

GUIDE TO CONSTRUCTION PREQUALIFICATION



Revised March 2023

Lezley Neal
Prequalification Coordinator

These guidelines outline the minimum requirements of the City of Columbus' construction prequalification process.

**OFFICE OF CONSTRUCTION
PREQUALIFICATION**

77 N. Front St. Suite 501
Columbus, OH 43215
P (614)645-0359
F (614)645-5818

Table of Contents

GENERAL DEFINITION OF PREQUALIFICATION	1
ENTITIES WHO MUST PREQUALIFY	1
STATUTORY ORIGINS OF PREQUALIFICATION	2
GETTING PREQUALIFIED	2
CHANGE OF CIRCUMSTANCES.....	3
PREQUALIFICATION STATUS	4
EVALUATION AND CRITERIA.....	5
NOTIFICATION OF STATUS DETERMINATION.....	9
CHANGE IN STATUS	9
APPEALS	10
EXPIRATION OF PREQUALIFICATION STATUS AND ANNUAL PREQUALIFICATION.....	11
RIGHT TO REVOKE PREQUALIFICATION	12
SUBMITTALS INSTRUCTIONS	13

GUIDE TO CONSTRUCTION PREQUALIFICATION

These guidelines outline the minimum requirements of the City of Columbus' construction prequalification process. The Office of Construction Prequalification reserves the right to expand upon and tailor these requirements or any of the processes outlined in these guidelines as appropriate to better reflect city code requirements.

GENERAL DEFINITION OF PREQUALIFICATION

Bi-annual prequalification is part of two-phased procurement process, which enables public awarding authorities to limit the "bidding pool" to potential bidders and licensed construction trade subcontractors who have been deemed responsible and provisionally responsible, per city code, to be awarded a contract and to perform any portion of work on city construction service work estimated to exceed \$500,000.00. Prequalification of potential bidders and subcontractors is a separate process from the bid evaluation procedure.

1. **Bi-annual Prequalification Phase.** A potential bidder or licensed construction trade subcontractor submits a prequalification application that is reviewed by the Office of Construction Prequalification to determine if the company is responsible.
2. **Bidding Phase.** Per 329.21(h), only potential bidders prequalified responsible or prequalified provisionally responsible by bid due date may be awarded a contract for city construction service work that is estimated to exceed \$500,000.00. Only licensed construction trade subcontractors prequalified responsible or prequalified provisionally responsible by bid due date may subcontract or perform on city construction service work. No business entity prequalified not responsible may receive or perform city construction service work.

ENTITIES WHO MUST PREQUALIFY

The following entities must prequalify:

1. Potential bidders of construction services work
2. Licensed construction trade subcontractors (heating, ventilating and air conditioning, refrigeration, electrical, plumbing, hydronics, fire protection or firefighting equipment).

Pursuant to Section 329.01(h) of the Columbus City Code

(1) Construction, as it relates to a public improvement, includes the following:

- (a) The construction of new buildings and structures, including site preparation.
- (b) Additions, alterations, conversions, expansions, reconstruction, renovations, rehabilitations, and major replacements of a building or structure, including, but not limited to, the complete replacement of a roof.
- (c) Major mechanical and electrical system installations and upgrades, including, but not limited to, plumbing, heating and central air conditioning, boilers, ventilation systems, fire suppression systems, pump systems electrical work, elevators, escalators, and other similar building services that are built into the facility.
- (d) New, fixed outside structures or facilities, including, but not limited to, sidewalks and trails, highways and streets, bridges, parking lots, utility connections, outdoor lighting, water supply lines, sewers, water and signal towers, electric light and power distribution and transmission lines, playgrounds and equipment, parks with features, retaining walls, and similar facilities that are built into or fixed to the land, including site preparation.

- (e) Additions, alterations, expansions, reconstruction, renovations, rehabilitations, and major replacements of a fixed, outside structure.
- (f) Major earthwork for land improvements for parks and recreation fields.
- (g) Blasting, demolition, dredging, drilling, excavating and/or shoring.

- (2) Construction, as it relates to a public improvement, does NOT include the following:
- (a) Annual, routine, or minor maintenance and repairs to existing buildings and structures, including, but not limited to, painting, patching, and carpet cleaning.
 - (b) Annual, routine, or minor maintenance and repairs to building systems, including, but not limited to, plumbing, heating and central air conditioning, boilers, ventilation systems, fire suppression systems, pump systems electrical work, elevators, escalators, carpet replacement and other similar building services that are built into the facility.
 - (c) Annual, routine, or minor maintenance and repairs to fixed, outside structures or facilities, including, but not limited to, cleaning, sealing, landscaping, and tree removal.
 - (d) Cost and installation of special purpose equipment designed to prepare the structure for a specific use, including, but not limited to, furniture and equipment for an office.

