

CONTRACTOR PREQUALIFICATION – OVERVIEW

The Village of Point Edward's Technology Services Department would like to implement a pre-qualification process for all contractors who perform construction and maintenance tasks for the municipality. The intent of pre-qualification is to provide improved and more consistent project outcomes for the Village of Point Edward by working with contractors who are committed to continuous improvement in process and systems. Pre-qualification will focus on all Village of Point Edward Departments. This report will focus on: pre-qualification objectives, benefits, acceptability of contractors, requirements for pre-qualification, the establishment of a pre-qualification advisory board and a list of contractors who need to be pre-qualified.

Other Objectives:

- group contractors according to their expertise and capability
- set up panels of suitable contractors for specific work type and values
- facilitate the selection and invitation of pre-qualified contractors
- deliver improved project outcomes for the Village of Point Edward

Pre-qualification Benefits:

- pre-qualification process enables the Department to select contractors who have demonstrated the required experience, capability and capacity
- pre-qualified contractors have demonstrated the capability to provide better more consistent project outcomes
- the pre-qualification process results in reduced tendering costs relative to open tenders while maintaining appropriate levels of competition
- allows the Village of Point Edward, as a major buyer of construction related services to more effectively implement continuous improvement initiatives

Pre-qualification Advisory Board:

As per this pre-qualification scheme an advisory board will be initiated. This board will be made up of a five member committee consisting of the Mayor, CAO, a member of Council, an employee of Public Works and an employee of Technology Services.

It will be the boards duty to investigate and examine the pre-qualifications of all contractors applying for pre-qualification certificate. The board will also have the right to deny, revoke or temporarily suspend certificates, subject to the required hearing process.

Acceptability:

To determine the acceptability of a contractor the board will investigate the following items:

- Financial responsibility of the contractor
- The quality and availability of the contractors equipment, machinery and the number and qualifications of their personnel
- The performance record of the applicant in the performance of contracts within the municipality and for public and private improvements
- Experience in supervising and/or implementing similar construction projects
- Reputation and reliability
- The nature and extent of other current contract commitments
- Whether or not the contractor has been denied pre-qualification, if so, for what reason
- Any other fact which would materially affect the ability of the applicant to properly, adequately, expeditiously and satisfactory prosecute the work which the applicant is seeking pre-qualification.

Certificate of pre-qualification:

The certificate of pre-qualification will flow from the successful completion and approval of an application. Success will be dependant on a point system associated with the **Contractor pre-qualification questionnaire** (see attached). The contractor will also supply the Advisory board with:

- an audited financial statement
- letter or certificate of good standing from a recognized bonding company, or failing that a credit report
- an executed release form provided by the Village authorizing the applicant's bank to release credit history
- any other relevant information requested by the Advisory board e.g. WSIB, Health and Safety

Contractor to be pre-qualified:

Any contractor who executes any paid job for the Village of Point Edward shall be pre-qualified. Contractors to be listed in this process would include:

- Concrete
- Electrical
- General/Emergency road repair
- Maintenance road work
- HVAC
- Plumbing
- General maintenance sewer work
- Tree cutting
- Consulting Engineer
- Archeology

Additions may occur to this list.

NOTE: The municipality is aware that there may be certain types of emergency situations where it is necessary to use a non-qualified contractor based on time and availability. This will be at the Village of Point Edward's discretion.

VILLAGE OF POINT EDWARD CONTRACTOR PRE-QUALIFICATION QUESTIONNAIRE

1.0 General Information

Date: _____

1.1 Name of Firm _____

Address

Telephone _____

Fax _____

Contact for Bid Purposes _____

1.2 **Legal Identity:** _____

Individual Partnership Corporation

Other:

1.3 How long has your organization been under your present management? _____

1.4 **Number of employees:**

Administrative, Project Management, and General Office _____

Field Superintendents and Foremen _____

Laborers _____

2.0 Capabilities

2.1 List trade categories in which your firm is qualified and performs work on a regular basis:

2.2 List trade categories for which your firm regularly subcontracts others:

2.3 Business Volume

Indicate the annual dollar volume for the past three years

2001 \$ _____

2002 \$ _____

2003 \$ _____

Indicate the dollar volume of work for which you presently have contracts, but have not started or completed to date: \$ _____

