



City Council Policy: CP265 - Pre-Qualification of Contractors

Effective Date: October 17, 1994

Amends:

Approved By: City Council

I. SCOPE

II. PURPOSE

- A. To establish a policy and the procedures necessary to pre-qualify contractors in order for them to be eligible to bid on and to perform street, curbing, sidewalk and/or storm drainage projects with a bid value of \$100,000 or more for the City of Prairie Village.

III. RESPONSIBILITY

- A. Director of Public Works.

IV. DEFINITIONS

V. POLICY

VI. PROCEDURES

- A. All contractors submitting bids of \$100,000 or more for street, curbing, sidewalk and/or storm drainage must be pre-qualified by the Kansas Department of Transportation (KDOT).
 - 1. This pre-qualification includes, among other things, financial rating, amount of required equipment, performance record, and previous experience on various types of construction work.
- B. At a minimum, the prime contractor must be pre-qualified in asphalt or concrete, and must maintain his pre-qualification status, both currently and during the time the contract is in force.
 - 1. Some of the various other classifications may include grading, structures, base course, pavement marking, sod/landscaping, etc.
- C. Notice of the pre-qualification of contractor's requirement shall be contained in the "Notice to Bidders."
- D. The "Bid Proposal" and the "Contract Agreement" shall contain a statement certifying that the prime contractor is in fact currently listed on the official KDOT listing of pre-qualified contractors and that the prime contractor will do whatever is necessary to remain on that listing during the time the contract in question is in force.
- E. The official business name of the contractor must appear on the KDOT listing currently on file in the office of the Director of Public Works at the time the bid is received. This list will be obtained at least annually from KDOT.