

Contractor: _____

Pre-Qual #: _____

Prequalification of Contractors for Public Works Projects.

The Rockford Park District is accepting prequalification submissions from General Contractors for public works projects. Prequalification is a collection of documents needed to respond to public works bids and the intent is to minimize the contractor's response time for public bids. Purchasing will collect evidence of compliance for the responsible bidder ordinance, certificate of insurance, and documentation of participation in apprenticeship and trainings programs applicable to the work to be performed and registered with the US DOL.

The responsible bidder ordinance requires that contractors must supply repetitive information for all Park District bids for which the contractors chooses to respond. There are requirements that must be met before the bid can be awarded to a contractor. Generally, the project is awarded to the **lowest responsible** bidder who submits the lowest **responsive** bid. A **responsible** bidder is one who has the appropriate licenses, the equipment, and skills necessary to perform the work in question, or who has a subcontractor who has those particular skills. A **responsive** bid is one which is an unconditional offer to provide the goods and services that are being bid upon, and complies with all of the bid procedures that are set forth in the requirements of the bid documents. Responses that are submitted taking exceptions to the specifications or with exclusions, qualifications or caveats shall be deemed non-compliant to the specifications and will be subject to rejection.

The Park District will allow contractors to "prequalify" by allowing contractors to submit information that is required in the bid language to perform work pursuant to a contract for the construction, reconstruction, alteration, remodeling, repair or demolition of any public building or any other public works over \$10,000 or as outlined in the Responsible Bidder Ordinance by supplying repetitive requested information one time per year.

Responsible Bidder Ordinance 2013-O-03 requires that for both general contractors and any or all subcontractors for facilities and/or projects meets all of the job specifications and submits evidence of such compliance for:

- A. All applicable laws prerequisite to doing business in Illinois.
- B. Evidence of compliance with-
 - i. Federal Employer Tax Identification Number or Social Security Number (for individuals).
 - ii. Provision of Section 2000(e) of Chapter 21, Title 42 of the United States Code and Federal Executive Order No. 11246 as amended by Executive Order 11375 (known as the Equal Opportunity Employer provisions).
 - iii. Documents evidencing current registration with the Illinois Department of Revenue (i.e. UI account number);
 - iv. Disclosure of any federal, state or local tax liens or tax delinquencies against the contractor or any officers of the contractor in the last five (5) years.
- C. Certificates of insurance indicating the following coverages: general liability, workers' compensation, completed operations, automobile, hazardous occupation, product liability, and professional liability.
- D. Compliance with all provisions of the Illinois Prevailing Wage Act, including wages, submission of certified payroll records, medical and hospitalization insurance and retirement for those trades covered in the act.
- E. Participation in apprenticeship and training programs applicable to the work to be performed on

the projects which are approved by and registered with the United States Department of Labor's Office of Apprenticeship and Training.

- F. Documents evidencing any professional or trade license required by law or local ordinance for any trade or specialty area in which the contractor is seeking a contract award. Additionally, the contract must disclose any suspension or revocation of such license held by the company, or of any director, officer or manager of the company.
- G. A statement that individuals who will perform work on the public works project on behalf of the contractor are properly classified as either (i) an employee or (ii) an independent contractor under all applicable state and federal laws and local ordinances.
- H. Compliance with all provisions of the Illinois Substance Abuse Prevention on Public Works Projects Act; which compliance and evidence of same, shall be required on all Rockford Park District public works projects regardless of dollar amount of such project(s).
- I. Participation in contractor's safety and health activities and programs including: (i) a written safety policy statement signed by a company representative; and (ii) a completed Contractor Safety & Health Questionnaire.
- J. Maintains a written safety manual that applies to, or will be modified to fit, the project at issue.
- K. Ensures all sub-contractors hired by the responsible bidder to perform duties on Rockford Park District public works projects are in compliance with all requirements of the responsible bidder ordinance for: a) all construction contracts in excess of \$10,000, and; b) for all contracts (regardless of their dollar amount) for electrical work, and/or for fire protection work, and/or for HVAC work and/or for plumbing work, (as defined by the Rockford Park District, in its discretion).
- L. The Rockford Park District honors prevailing wages to be paid as stipulated by Ordinance 2018-O-08. The awarded Contractor, including subcontractors, is required to comply with all provisions of the Illinois Prevailing Wage Act, including the payment of wages and fringe benefits as required by law, and the submission of certified payroll transcripts.
- M. All invoices for Prevailing Wage work must be submitted with **CERTIFIED PAYROLL RECORDS**. The Park District **will not pay** any invoice for prevailing wage work that does not have appropriate certified payroll records attached.

There are no Illinois cases addressing the issue of whether an entity can engage in pre-bid exclusion of a contractor wishing to bid upon a public works contract. However, certain State of Illinois agencies utilize statutorily authorized prequalification procedures. The Illinois Purchasing Act, Ill.Rev.Stat. (1989), ch. 127, at §132.6 provides in pertinent part:

The rules and regulations required by this Act may provide that prospective bidders be prequalified to determine their responsibility.

State agencies that engage in prequalification of bids include the Illinois Department of Transportation (IDOT), Department of Central Management Services and the Capital Development Board. For instance, IDOT requires all prospective bidders to submit a completed document entitled "Contractor's Statement of Experience and Financial Condition," in addition to other specified documents.

