



# Guidelines & Procedures for Contractor Prequalification

Oxford County Public Works and the Township of East Zorra-Tavistock may require Contractors to be prequalified on a project specific basis for higher valued projects (over \$1.5 million) and/or for challenging projects (expertise and speciality trades).

**Disqualification does not prohibit the Contractor from:**

- **Submitting bids for future County/Township projects that do not require prequalification.**
- **Submitting for prequalification on future projects.**
- **Working as a Subcontractor on County/Township projects, unless the particular project requires Subcontractor prequalification.**

## EVALUATION PROCESS

- Submissions that are received up to the **Closing Date & Time** identified in the prequalification document are reviewed for compliance with submission requirements.
- Staff will review the **Contractor Health & Safety Information Form** and record any performance concerns.
- Staff will review the submitted **CCDC Form-11-2016**.
- Staff will review and evaluate proposed equipment – if applicable.
- **References** may be notified for Contractors that;
  1. Have not worked on County/Township projects, of similar scope.
  2. Are not familiar to Staff.
  3. Based on Staff concerns, do not have the experience or ability to successfully complete the project.

- References will be asked to respond verbally to a list of standard questions prepared in advance.
- References from Public Works Staff will be used for Contractors that have previously completed County/Township projects.
- Staff will prepare a summary of submission results for review and discussion by the Public Works Evaluation Team.
- **Public Works Evaluation Team (minimum of 3)** will meet to review the summary of submissions and select qualified Contractors.
- Contractors may be disqualified for;
  1. Poor performance (including health & safety record) on previous projects.
  2. Unresolved claims/issues from past County/Township projects.
  3. Lack of required experience and resources.
  4. Other issues not listed.
- Contractors will be notified in writing of the results of the prequalification evaluation.

## RESOLUTION PROCESS

Contractors that are disqualified will be allowed the opportunity to dispute the decision by Public Works. A written request for review of the decision is to be forwarded to the Public Works Manager at [tenders@ezt.ca](mailto:tenders@ezt.ca)

Once Contractors have been notified of the County's/Township's decision to prequalify them for the project, or not, the County/Township may immediately proceed to issue a tender the project.

