

PRE-QUALIFICATION OF CONTRACTORS

**CALIFORNIA'S COALITION
FOR ADEQUATE SCHOOL HOUSING**

LPA

creating places and spaces that enrich the lives of those who use them

WHEN TO PRE-QUALIFY AND WHEN NOT TO/ WHEN DOES PRE-QUALIFICATION PAY-OFF?

- **Pre-qualification of Contractors needs to follow specific guidelines to prevent protests**
- **It can be a good process when you develop specific criteria for Qualification that matches intent of your project and its specific delivery system**
- **Consider this process provided that you have legal council that helps develop the procedures that will meet the test of subsequent protests by disqualified bidders**

THE DISTRICT AND ITS CONSULTANTS NEED TO CREATE AN ATTRACTIVE BIDDING ENVIRONMENT TO INDUCE QUALITY CONTRACTORS TO CONSIDER BIDDING YOUR WORK

- **FACTORS TO CREATE THIS “ATTRACTIVE” ENVIRONMENT**
 - **Consistency to the flow of information during bidding process**
 - **Information that is issued in a readily understandable form**
 - **Accurate instructions as to the scope, schedule and packaging of the work**
 - **Easily understood minimum criteria for “Pre-Qualification process**
 - **Create a reputation for processing pay requests on a timely basis “The word will get out”**

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WHEN TO PRE-QUALIFY?

- **Do you anticipate bidders that are less than qualified to do public K-12 school construction?**
- **Have you experienced low bid contractors that search for excessive change orders during the construction process and do not meet schedules for completion?**
- **Do you have specific experience with a contractors/subcontractors that have cause you problems in the past?**
- **Do you have a project that has a scale or magnitude that will require interest from contractors of equivalent scale and magnitude?**

WHEN TO PRE-QUALIFY?

- **Do you have a project that will have a need for a specialized contractor familiar with special construction techniques?**
- **Does the District geographic and/or economic environment require seeking out qualified contractors?**

WHEN NOT TO PRE-QUALIFY?

- **Will the Pre-Qualification process eliminate a competitive bid environment?**
- **Will the Pre-qualification process prevent qualified contractors from bidding your work?**

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