It is the intent of the pre-qualification questionnaire and documents to assist Rockford Park District in determining bidder responsibility prior to bid, minimize the impact to bidders by allowing contractors to submit required documentation once a year and to aid the Park District in selecting the lowest responsible/responsive bidder in a timely manner. The Park District will be cognizant to ensure that all potential bidders will be accorded equal treatment.

Apprenticeship Training Requirements

Compliance with participation in apprenticeship and training programs is defined in the following three areas:

- A. The company must be a member in good standing with an association or union that has the capacity to offer apprenticeship programs that are approved by the Department of Labor (DOL).
- B. The company must have employees who have completed a program and have an industry issued, nationally recognized credential that certifies occupational proficiency. A Journeyman's card would represent the employee's successful participation in a program.
- C. The company must have access to an apprenticeship or similar DOL-approved program to allow new employees opportunities to learn the work to be performed on a public works project.

Required Documentation

The Rockford Park District will issue a prequalification number to contractors submitting requirements in entirety. The Contractor will enter the prequalification number in the space provided on Bid Offer Form as evidence the Contractor has complied with the Responsible Bidder Ordinance. It is preferred that submissions be made electronically to debbiebrooks@rockfordparkdistrict.org, but will also be accepted in paper format to Rockford Park District, Attn: Debbie Brooks, Purchasing and Records Specialist, 401 S Main Street, Rockford, IL 61101-1321.

Documents to be returned:

- Attachment A – Respond yes or no to questions and provide requested information
- Certificate from US DOL indicating participation in apprenticeship programs
- Evidence of Contractors Safety Policy (Table of Contents from Safety Policy)
- Evidence of Contractors Drug and Alcohol Free Workplace Policy (Table of Contents from Drug and Alcohol Free Workplace Policy)
- Copy of Trade License (If required)
- Current Certificate of Insurance

Contractors submitting partial or incomplete information will not be issued a prequalification number.

Complete the section below. Failure to do so may render the offeror's prequalification form unacceptable.

- A. Representation. The Offeror represents that it is (), is not () a minority-owned business concern.
- B. Representation. The Offeror represents that it is (), is not () a women-owned business concern.
- C. Representation. The Offeror represents that it is (), is not () a disabled-owned business concern.

Please Check Appropriate Box/Boxes

- | | | |
|---|---|--|
| <input type="checkbox"/> African American (AFRAM) | <input type="checkbox"/> Caucasian (CAUC) | <input type="checkbox"/> Native American (NAAM) |
| <input type="checkbox"/> Hispanic American (HISP) | <input type="checkbox"/> Asian-Pacific American (ASIAP) | <input type="checkbox"/> Asian Indian (ASIAI) American |
| <input type="checkbox"/> other, please identify: | <input type="checkbox"/> Woman Owned (W) | <input type="checkbox"/> Disabled Owned (D) |

Is your firm a State of Illinois Certified Business Enterprise Program (BEP) Supplier?..... Yes No

BEP Certification Expiration Date:.....

Contractors completing the prequalification process will be afforded the opportunity to submit an abbreviated form in subsequent years. Contractors will only be required to update the Rockford Park District with changes that may have occurred from the previous year with regards to the documentation required by the Responsible Bidder Ordinance.

Attachment A

Contractor Name

Date

REQUIREMENTS

Please submit the information requested below electronically to debbiebrooks@rockfordparkdistrict.org.

Contractor shall comply with the responsible bidder ordinance for any public works project over \$10,000. Does the contractor :	YES	NO
Follow Equal Opportunity Employer provisions for workforce?		
Have any tax liens or tax delinquencies in last 5 years?		
Remain compliant with all provisions of the IL Substance Abuse Prevention on Public Works Act?		
Require sub-contractors to be in compliance as well with the responsible bidder ordinance?		
Have any history of suspension or revocation of professional or trade license? Provide copy of current license if state law or local ordinance requires licensure?		
Have a current Certificate of Insurance on file that is valid for the time frame of the project with the Park District? (To be supplied to RPD upon award.)		
Respondent participates in contractor's safety and health activities and programs which includes a written safety policy and a written safety manual in place and will be able to furnish both upon request.		
Registration with IL Department of Revenue UI account number		
Contractor shall indicate whether individuals on the project are classified as either (i) an employee or (ii) an independent contractor under all applicable state and federal laws and local ordinances.		

The following documents are required to be on file with the Rockford Park District.

1. Certificate from US DOL indicating participation in apprenticeship programs.
2. Copy of trade or professional license if required.

A certificate of insurance naming Rockford Park District as additional insured may be submitted once a year. The certificate of insurance is not mandatory as contractors may want to supply a certificate of insurance specifically for a project.

This prequalification process does not grant the Contractor the right to bid on or to be awarded a RPD contract. It is a preliminary determination of the responsibility of a bidder who is otherwise in compliance with the procurement rules of RPD to perform public works services consisting of construction and maintenance contracts advertised by RPD.

Please complete the following contact information:

Name of Company or Firm Providing Bid Labor Trade

Address

City State Zip+4

(Name Typed) Title

Phone Number Fax Number

Cell Phone Number E-mail Address

Signature of Company Officer (*Signature Required*)

Date