(3) For purposes of prequalification, as required by this Chapter, construction does not include demolition or deconstruction of any structure owned by the City's land bank or any structure located in an area zoned for residential use as defined in Title 33 of City Code.

STATUTORY ORIGINS OF PREQUALIFICATION

The prequalification process is governed by City Code Sections 329.21; 329.211; 329.212.

GETTING PREQUALIFIED

Pursuant to City Code 329.21, a prequalification application shall apply to all construction service contracts estimated to exceed five-hundred thousand dollars (\$500,000.00) and shall be utilized to deem an applicant prequalified not responsible, prequalified provisionally responsible, or prequalified responsible, whichever is applicable. All application questions must be answered and requested supporting documentation must be submitted with your prequalification application. In applying for prequalification the applicant is deemed to have accepted the terms and conditions of prequalification, which the applicant acknowledges and accepts, may be varied from time to time.

Applicants may prequalify as a potential bidder or prequalify to do licensed construction trade subcontract work only. Potential bidders meeting the required thresholds and requisite criteria, to be deemed provisionally responsible or responsible may submit a bid to the City for any construction service work. Those business entities, prequalified to only perform licensed construction trade subcontractor work, are those who will not submit a bid to the City for any construction service work. Those business entities who are prequalified to perform only licensed construction trade subcontract work, but later would like to bid, must meet and submit the required supporting documentation for bonding (Criteria #3), to the Office of Construction Prequalification.

A business entity applying for prequalification for the first time, should submit and have the prequalification application received by the Office of Construction Prequalification at least thirty (30) days before it wishes to apply for a bid or be a part of a bid as a licensed construction trade subcontractor, in order to allow for an evaluation of the submitted application. The thirty (30) days are calendar days and submission means faxed or emailed to the Office of Construction Prequalification. You will receive confirmation of receipt of your application within two (2) business days of it being received. This confirmation will be sent via email to the contact person as listed in the application. The Office of Construction Prequalification will make a determination on prequalification within thirty

(30) calendar days of receipt of a complete prequalification application. Any omitted information may delay the processing time. It is the sole responsibility of the applicant to submit an accurate and complete application. Any change to the applicant's application must be received within seven (7) business days from the date that the initial application was received. No further change to the application will be permitted after this seven (7) day period. If no changes are made to the application within this period, the application will be evaluated and scored as submitted.

In submitting its application, the potential bidder or licensed construction trade subcontractor gives permission to the Office of Construction Prequalification to carry out such investigations as are considered necessary to evaluate the application and to determine whether relevant prequalification criteria have been met. **Prequalification is not to be construed as a guarantee of work.**

Prequalification must be applied for bi-annually by submitting a new prequalification application. Prequalification applications are accepted throughout the year. Returning applicants should refer to their prequalified certificate, the list of prequalified business entities, or contact the Office of Construction Prequalification regarding when to re-apply.

CHANGE OF CIRCUMSTANCES

Circumstances may change in the period between prequalification and the submission of bids; however, contracts will be awarded only to bidders who continue to meet the requirements for prequalification. Additionally, only licensed construction trade subcontractors who continue to meet the requirements for prequalification may perform construction service work. Those prequalified have an obligation to advise the city of any change in circumstances that may be material to their prequalification status. In such instances, notification of such change is to be received by the Office of Construction Prequalification within seven (7) business days of such change.

PREQUALIFICATION STATUS

Prequalified Responsible - (200-151 points)

Pursuant to Section 329.21(h), an entity who has received a score to be deemed prequalified responsible, as defined in 329.01(ll), will be approved to submit a bid or subcontract for construction service contracts with the City. An applicant must also meet the requisite criteria in Section 329.211 or 329.212.

If the Office of Construction Prequalification determines that the applicant has satisfied the requisite criteria for prequalification and has obtained the minimum qualifying score necessary to be deemed prequalified responsible, a certificate, status determination letter and scoring matrix will be issued to the applicant. Such designation shall be effective for twenty-four (24) consecutive months immediately following the date of that status determination. Unless a business entity is otherwise notified by the City, it will be permitted to submit bids or perform new work until the expiration date, at which time the entity must renew its prequalification as outlined herein.

