

Rhode Island Division of Purchases Vendor Prequalification Packet

Instructions: Vendors must be prequalified by the Division of Purchases prior to bidding on (non-DOT) state public works projects with an estimated value of over one million dollars. A vendor who wishes to be prequalified must submit a prequalification packet at least once every two years, providing all information in support of the evaluation categories listed in Procurement Regulation 220-RICR-30-00-4(D) entitled “Vendor Prequalification”. All vendors are advised to review the provisions related to confidentiality within the General Conditions of Purchase, 220-RICR-30-00-13(D) and to properly identify privileged or confidential documents as outlined therein. If there is a substantial change in the information provided in a vendor’s prequalification packet within the two-year prequalification period, the vendor has an affirmative duty to supplement the information provided to the Division so that the Division may determine whether the vendor may remain at prequalified status. “Substantial Change” means any change which a reasonable person would believe would affect the classifications or amount of work of which the vendor has been prequalified by the Division to perform. Failure to supply material information will result in revocation of prequalification and vendor suspension not less than one (1) year. Vendors must review all of 220-RICR-30-00-4 which contains all prequalification requirements.

Note: Many vendor frequently asked questions may be answered in the Vendor Prequalification Guidance Document which can be found on both the Division of Purchases website and the Secretary of State’s website.

I. Management Experience 220-RICR-30-00-4.6(D)(1)

<u>Regulatory Citation</u>	<u>Regulatory Requirement</u>	<u>Provide information below or indicate if information is attached on a separate sheet.</u>
§ 4.6(D)(1)(a)	Business Owners: the name, title, years with the vendor of the owner(s) of the business	
§ 4.6(D)(1)(b)	Management Personnel: The names, title, education and experience, years with vendor, and list of projects completed by all management personnel. Vendors shall have staff that are qualified and competent in the area of estimating, scheduling, project management, field supervision, and safety.	
§ 4.6(D)(1)(c)(1)	Public Works Experience: Years of experience performing public works projects (including municipal, state and federal public works projects). At least three (3) years of public works project experience is required for prequalification. Work as a subcontractor on public works projects may be considered.	

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§ 4.6(D)(1)(c)(2)	Public Works Experience: A list of all public works projects performed in the past five (5) years, including the project name, brief description and owner contact person.	
§ 4.6(D)(1)(c)(3)	Public Works Experience: A list of the three (3) largest public works projects performed in the last five (5) years including: the project name, description, original contract sum, final contract sum with explanation, date of substantial completion and date of final completion. If no public works projects have been completed by the vendor, provide the above information for the three largest projects performed in the last five (5) years for a private entity.	
§ 4.6(D)(1)(d)	Terminations: A list of all projects (private or public works projects) where the vendor's contract was terminated prior to completion, including the project name, description, original contract sum, and explanation for termination.	
§ 4.6(D)(1)(e)	Legal Proceedings: A list of any legal proceedings where the vendor was a named entity for the past five (5) years.	
§ 4.6(D)(1)(f)	Safety Record: The five (5) year history of the vendor's workers' compensation experience modifier.	
§ 4.6(D)(1)(g)	Compliance Record: Information on and evidence of the vendor's compliance record with respect to minority business enterprise and women business enterprise inclusion goals and workforce inclusion goals, if applicable on public works projects within the past five (5) years.	

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II. References 220-RICR-30-00-4.6(D)(2)

<u>Regulatory Citation</u>	<u>Regulatory Requirement</u>	<u>Provide information below or indicate if information is attached on a separate sheet.</u>
§ 4.6(D)(2)(a)	Project References: A list of references from owners, contractors (as applicable), architects (as applicable), engineers (as applicable) from projects that the vendor has performed within the past five (5) years. At least three references must be provided from at least two (2) different projects that the vendor has performed within the past five (5) years. The list of references must include, at a minimum, project names and the names of the reference with a current address, telephone and e-mail address	
§ 4.6(D)(2)(b)	Credit References: A list of a minimum of five credit references, including the current telephone number and e-mail address of a contact person from key suppliers, vendors and banks.	
§ 4.6(D)(2)(c)	Public Works Project Record: A list of all completed public works projects during the past five (5) years with owner's name, current address, telephone and fax number and a contact person for each. The vendor's past work with the State of Rhode Island will be considered, including the quality of past work performed for the State of Rhode Island.	

