

# Pre-Qualified SWaM Contractors List

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**FORUM 2009**  
*Mapping Strategies in Uncertain Times*



# Purpose of the Program

- Provide business opportunities to small, women, and minority owned contractors
- To provide a pool of qualified contractors in over 30 fields
- To expedite schedules for required construction
- To reduce the time and money spent by public bodies in the soliciting process



# Members of the Pre-Qualified Pool Include:

- General Construction
- Painting & Wall Covering
- Flooring Installations
- Drywall and Plastering
- Electrical
- Plumbing
- Mechanical
- Security systems installation
- Low voltage cabling
- Concrete work
- Waterproofing
- Generators
- Mold Remediation

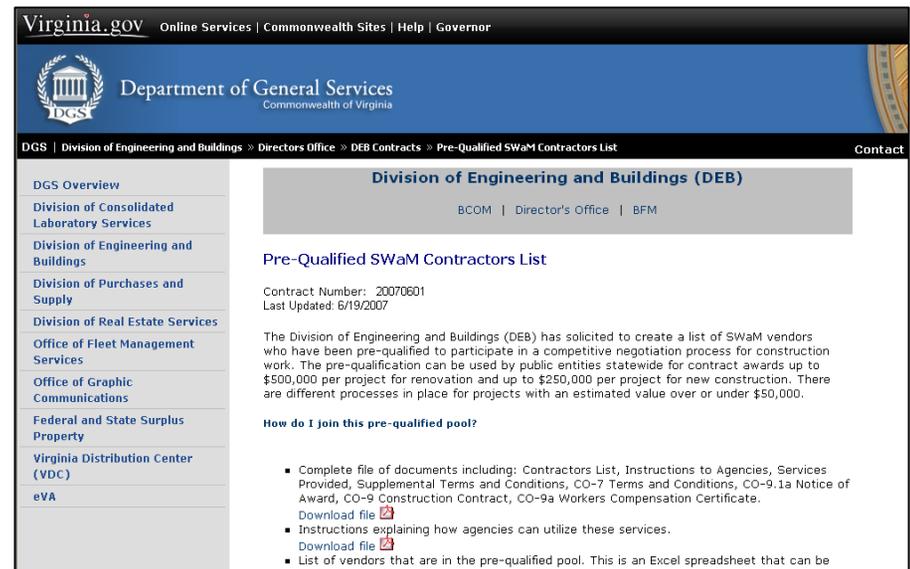
**And Many More! Covering All of Virginia!**



# Pre-Qualified Pool Information

- The DEB Contracts website has all of the contractors names, trades, processes to be used, bond requirements, and all forms

[www.dgs.virginia.gov/DEBcontracts](http://www.dgs.virginia.gov/DEBcontracts)



Virginia.gov Online Services | Commonwealth Sites | Help | Governor

Department of General Services  
Commonwealth of Virginia

DGS | Division of Engineering and Buildings » Directors Office » DEB Contracts » Pre-Qualified SWaM Contractors List [Contact](#)

DGS Overview

- Division of Consolidated Laboratory Services
- Division of Engineering and Buildings
- Division of Purchases and Supply
- Division of Real Estate Services
- Office of Fleet Management Services
- Office of Graphic Communications
- Federal and State Surplus Property
- Virginia Distribution Center (VDC)
- eVA

**Division of Engineering and Buildings (DEB)**

[BCOM](#) | [Director's Office](#) | [BFM](#)

**Pre-Qualified SWaM Contractors List**

Contract Number: 20070601  
Last Updated: 6/19/2007

The Division of Engineering and Buildings (DEB) has solicited to create a list of SWaM vendors who have been pre-qualified to participate in a competitive negotiation process for construction work. The pre-qualification can be used by public entities statewide for contract awards up to \$500,000 per project for renovation and up to \$250,000 per project for new construction. There are different processes in place for projects with an estimated value over or under \$50,000.

