the Select Board shall communicate the reason for denial in writing to the applicant at the business mailing address indicated on the application.

## **Contractor Pre-Qualification Application**

CONTRACTOR SEEKS PRE-QUALIFICATION FOR THE FOLLOWING TYPES OF ROAD WORK

- Drainage Improvements and/or Culverts (new and replacement) \_\_\_\_\_
- Mill and Overlay Pavement (job specific specifications to be provided) \_\_\_\_\_
- Road Restoration and Repair (not including pavement) \_\_\_\_\_
- Road Restoration and Repair (including pavement) \_\_\_\_\_
- Roadside Ditching \_\_\_\_\_
- Roadside Tree Trimming \_\_\_\_\_
- Pothole Repair/Road Patching \_\_\_\_\_
- Road Sign Installation and Maintenance \_\_\_\_\_

### **BUSINESS INFORMATION**

Name of Company: \_\_\_\_\_

Owner Name: \_\_\_\_\_

Business Mailing Address: \_\_\_\_\_

Physical Address (if different than mailing address): \_\_\_\_\_

### **BONDING AND INSURANCE CAPACITY**

Bonding Capacity: \_\_\_\_\_

Insurance Limits: \_\_\_\_\_

### **SAFETY RECORD**

Safety Record, list your current safety record, and days since last incident: \_\_\_\_\_

Explanation if needed: \_\_\_\_\_

### **LABOR:**

Number of Staff: \_\_\_\_\_

Name of Forman: \_\_\_\_\_

Name of Equipment Operator: \_\_\_\_\_

Name of Driver: \_\_\_\_\_

### **EQUIPMENT**

Equipment available for use on road repair or construction work (list all trucks, machines, etc.), including make, model and age of equipment: \_\_\_\_\_

### **LEGISLATIVE HISTORY**

09-Jan-23 Adopted by Select Board

Contractor Pre-Qualification for Road Work Bidding Policy  
Town of Sullivan, Maine

---

REFERENCES

Provide at least three (3) references for similar work performed for other Cities and Towns within Maine (Hancock County references preferred): \_\_\_\_\_

---

---

---

---

EXPERIENCE / CAPABILITY

How many years have you been in business: \_\_\_\_\_

How many years has your business been performing this type of work: \_\_\_\_\_

Largest Contract Value Completed to Date: \_\_\_\_\_

Is your company capable of performing all work associated with road repair, culvert repair and/or pavement restoration? If not, explain what portions of the work you would need to subcontract out. \_\_\_\_

---

---

---

OTHER

Applicant may attach up to 15 pages of supporting information.

Pre-qualification Evaluation Criteria and Point Scores:

- 1) Bonding Capability      up to 5 points
- 2) Insurance Limits      up to 5 points
- 3) Safety Record      up to 10 points
- 4) Labor capacity      up to 10 points
- 5) Equipment available      up to 20 points
- 6) References      up to 20 points
- 7) Experience/Capability      up to 30 points

A Contractor shall receive a minimum of 70 points out of 100 points to be pre-qualified to bid on road work in Sullivan Maine.

LEGISLATIVE HISTORY

09-Jan-23 Adopted by Select Board