

Building Design and Construction Manual

PART A – POLICY AND PROCEDURES

CHAPTER 7 – CONTRACTOR PRE-QUALIFICATION

1.0 General Information

- 1.1. This applies to all projects bidding through DCC and may apply to the other procurement processes as directed by Owner.
- 1.2. All forms for this process will be typed and submitted electronically. All correspondence will be via e-mail.
- 1.3. The State of Kansas 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](#).
 - 1.3.1. 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 DCC. The taskforce has revised an existing procedure for Contractors interested in providing construction services for the State of Kansas.
 - 1.3.2. Kansas Department of Transportation (KDOT) has a pre-qualification process for road and bridge work, which is substantially different from DCC's prequalification process. Contractors who are pre-qualified with KDOT are not pre-qualified to bid on DCC projects unless the Contractor has already completed the DCC pre-qualification process. If a Contractor is pre-qualified with KDOT and wishes to complete the DCC pre-qualification process, the approval letter from KDOT should be included in the application packet. Approval by one does not guarantee approval by the other.
 - 1.3.3. The Procurement and Contracts has a vendor registration for RFP's not processed through DCC. [Click here](#) to be directed to Procurement and Contracts website. Click on Bidder Application.
 - 1.3.4. Beginning July 1, 2013 all roofing contracts will be required to be registered with the Kansas Attorney General's office. Proof of registration will be required when a roofing company submits an application for pre-qualification.
- 1.4. Any company intending to bid as a prime Contractor and sign a construction contract with the State of Kansas will need to follow the requirements below.
- 1.5. 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.

2.0 The Pre-qualification Process

- 2.1. To apply, companies should use the Form 840 - Pre-qualification Application found at www.da.ks.gov/fp/Contractor/.
- 2.2. Contractors will be notified by DCC when their application has been received, at which time their status is noted as "pending".
- 2.3. After the initial review, the Contractor will either be notified that his application has been approved or that additional information is required.
- 2.4. A contractor must be "approved" to bid on a project.

2.5. Companies whose applications are pending more than 60 days and fail to provide all required documents will be given two weeks to comply with the request for additional information. If no information is received during that two week period, the application will be discarded.

2.5.1. If the company wishes to bid on projects in the future, they will have to reapply.

2.6. Instructions for submittals and additional information about the pre-qualification process are located under “Contractor Pre-qualification” at <http://www.da.ks.gov/fp/contractor/default.htm/>.

2.6.1. Questions about the process that cannot be answered on the website should be directed to 785-296-8899.

3.0 Submission of Bid When Not Pre-qualified

3.1. If a bid is submitted from a company has not been approved to bid, their bid will be returned to them unopened.

3.1.1. DCC can not prohibit plan distribution to Contractors who are not pre-qualified. Under the description of each project, there is a note in red lettering indicating that all Contractors bidding as the prime bidder must be pre-qualified with DCC. This requirement is also located in Document B section 1.2 and in the first addendum. A link to the pre-qualification web page is provided. It is up to the Contractor to initiate the pre-qualification process.

4.0 Renewal Process

4.1. Applications are required to be resubmitted by each company every three years from the date of the company’s initial application approval.

4.1.1. After the initial three-year period of approval, an e-mail will be sent to the company 2 to 3 months in advance of the expiration date of the application.

4.2. Companies that do not renew by their expiration date will no longer be pre-qualified and will be removed from the list of pre-qualified Contractors.

END OF CHAPTER