Prequalified Provisionally Responsible - (150-131 points)

Pursuant to Section 329.21(h), an entity who has received a score to be deemed prequalified provisionally responsible, as defined in 329.01(kk), is approved to submit a bid or subcontract for construction service contracts with the City. An applicant must also meet the requisite criteria in Section 329.211 or 329.212.

If the Office of Construction Prequalification determines that the applicant has failed to obtain the minimum qualifying score and has not met the requisite criteria to be deemed prequalified responsible, but has obtained a sufficient amount of points and met the requisite criteria to be deemed prequalified provisionally responsible, a prequalified provisionally responsible certificate, status determination letter and scoring matrix will be issued to the applicant. Such determination shall be effective for twenty-four (24) consecutive months following the date of that status determination. If a potential bidder or licensed construction trade subcontractor is deemed provisionally responsible and such bidder or subcontractor is not prequalified responsible within twenty-four (24) consecutive months following the date of the original status determination, they may not receive new city construction work or perform any portion of work on any new construction service project until they apply for responsibility prequalification and are determined to be prequalified responsible. The provisions of this paragraph shall not affect eligibility to continue a current contract or subcontract for City construction work.

Prequalified Not Responsible - (130-0 points)

Pursuant to Section 329.21(l), an entity who has not received a score to be deemed prequalified responsible or prequalified provisionally responsible is not approved to submit a bid or subcontract for construction service contracts with the City.

If the Office of Construction Prequalification finds that the applicant has failed to obtain the minimum qualifying score and has not met the requisite criteria needed to be deemed prequalified responsible, or prequalified provisionally responsible, the applicant is deemed prequalified not responsible and a status determination letter and scoring matrix, will be issued to the applicant.

If a potential bidder or licensed construction trade subcontractor is deemed not responsible and such bidder or subcontractor is not prequalified responsible within twelve (12) consecutive months following the date of the original status determination, they may not receive new city construction work or perform any portion of work on any new construction service project until they apply for responsibility

prequalification as outlined in Section 329.21(l) and are determined to be prequalified responsible by the Office of Construction Prequalification. The provisions of this paragraph shall not affect eligibility to continue a current contract or subcontract for city construction work.

EVALUATION AND CRITERIA

Pursuant to Section 329.21, a prequalification application shall be utilized to deem an applicant prequalified not responsible, prequalified provisionally responsible, or prequalified responsible, whichever is applicable. The prequalification process will be based on a review that scores the application by the applicant and determination of requisite criteria being met. The Office of Construction Prequalification will use the responses and supporting documentation contained in the application submittal as a basis for its determination of whether a perspective applicant meets the prequalification criteria, but also reserves the right to check other sources of information to verify and obtain information.

The following scoring method shall be applied to Category A of the prequalification application and will be used to make prequalification determinations. Applicants must meet all criteria in category A. If all criteria in Category A, are not met, that applicant must be deemed prequalified not responsible.

Category A*	
<i>No business entity may be deemed prequalified responsible or provisionally responsible unless it affirmatively meets <u>all</u> of the following mandatory criteria.</i>	
Criteria	Prequalification Factors
1	WORKERS' COMPENSATION POLICY. Has a current and valid workers' compensation insurance policy <u>or</u> is legally self-insured.
2	UNEMPLOYMENT COMPENSATION POLICY. Has a current and valid unemployment compensation insurance policy.
3 <i>(Revised)</i>	BONDING. Has attached an affidavit indicating that, at the time of bid submission, it will provide a bid bond, certified check, cashier's check, or letter of credit pursuant to Chapter 1305 of the Ohio Revised Code for the amount specified in the bid; and provide a notarized letter from its surety company that does all of the following: is dated within the last 30 days; is signed by the surety company's Attorney in Fact; includes the Surety Power of Attorney; and states that the surety is prepared to provide a performance and payment bond.
4	FINANCIAL STATEMENTS. Has signed an affidavit agreeing to make the business entity's financial statement for the most recently completed fiscal year available to the city for viewing upon request.
5	DEBARMENT. Is not currently debarred or otherwise disqualified from bidding on or completing work on any government agency or public works project.
6	CITY TAXES. Is current and compliant in the payment of any City of Columbus taxes on payroll and net profits; or, if the applicant is not current and compliant in the payment of any City of Columbus taxes on payroll and net profits, that the applicant has entered into an agreement to pay any delinquency and is abiding by the terms of the agreement at the time such proof is submitted.

