



STATE BOARD OF EDUCATION

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Vermont State Board of Education Manual of Rules and Practices

Series 6300 - General Rules for Prequalification of Bidders on Contracts over \$ 500,000

6310 Statutory Authority 16 V.S.A. 559(b)

6320 Policy And Procedure

To ensure that school construction projects are bid through a fair and open process and bids are received from responsible and qualified contractors.

6330 Cross References

State Board Rules: 6000 Series - School Construction and 9000 Series Public Bids

6340 Pre-qualification Procedures

A school board shall determine which contractors are eligible to bid on school construction contracts in excess of \$ 500,000. For the purpose of these rules an award to a general contractor shall constitute one contract. The prequalification procedures are as follows:

1. The board shall establish prequalification criteria for the contract in question.
2. The board shall publicly advertise at least 60 days prior to proposed bid opening that it has established prequalification criteria a bidder must meet and that it is seeking interested bidders to apply for prequalification.
3. The advertisement shall include:
 - (a) A brief description of the project for which the contract will be bid
 - (b) When bids are anticipated to be opened.
 - (c) When and where prequalification statements are to be received.
 - (d) Notice that prequalification statements are to be submitted on the AIA - A305 1986 forms or most recently amended form AIA - A305, with attachments thereto, if necessary, to respond to additional pre-qualification criteria established by the board.

6341 Determination Of Pre-qualification

The school board shall review each applicants ability to perform the work required and shall prequalify an applicant if the board finds that the applicant:

- (a) maintains a clear and stable organizational structure;
- (b) holds licenses and/or registrations appropriate to the work to be performed;
- (c) has sufficient experience or expertise with related projects;
- (d) has sufficient financial capacity;
- (e) does not maintain a current construction load that would interfere with its ability to perform the work;
- (f) has positive references from credible and knowledgeable sources; and
- (g) meets any other lawful criteria established by the school board specific to the qualifications of the contractor to perform the work required in a timely and adequate manner.

6342 Notice To Applicants

6342.1 After determining which applicants are prequalified, the school board shall notify all applicants of whether they are eligible to bid on the contract. The notice shall be in writing and shall be issued at least 30 days prior to the proposed bid opening.

6342.2 The notice sent to applicants determined to be eligible to bid on the contract shall also contain information on the availability of plans and specifications and when and how bids are to be submitted. Statutory Authority: 16 VSA 559(b)

Effective Date: June 1, 1997 (Secretary of State Rule Log #97-19)

AMENDED: November 10, 2000 (Secretary of State Rule Log #00-63)