2.4 Contract

- 2.4a** Has your firm ever failed to complete a contract? Yes No
- 2.4b** Has your firm ever been in a lawsuit regarding project performance, payments, or schedule? Yes No
- 2.4c** Within the last five years, has any officer or principal of your firm been an officer or principal of another organization when it failed to complete a construction contract? Yes No

2.5 Scheduling

- 2.5a** Does your firm employ the critical path method Yes No
- 2.5b** Does your firm employ computerized scheduling Yes No
- 2.5c** If so, what software is used? _____

2.6 Quality Assurance/Quality Control

- Does your firm have a written QA/QC Program? Yes No
- If yes, please provide a copy

2.7 Equipment

Attach a list of company owned and leased equipment highlighting equipment that is readily available for use, including make, model and year.

2.8 Bonding

Name of Bonding Company _____

Address

Contact _____

Telephone _____

2.8a Total Bonding Capacity _____

2.8b Single Project Capacity _____

2.8c Current Bonding in Effect _____

3.0 Insurance

List the following Insurance coverage amounts:

- 3.0a General Liability \$ _____
- 3.0b Workman's Compensation/Employers Liability \$ _____
- 3.0c Automobile Liability \$ _____
- 3.0d Professional Liability \$ _____
- 3.0e Insurance Company \$ _____
- 3.0f Broker/Agent \$ _____
- 3.0g Agent Contact _____ Telephone _____

4.0 References

List three Owner, Construction Manager, or General Contractor references for which you have performed work in the last two years.

4.0a Company Name _____
Address _____

Contact _____
Telephone _____ Fax _____
Project Name(s) _____

4.0b Company Name _____

Address

Contact _____

Telephone _____ Fax _____

Project Name(s) _____

4.0c Company Name _____

Address

Contact _____

Telephone _____ Fax _____

Project Name(s) _____

HEALTH AND SAFETY

5.0 Does your company have a Health and Safety Representative? yes no

5.1 Name _____

5.2 Address _____

5.3 Phone _____

5.4 Does your company hold Health and Safety Meetings? yes no

5.5 Schedule times _____

WSIB

6.0 Does your company carry valid WSIB? yes no

6.1 Is a copy attached? Yes no

STATUTORY DECLARATION

DOMINION OF CANADA
COUNTY OF LAMBTON
TO WIT

(IN THE MATTER OF
(contractor pre-qualification
(in the Village of Point Edward
(in the County of Lambton
(in the province of Ontario

I _____ a representative of _____
(Printed Name) (Company Name)

Do solemnly swear that all statements contained in this application and provided by me are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

And I make this solemn declaration, conscientiously believing it to be true and knowing that it is of the same force and effects as if made under oath and by virtue of the "Canada Evidence Act".

DECLARED before me at

_____)

Of _____)

In the County of _____)

This _____)

Day of _____, 20__)

Signature of Owner
(I have authority to bind the Company/
Corporation)

A Commissioner, etc.,

POINT CODE BREAKDOWN

QUESTIONNAIRE NUMBER	POINT GIVEN
1.3	1-5YRS 1 PT. 5+ YRS 2 PTS.
1.4	PROJECT MANAGEMENT 1 PT. FIELD SUPER/FOREMAN 1 PT.
2.1	1 POINT PER TRADE
2.2	1 POINT PER TRADE
2.3	OVER \$100,000/ YEAR 1 POINT
2.4(a,b,c)	-5 YES, +5 NO (each)
2.5(a,b,c)	+1 YES, -1 NO (each)
2.6	+1 YES, -1 NO
2.7	IMMEDIATE AVAILABILITY +1 PT. EQUIPMENT >1998 +1PT.
2.8	+1 PT.
3.0(a,b,c,d)	+1 PT. each
4.0	+1 PT. each
5.0	+5 YES, -5 NO
5.4	+5 YES, -5 NO
6.0	+5 YES, -5 NO
6.1	+5 YES, -5 NO

Total score needed for approval 40