*See City Code for full criteria descriptions.

After determining whether an applicant has met the mandatory criteria in Category A, the criteria in Category B will be used to further evaluate the application. The following scoring method shall be applied to Category B of the prequalification application and will be used to make prequalification determinations. For Construction Service contracts exceeding five hundred thousand dollars (\$500,000.00) but not exceeding two million dollars (\$2,000,000.00) applicants must meet three (3) of the five (5) criteria in Category B. For those Construction Service contracts exceeding two million

dollars (\$2,000,000.00) applicants must meet the following criteria Quality Training, Health Insurance and Retirement. If three (3) of five (5) criteria have not been met, that applicant must be deemed prequalified not responsible.

	Category B* <i>Does applicant meet <u>at least</u> 3 of the 5? If not, the applicant is deemed prequalified <u>not responsible</u>. 10 points</i>
Criteria	Prequalification Factors
7	LOCAL WORKFORCE. Has a local workforce.
8	QUALITY TRAINING. Has quality training.
9	HEALTH INSURANCE. Provides health insurance.
10	RETIREMENT/PENSION. Provides a retirement or pension benefit.
11	LOCAL BUSINESS. Is a local business.

*See City Code for full criteria descriptions.

After determining whether an applicant has met the requisite three (3) of the five (5) factors in Category B, additional prequalification evaluation will be applied as follows:

	Category C* <i>The following criteria shall be used to further determine responsibility prequalification.</i>
Criteria	Prequalification Factors
	5 points
12	DEBARMENT. Has not been debarred or otherwise disqualified from bidding on or completing work on any government agency or public works project within the last five (5) years.
13	CRIMINAL CONVICTION. Has received no unsatisfactory judgment, as defined in 329.01, in which a conviction was imposed for any crime related to its business conduct within the last ten (10) years.
14	CIVIL LIABILITY. Has received no unsatisfactory judgment, as defined in 329.01, in which civil liability was imposed concerning the applicant's bid for and/or work on any public or private construction project within the last five (5) years.
15	CITY LITIGATION. Has no history of breach of contract, or inferior or substandard performance on projects that have resulted in litigation being brought forth by the city within the last five (5) years.
16	BOND CLAIMS. Has no record of claims against bonds secured on any public construction project within the last five (5) years.
17	LIQUIDATED DAMAGES. Has not been assessed or paid liquidated damages for any construction project with either a public or private owner within the last five (5) years.
18	NON-DISCRIMINATION. Has no record of unsatisfactory judgments, as defined in Section 329.01, with any applicable federal, state and local laws and regulations within the last five (5) years.
19	SOCIALLY RESPONSIBLE. Has a continuing relationship with at least one organization or program providing employment services for displaced workers and/or employment services for formerly incarcerated persons reentering the community or by the business' sponsorship or signatory status with non-profit entity which sponsors a construction apprenticeship program,

certified by the Ohio Apprenticeship Council or U.S. Department of Labor, which has a continuing relationship with at least one (1) organization or program providing employment services for displaced workers and/or employment services for formerly incarcerated persons reentering the community. Such organizations shall be certified by the director of finance and management or designee.



Category C

0-1 incident or violation = 10 pts.; 2-4 incidents or violations = 5 pts.; 5 or more incidents or violations = 0 pts.

20a	LABOR STANDARDS. Has no record of unsatisfactory judgment with the Fair Labor Standards Act.
20b	PREVAILING WAGE. Has no record of unsatisfactory judgment with Prevailing Wage Laws, including more than one occasion on which applicant was required to pay either back wages or penalties for its failure to comply with the prevailing wage laws.
20c	UNEMPLOYMENT COMPENSATION. Has no record of unsatisfactory judgment with Unemployment Compensation Laws.
20d	WORKERS' COMPENSATION. Has no record of unsatisfactory judgment with Workers' Compensation Laws or has not had a period when applicant had employees but didn't have workers' compensation insurance or state-approved self-insurance.
20e	OSHA UNSATISFACTORY JUDGMENT. Has no record of "willful" or "serious" Occupational Health and Safety Administration (OSHA) violations.
20f	OSHA PENALTIES. Has no assessed penalties by OSHA.
20g	LICENSES. Has had no professional or trade license of any current employee revoked, or had its contractor's license revoked, in any jurisdiction.
20h	WORKER CLASSIFICATION. Has no record of unsatisfactory judgment with state or federal laws regarding the classification of employees and independent contractors.
20i	WORKER IDENTIFICATION. Has no record of unsatisfactory judgment related to immigration and naturalization.
20j	EPA. Has no record of unsatisfactory judgment with OEPA or USEPA, including any citations and assessed penalties.
3 points	
20k	OSHA PLAN. Has a health and safety plan as required by OSHA standards.
20l	OSHA LOG. Has an OSHA 300 log under OSHA-29 CFR 1904.
2 points	
20m	WORKERS' COMPENSATION. Has an average Bureau of Workers' Compensation (BWC) Experience Modification Rating (EMR) of 1.5 or less.
20n	DRUG-FREE. Has no record of unsatisfactory judgment with Ohio's Drug-Free Workplace requirements within the last five (5) years.