**How do I join this pre-qualified pool?**

- Complete file of documents including: Contractors List, Instructions to Agencies, Services Provided, Supplemental Terms and Conditions, CO-7 Terms and Conditions, CO-9.1a Notice of Award, CO-9 Construction Contract, CO-9a Workers Compensation Certificate.  
[Download file](#)
- Instructions explaining how agencies can utilize these services.  
[Download file](#)
- List of vendors that are in the pre-qualified pool. This is an Excel spreadsheet that can be



# How to Use the Pre-Qualified SWaM Contractors List

- Procedures for:
  - Bidding work under \$5,000
  - Bidding work \$5,000 - \$100,000
  - \$100,000 - \$500,000
    - Bidding
    - OR
    - Competitive Negotiation



# Bidding in the Pre-Qualified Pool

- Estimated value of work \$5,000 or less:
  1. Develop scope of work (bid documents)
  2. Use the CO7 Terms and Conditions
  3. Contact a minimum of 2 bidders based on trade and area location
  4. Conduct a site visit where applicable
  5. The contractor shall submit a written/sealed bid
  6. Agency will receive bids and open bids 24 hours later
  7. Award the contract using a CO9
  8. Issue an eVA purchase order



# Bidding in the Pre-Qualified Pool

- Estimated value of work \$5,000 - \$100,000:
  1. Develop scope of work (bid documents)
  2. Use the CO7 Terms and Conditions
  3. Contact a minimum of **4** bidders based on trade and area location
  4. **Required to** conduct a site visit
  5. The contractor shall submit a written/sealed bid **on the bid form**
  6. Agency will receive bids and open bids 24 hours later
  7. Award the contract using a CO9
  8. Issue an eVA purchase order



## Using Pre-Qualified Pool for \$100,000 - \$500,000 Projects

- Estimated value of work  
\$100,000 - \$500,000:
  - Develop scope of work (bid documents)
  - Determine which is best:
    - Competitive Negotiation
  - OR
    - Bidding in the Pre-Qualified Pool

The negotiated process is defined later in these slides



# Bidding in the Pre-Qualified Pool

- *Bidding* for estimated value of work \$100,000 - \$500,000:
  1. Use the CO7 Terms and Conditions
  2. **Use the CO7a Instructions to Bidders**
  3. **Solicit via email all of the pre-qualified contractors listed based on trade and area location for the project and post in newspapers for general competition as per the CPSM**
  4. Required to conduct a site visit
  5. The contractor shall provide a written/sealed bid using the bid form
  6. Agency will receive bids and open bids 24 hours later
  7. Award the contract using a CO9 **and NOA**
  8. **The CO10 and CO10.1 apply to this contract**
  9. Issue an eVA purchase order



# The Competitive Process

- Competitive negotiation is defined in section 2.2-4301 of the Code of Virginia
- The Department of General Services is handling the RFP and the pre-qualification criteria of the competitive negotiation process



# Competitive Negotiations

- Agency Heads or their designee must set forth in writing that competitive negotiation is more advantageous to the public body than sealed bidding
- We have a letter format for use of the negotiated process on the [DEB Contracts website](#)



# Competitive Negotiations in the Pre-Qualified Pool

- *Competitive Negotiation* for estimated value of work \$100,000 - \$500,000:
  1. A public body may use a GC or trade specific
  2. Contact a minimum of 4 bidders based on trade and area location
  3. A public body will define a due date and time for the pricing proposal, due date shall not be less than 21 calendar days
  4. Conduct a site visit/pre bid conference
  5. Consideration in award will be given for time to complete work, price, and qualifications



# Negotiated Process

- This contract is a negotiated process
- You negotiate with a minimum of 2
- If only 1 responds, then you may determine cost reasonableness, document in writing, and proceed or re-solicit
- Suggested scoring:
  - 50% price
  - 50% schedule, means and methods

# Questions or Feedback



[www.dgs.virginia.gov/DEBContracts](http://www.dgs.virginia.gov/DEBContracts)

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