Bidder Responsibility Criteria

Low Responsible Bidder

It is the intent of the Owner to award a contract to the low responsible bidder. In determining the bidder's responsibility, the Owner shall consider an overall accounting of the items listed below. The bidder must submit the following information, demonstrating that they meet the listed criteria:

1. Capacity

Category	Required Information / Criteria
❒ Current Workload	On a separate sheet, list all the major projects your firm has in progress or are projected to commence during the next 6 months, giving the name of project, Owner, architect, contract amount, percentage complete and scheduled completion date. Failure to list all major projects shall render the bid non-responsive. List the current or projected workload for the next 12 months including this Contract, expressed in total contract value. $_____ List actual contracted workload for the previous 12 months, expressed in total contract value. $_____ The bidder's current or projected workload, during the life of this contract, shall not exceed 150% of the actual contracted workload over the previous 12 months unless the bidder can demonstrate to the Owner's satisfaction that it has the capacity to assume the additional work of this project, provide adequate staffing, and meet project demands.

2. Previous Experience

	Category	Required Information / Criteria
❒	List of Completed Projects (Use Form 1)	On a separate sheet, list all the major projects ($75,000 and above) your firm has completed in each of the past five (5) years, giving the name of project, Owner (contact name and phone numbers, architect (contact name and phone numbers), contract amount, date of completion and percentage of the cost of the work performed with your own forces. This information will be used for references.
	Experience of Superintendent or Project Manager (Use Form 2)	Submit resume and references if different than above, of the person proposed by the bidder to superintend the work. This person shall have managed projects of similar complexity and similar size, and successfully completed the project within the last three (3) years. Superintendent and/or Project Manager shall not be replaced on the project without full consent of the Owner.
❒	Equipment	Submit affidavit that firm has equipment necessary to perform all phases of work, including HMA pavers, planning or grinding machines, asphalt saws, etc.

3. Ability to Perform Within Time Specified

	Category	Required Information / Criteria
❒	Contractor's Ability to Meet the Project Schedule	On a separate sheet, list the project titles, original contract time, and change order time extensions for three specific projects. Bidder shall document that it achieved substantial completion of three previous projects of similar size and scope within no more than 105% of the final contracted time for completion (including change ordered adjustments).

4. References

	Category	Required Information / Criteria
❒	References from Owners of Previous Projects	Owner will check references by contacting owners of previous projects on bidder's performance over the last five years. On average, such references shall be satisfactory or better on a five category scale with "satisfactory" at mid scale. A reference score sheet will be utilized for rating completed projects of similar scope and value.
❒	Public Agency Debarment	Bidder shall not have been debarred by any Public agency within the last two (2) years.

The apparent low bidder must provide the above required information within two (2) working days of receiving Owner notification. Failure to submit such information to the satisfaction of the Owner within the time provided shall render the bid non-responsive.

If the Owner determines that the apparent low bidder is not responsible, the Owner will notify the bidder of its preliminary determination in writing. Within three (3) days after receipt of the preliminary determination, the bidder may withdraw its bid or may request a hearing. The Owner will schedule a hearing within three (3) working days of receipt of the bidder's request. The Owner will issue a Final Determination after reviewing information presented at the hearing. The Owner's Final Determination is specific to this project and will have no effect on other or future projects.

Bidder Responsibility
Form 1 - Contractor Experience Detail
Project: Lewis County Community Development Tenant Improvements

Business Contact Information

Contractor Name:		Total years in Business:
Mailing Address:		
Business Phone:		Former business name(s) & Dates:
Contact Name and Title:		
Contact Phone:	Contact Email:	Reason for name change(s):

*List Projects Completed Within The Time Specified By Division 00, or Are In Progress

* Project Name & Location:	Description Of Project:	Owner:	Architect:	Project Manager Name:	Original Contract Amount:	$	Is this project relevant to proposed project?
					Final Contract Amount:	$	
		Address:	Address:		Original Contract Days		**Yes** ☐
				Superintendent Name:	Time Extensions Granted Days		**No** ☐
		Phone:	Phone:		Completion Date:		
	As Prime ☐ Or Sub: ☐	Email:	Email:		**1. Did this project require Apprenticeship Participation?** **Yes** ☐ **No** ☐ **(If NO, stop here).** **2. If yes, what was the Apprenticeship %?** ____ **%** **3. What was the actual % achieved?** ____ **%** **4. Was the apprenticeship requirement met?** **Yes** ☐ **No** ☐ If **NO** to question 4 attach separate sheet to explain **Why**.		

Bidder Responsibility
Form 2 - Resume of Key Personnel for Proposed Contract
Project: Lewis County Community Development Tenant Improvements

Name:	Role in this Contract:	Years Experience	
		Total	With Current Firm
Firm Name and Location (City and State):			
Training/Education/Specialization:			
Years of Experience in the Proposed Role:			

RELEVANT PROJECTS	
Project Title:	Year Completed
Project Owner:	
Brief Description (Brief scope, size, cost, etc.) and specific role:	Check if project performed with current firm. ☐ If performed with different firm list the firm name
Reference Name & Contact Information:	
Project Owner:	Project Architect:
Name:	Name:
Phone:	Phone:
E-mail	E-mail:

RELEVANT PROJECTS	
Project Title:	Year Completed
Project Owner:	
Brief Description (Brief scope, size, cost, etc.) and specific role:	Check if project performed with current firm. ☐ If performed with different firm list the firm name
Reference Name & Contact Information:	
Project Owner:	Project Architect:
Name:	Name:
Phone:	Phone:
E-mail	E-mail:

RELEVANT PROJECTS		
Project Title:		Year Completed
Project Owner:		
Brief Description (Brief scope, size, cost, etc.) and specific role:		Check if project performed with current firm. ☐ If performed with different firm list the firm Name
Reference Name & Contact Information:		
Project Owner:	Project Architect:	
Name:	Name:	
Phone:	Phone:	
E-mail	E-mail:	

RELEVANT PROJECTS		
Project Title:		Year Completed
Project Owner:		
Brief Description (Brief scope, size, cost, etc.) and specific role:		Check if project performed with current firm. ☐ If performed with different firm list the firm Name
Reference Name & Contact Information:		
Project Owner:	Project Architect:	
Name:	Name:	
Phone:	Phone:	
E-mail	E-mail:	

RELEVANT PROJECTS		
Project Title:		Year Completed
Project Owner:		
Brief Description (Brief scope, size, cost, etc.) and specific role:		Check if project performed with current firm. ☐ If performed with different firm list the firm Name
Reference Name & Contact Information:		
Project Owner:	Project Architect:	
Name:	Name:	
Phone:	Phone:	
E-mail	E-mail:	