

Municipalities & Awarding Authorities and the Contractor Prequalification Program



The months of planning and budgeting are complete, the referendum has passed and you are finally ready to begin construction of a new school in your town. Your building committee believes they've attended to every detail, but have they? Unless your proposed bid language reflects the law concerning Contractor Prequalification and you are prepared to provide your prequalified contractors with Performance Evaluations, you still have work to do.

Connecticut law directs awarding authorities to:

- Seek a prequalified contractor when a bid is expected to exceed \$500,000.00 for a construction project which is funded in whole or in part with state funds, and indicate in the bid advertisement the classification(s) for which contractors are being sought.
- Provide those contractors with a Performance Evaluation at 50% project completion and provide both the contractor and DAS with a Performance Evaluation at 100% completion.

The law is clear, but how does an awarding authority fulfill its obligations under the law? The first step is in properly preparing the bid advertisement. **See next page** for a guide to writing a bid advertisement for Prequalified contractors.

Once the project is underway with a Prequalified contractor, it will be necessary to provide a Performance Evaluation to the contractor at 50% completion, and another to both the contractor and the DAS Prequalification Unit at 100% completion.

Any public agency that fails to submit a completed evaluation form, as required by this section, not later than seventy days after the completion of a project, shall be ineligible for the receipt of any public funds disbursed by the state for the purposes of the construction, reconstruction, alteration, remodeling, repair or demolition of any public building or any public works project until such completed evaluation form is submitted.

And don't forget that since October of 2007, subcontractors performing work over \$500,000.00 for a construction project which is funded in whole or in part with state funds must also be prequalified.

Helpful Links:

Classifications:

http://www.das.state.ct.us/Business_Svs/PreQual/Search_Form.asp

Legislative Info— Prequalification:

<http://www.cga.ct.gov/2007/pub/Chap058a.htm#Sec4a-100.htm>

Legislative Info— Performance Evaluations:

<http://www.cga.ct.gov/2007/pub/Chap058a.htm#Sec4a-101.htm>

Legislative Info— Bidding for public building contracts. Prequalification requirements :

<http://www.cga.ct.gov/2009/pub/chap060.htm#Sec4b-91.htm>



Sample Building Construction Bid Advertisement Language:

Below is a sample of a simple bid seeking a Prequalified General Contractor (General Building Construction).

Project Title: Additions and Renovations to the local High School, Your Town, CT
Project Number: A1-BC-124-D
DAS Prequalification Required: Yes
DAS Classification: General Building Construction (Group C)

Bidders are advised that both the DEPARTMENT OF ADMINISTRATIVE SERVICES PREQUALIFICATION CERTIFICATE and UPDATE (BID) STATEMENT must accompany the bid proposal for projects estimated to exceed Five Hundred Thousand Dollars (\$500,000.00) (C.G.S. 4b-91 as amended). Failure to supply them with the bid will result in rejection of the bid

Department of Administrative Services (DAS) Contractor Prequalification Program:
http://www.das.state.ct.us/Purchase/New_purchHome/busopp_template.asp?F_ID=16

Below is a sample of a bid seeking Prequalified contractors for various bid packages. This type of bid advertisement might be posted by a Construction Manager.

Unit: Any Town, City of
Bid Number: 01-06-1-06
Post Date: Jan 17, 2006
Close Date: Jan 26, 2006
DAS Prequalification Required: Yes – for all bid packages below marked with an asterisk.

Bid No. 01-06-1-06, New Magnet Elementary School, Any Town, CT, Project No. 10-10 will be received at Any Town City Hall, Purchasing Agent's office, 110 Oak Hill Ave., Any Town, CT 01010 until 10:00 A.M., February 17, 2007. Prior to the public opening of the bids, any bid submitted may be withdrawn by the bidder if said bidder discovers mathematical or clerical errors in his bid. Any such bid withdrawal may be made without penalty or prejudice. After the bids are opened, all offers will be considered firm for a period of ninety days and no bid may be withdrawn for any reason during that period except for such cause as the City of Any Town in its sole discretion deems sufficient.

Work consists of materials, labor and equipment for site clearing and preparation, site utilities, landscaping, concrete foundations, structural steel framing, masonry, roofing, windows and doors, interior finishes, mechanical, plumbing, fire protection, and electrical necessary for the construction of a new 56,000 square foot elementary school broken into the following bid packages:

- Bid Package No. 1 – Site Construction *
- Bid Package No. 2 – Masonry *
- Bid Package No. 3 – Metals *
- Bid Package No. 4 – General Trades *
- Bid Package No. 5 – Mechanical *



Bid Package No. 6 – Electrical *
Bid Package No. 7 – Millwork
Bid Package No. 8 – Fire Protection
Bid Package No. 9 – Laboratory Testing
Bid Package No. 10 – Alarm and Security
Bid Package No. 11 – Automated Temperature Controls

Note: Bidders on bid packages marked with an asterisk are required to submit the DAS Prequalification Certification and Update (Bid) Statement with the bid, as noted hereafter.

The Contractor shall hold a current "DAS Contractor Prequalification Certificate" (not a predetermination letter) from the Department of Administrative Services of the State of Connecticut according to C.G.S. §§ 4a-100, C.G.S. §4b-101 and C.G.S. §4b-91. Bidders shall submit with their bids, unless noted otherwise, a "DAS Contractor Prequalification Certificate" along with a current "Update (bid) Statement". **Any bid submitted without a copy of the DAS Prequalification Certificate and an Update (Bid) Statement shall be invalid.** If you have any questions regarding these requirements contact the State of CT, DAS, at telephone number 860-713-5280 or visit their web site at www.das.state.ct.us.

A bid bond in an amount not less than five percent (5%) of the amount of the bid shall accompany each bid package. A performance bond in an amount equal to one hundred percent (100%) of the accepted bid will be required. A non-collusion statement for Prime Contractors and any addendum acknowledgements must also be submitted at the time of the bid.

Plans and specifications (Contract Documents) may be obtained at the Purchasing Agent's office, City Hall, 110 Oak Hill Avenue, Any Town, Connecticut 01010. Bidders may obtain complete sets of plans and specifications containing all eleven bid packages for a nonrefundable payment of two hundred dollars (\$200.00) per set.

A pre-bid conference, attendance is strongly recommended, for Bidders will be held on January 27, 2006 at 10:00 a.m. in the Council Chambers, City Hall, 110 Oak Hill Avenue, Any Town, CT.