Purchasing shall provide uniform requirements for the prequalification of contractors prior to award of bid on the basis of the following criteria:

1. Proof that the applicant holds a contractor’s license which authorizes the contractor to supervise the work within the scope of the construction project.
2. Evidence that the applicant has financial resources to start up and follow through on projects and to respond to damages.
3. Evidence of relevant experience.
4. Evidence of satisfactory resolution of claims, if any, filed by or against the contractor asserted on projects of the same or similar size within the five years preceding.
5. Type of work for which the contractor is licensed.

Pre-qualified contractors must be capable of fulfilling specific project requirements for bonding, insurance, staffing, completion dates, and work quality. Certification of contractor's pre-qualifications may be validated for a specific project or on an annual basis. Purchasing will receive and approve or reject each application for prequalification within 60 days after receipt.

Those persons or firms that are pre-qualified will be issued a Pre-qualified Bidder Certificate. The certificate shall include the following:

1. Statement indicating that the contractor may bid projects during the times specified.
2. A statement establishing the total dollar value of work the contractor will be permitted to have under contract at any one time as determined by the contractor's bonding capacity or ten (10) times the net quick assets.
3. A statement establishing the maximum dollar value of each individual project the contractor will be permitted to have under the contract with the College at any one time. The maximum value of
each project may be up to twice the value of the largest project previously completed but shall not exceed the contractor's bonding capacity or ten (10) times the net quick assets.

4. A statement establishing the type of work the contractor will be permitted to provide.

5. The expiration date of the certificate.

The Pre-qualified Bidder Certificate shall be valid for one year from the date of approval. The certificate is renewable by submitting a new financial statement or verification of bonding capacity prior to its expiration and shall be done at the sole discretion of the college. The College will not accept any prequalification certificates that have been revoked, suspended, declared delinquent or expired.

A contractor whose application has been rejected or whose certificate has been suspended or revoked by the College shall be given the benefit of reconsideration and appeal as follows:

1. The aggrieved contractor may, within ten (10) days after receiving notification of such action, request reconsideration in writing to Purchasing and may submit additional information at the time of the appeal.

2. The College shall act upon a contractor’s request within 30 calendar days after the filing and shall notify the contractor of its action to adhere to, modify, or reverse its original action. The College may require additional information to justify the reconsideration.

3. The College’s findings of the contractor’s request for reconsideration and appeal shall be final and not appealable.