

## PRE-QUALIFICATION PROCESS FOR CONSTRUCTION AND TRADE VENDORS FOR PHYSICAL PLANT OPERATIONS

### Why create a pool of pre-qualified vendors?

Physical Plant Operations (PPO), working with the Purchasing Department, has developed a pre-qualification process for construction and trade vendors to enable the College to perform a due diligence review of vendors in order to reduce the processing time and contracting costs of securing contracts. This process is not intended for use with large dollar value projects, which would otherwise require a more formal Request for Proposal process. It is intended to encompass projects with an overall cost less than \$30,000.

### Pre-qualification process

Vendors may initiate the process to obtain pre-qualified status at any time using the following these steps:

1. Complete and submit the PPO Vendor Pre-Qualification Application
  - a. A copy of the completed form should be sent to the attention of each of the following individuals, by either email, postal mail or fax:

Noel Roan  
Purchasing Specialist  
Fax 810-762-5645  
[noel.roan@mcc.edu](mailto:noel.roan@mcc.edu)  
1401 E Court St  
CM 1117C  
Flint, MI 48503

Amanda Krok  
Assistant Director, Physical Plant  
Fax 810-238-4183  
[amanda.krok@mcc.edu](mailto:amanda.krok@mcc.edu)  
1401 E Court St  
PPO 2205  
Flint, MI 48503

2. Complete and submit a W-9 (link <http://www.irs.gov/pub/irs-pdf/fw9.pdf>) to the Purchasing Specialist
3. Register at [www.bid4michigan.com](http://www.bid4michigan.com) using one of two options: 1) free registration, which allows the vendor to manually search and respond to posted bids; 2) annual fee of \$49.95, which provides the vendor with automatic email notification of bids that directly fall into the vendor's self-selected list of work classifications. The Purchasing Department utilizes the website [www.bid4michigan.com](http://www.bid4michigan.com) to post all of its Requests for Proposal, Bid, and Quote to provide a single point of access to the vendor community to access and respond to bids for work or products required by the College. *Requests for bid restricted to pre-qualified vendors will also be posted to this site.*
4. Following receipt of the PPO Vendor Pre-qualification Application, PPO will contact the vendor to schedule a review meeting.

### Evaluation

PPO will evaluate the vendor and determine pre-qualification status based on the answers submitted on the PPO Vendor Pre-qualification Application and the review meeting.

### The List of Pre-Qualified Vendors

Successful vendors will be placed on the pre-qualified vendor list and notified of their status by the PPO Department. Unsuccessful vendors will also be notified by the PPO Department as to the reason their application was unsuccessful.

New vendors with no work history with the College, whom the PPO Department passes through the qualification process, will be given preliminary status. At this status, the vendor will be invited to bid on small projects. Upon award of a successful bid on a small project, the vendor's performance will be evaluated by the PPO Department. Successful performance may move the vendor to pre-qualified status. Unsuccessful performance may move the vendor into a coaching/improvement process or elimination from the pre-qualified vendor list. The list will be maintained primarily by Physical Plant Operations, with assistance from the Purchasing Department.