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III. Ability to Complete Work 220-RICR-30-00-4.6(D)(3)

<u>Regulatory Citation</u>	<u>Regulatory Requirement</u>	<u>Provide information below or indicate if information is attached on a separate sheet.</u>
§ 4.6(D)(3)(a)	<p>Vendors who do not maintain permanent workforces, or who propose to subcontract a disproportionate percentage of project work shall be considered unqualified.</p> <p>(Provide information describing vendor's permanent workforce and describing percentage of subcontractors utilized to complete public works projects listed in response to § 4.6(D)(2)(c), above.)</p>	

IV. Financial Capacity 220-RICR-30-00-4.6(D)(4)

<u>Regulatory Citation</u>	<u>Regulatory Requirement</u>	<u>Provide information below or indicate if information is attached on a separate sheet.</u>
§ 4.6(D)(4)(a)	Reviewed Financial Statement prepared by a licensed Certified Public Accountant.	
§ 4.6(D)(4)(b)	Vendors who are seeking prequalification for purchase orders over \$20,000,000 must provide Audited Financial Statements.	
§ 4.6(D)(4)(c)	Revenue: A vendor must provide its revenue under contract for the next three (3) fiscal years.	
§ 4.6(D)(4)(d)	Prompt payment of subcontractors: All vendors must provide subcontractor lien releases for all projects performed within the past five (5) years.	

NOTE: The Purchasing Agent may require supplementary prequalification examinations pursuant to 220-RICR-30-00-4.6(E).

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Vendor requests prequalification to bid on projects with an estimated value up to: \$ _____.

Vendor requests prequalification to bid on the following categories of work:

- Horizontal Construction: Road or parking lot construction and rehabilitation.
- Vertical Construction (Design-Bid-Build): Vendor acting as prime contractor for the construction of buildings (including new construction and/or renovations).
- Exterior building envelope projects including roofing, window installation/repair, exterior wall work, masonry, or any combination thereof.
- HVAC/Plumbing: Projects where the work primarily encompasses the disciplines of plumbing, fire protection, heating, ventilating and air conditioning (HVAC), and building control systems.
- Electrical: Projects which have a primary focus on electrical and low voltage systems including but not limited to: electrical distribution, emergency power generation, lighting, low voltage distribution, and devices.
- Site Work & Utility Work: Clearing, grubbing, removal of tree stumps, shrubs, site preparation, mass earth excavation, silt fence, erosion/sedimentation control, gabions, erosion control, rock crushing/recycling, screening topsoil and other aggregates. Sewer and water mains, pipe jacking, storm drainage, sewer rehabilitation, sewage pumping stations.
- Painting (Interior or exterior)
- Landscaping/Environmental Improvements: Landscaping roadside, including seeding, hydro seeding, mulching, sodding, and ground cover planting, topsoil application, and other construction related thereto. Site Landscaping including topsoil application, including planting of trees, shrubs, and all ground covers on various types of sites, selective tree removal, trimming, seeding, insecticide application, weed control, liming, soil binder & soil supplements, irrigation, Wetland mitigation, creation, plantings and removal of invasive species.
- Environmental: Environmental/hazardous waste removal, stockpile, sewage pumping stations. The containment, cleanup, removal and disposal of debris, hazardous, controlled/toxic materials, including water.
- Marine repairs, construction or salvaging.
- Construction Manager at Risk (CMAR) as defined in § 8.11(C)(4) of the Procurement Regulations and R.I. Gen. Laws §§ 37-2-7, 37-2-27.2, 37-2-27.3, and 37-2-27.4.
- All work categories listed above.

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The person signing below represents, under penalty of perjury, that he or she is fully informed regarding the preparation and contents of this Prequalification Packet (including all attachments) and has been duly authorized to execute and submit this Prequalification Packet (including all attachments) on behalf of _____.

Vendor Name

Sign Name

Date

Print Name and Title