

**CHAPTER 15 – CONTRACTOR PRE-QUALIFICATION**

1.0 General Information

- 1.1 The State of Kansas, the Division of Facilities Management has implemented a process to pre-qualify contractors. This process is the state's method of further defining the term "responsible bidder" in statute [K.S.A. 75-3740](#).
- 1.2 A taskforce was assembled with members from the Associated General Contractors (AGC), American Institute of Architects (AIA), Kansas Council of Engineers (KCE), and various state agencies along with representatives from DFM. The taskforce has revised an existing procedure for contractors interested in providing construction services for the State of Kansas.
- 1.3 Any company wishing to bid as a **prime** contractor (i.e. those wishing to bid on projects under their own company name) will need to follow the requirements. This includes, but is not limited to, general, mechanical, electrical and plumbing contractors as well as fire alarm contractors, security contractors, roofers, pavement and landscape contractors.
- 1.4 If a contractor submits a bid and the company is not pre-qualified, the bid will not be opened and will be returned to the company.
- 1.5 Applications are required to be resubmitted every three years from the date of your initial application. You will be notified when you are required to resubmit you application.

2.0 The Pre-qualification Process

- 2.1 The first step in being pre-qualified is to submit a Statement of Qualifications for approval. This is referred to as their application.
- 2.2 The contractor may use either the AIA A305 Contractor's Qualification Statement (latest edition) or the AGC Consensus Docs 221 Contractor's Statement of Qualifications (latest edition).
  - 2.2.1 The AIA form can be ordered from the AIA website at [www.aia.org](http://www.aia.org) then click on "purchase contract documents", or contact the local AIA office. The AIA Kansas office in Topeka can be reached at 785-357-5308. The AIA Kansas City office on Kansas City Missouri can be reached at 816-221-3485.
  - 2.2.2 The AGC document can be purchased on the AGC website at [www.agc.org](http://www.agc.org), then click on "contract documents" or contact the local AGC office. The AGC of Kansas office in Topeka can be reached at 785-266-4015. The AGC of Kansas City can be reached at 816-531-4741.
- 2.3 Contractors will be notified when their application has been received, at which time their status is noted as "pending".
- 2.4 A contractor may bid and be awarded one project while his/her application is "pending".
- 2.5 Contractors must have their applications submitted to DFM in order to receive plans for any project they wish to bid as a prime contractor. Plans will not be sent to any contractor until the contractor has submitted his/her application.
- 2.6 Contractors should be referred to the Division's website at [www.da.ks.gov/fp](http://www.da.ks.gov/fp) and follow the links for Contractor Pre-qualification. Full instructions for submittal along with additional information about the pre-qualification process are located on this website.

2.7 Kansas Department of Transportation (KDOT) has a pre-qualification process for road and bridge work, which is substantially different than DFM's prequalification process. Contractors who are pre-qualified with KDOT are not pre-qualified to bid on DFM projects unless the contractor has already completed the DFM pre-qualification process. If a contractor is pre-qualified with KDOT and wishes to complete the DFM pre-qualification process, the approval letter from KDOT should be included.

2.7.1 The KDOT and DFM pre-qualification processes are completely different. Approval by one does not guarantee approval by the other.

2.8 Questions about the process that can not be answered on the website should be directed to 785-296-8899.

### 3.0 Renewal Process

3.1 After the initial three year approval, contractors will be required to send a renewal application.

3.1.1 A letter will be sent to the firm 2 to 3 months in advance of the expiration date of the application.

3.2 To proceed with the renewal process, fill out the Renewal Form FPDC Form 840 found at our website at <http://www.da.ks.gov/fp/contractor/default.htm>. The form may be sent in via e-mail, fax or regular mail.

**END OF CHAPTER 15**