*See City Code for full criteria descriptions.

Further, the following qualifying scores overall (Category B + Category C), will also determine an applicant's prequalification status.

STATUS	QUALIFYING SCORE
Prequalified Responsible	200-151
Prequalified Provisionally Responsible	150-131
Prequalified Not Responsible	0-130

An applicant cannot receive a determination of responsible or provisionally responsible by only obtaining the required qualifying score. Any of the following will result in a status determination of not responsible:

- Not meeting all of the criteria in Category A
- Not meeting 3 of the 5 criteria in Category B
- Not obtaining at least 131 points or more

NOTIFICATION OF STATUS DETERMINATION

Applicants will be notified in writing regarding which prequalification status they have achieved within thirty (30) calendar days or less of receipt of a complete application, provided that all information has been received timely. However, if significant issues arise during consideration of an application, further information may be sought. Notification of a status determination will be sent via email to the contact person as listed in the application. Applicants that are deemed not responsible or provisionally responsible will need to seek a **change in status** (see below) in order to be deemed responsible. Applicants that are not satisfied with the outcome of the prequalification assessment and believe that the determination was reached in error may lodge a request for an appeal, as detailed in these guidelines.

CHANGE IN STATUS

Upon receiving an original status determination of not responsible or provisionally responsible, an applicant may seek a change in status by submitting additional supporting documentation to meet the criteria in which they are deficient, in order to be deemed responsible within the twenty-four (24) consecutive months immediately following such status determination. All supporting documentation should be submitted at once and received at the Office of Construction Prequalification. This supporting documentation must be accompanied by a memo on company letter head that is signed by an authorized officer, identifying the documentation being submitted as well as the prequalification criteria this documentation is in support of. Upon receipt of this documentation, the Office of Construction Prequalification will make a prequalification status determination within three (3) business days. Once a status determination has been rendered, written notice of such determination will be provided to the applicant.

An applicant originally deemed provisionally responsible may not receive more than two (2) additional status determinations per twenty-four (24) consecutive months immediately following that status determination. While an applicant originally deemed not responsible may not receive more than two (2) additional status determinations per twelve (12) consecutive months immediately following that status determination.

If after seeking two (2) changes in status, an applicant deemed not responsible still does not meet the criteria to be deemed responsible within the twelve (12) consecutive months immediately following the original status determination, the applicant may submit a new prequalification application any time after the status expiration date.

If an applicant is deemed provisionally responsible and such applicant is not prequalified responsible within twenty-four (24) consecutive months following the date of the original status determination, they may not receive new city construction work or perform any portion of work on any new construction service project until they apply for responsibility prequalification as outlined in Section 329.21 and are determined to be prequalified responsible. This shall not affect eligibility to continue a current contract or subcontract for city construction work.

If an applicant is deemed not responsible and such applicant is not prequalified responsible within twelve (12) consecutive months following the date of the original status determination, they may not receive new city construction work or perform any portion of work on any new construction service project until they apply for responsibility prequalification as outlined in Section 329.21 and are determined to be prequalified responsible. This shall not affect eligibility to continue a current contract or subcontract for city construction work.

A change in status will be processed in the same manner in which the original determination was processed, utilizing a combination of the documentation currently in the application and the additional supporting documentation. New determination documents will be issued to the applicant, but will be watermarked as “change in status.”

APPEALS

After the prequalification review and evaluation process are complete, if an applicant is denied prequalification or deemed prequalified provisionally responsible and believes that the status determination was made in error, it has a right to a prompt appeal. The appeals process begins when the applicant formally notifies the finance and management Director or designee, in writing, that it wants to appeal its prequalification status. There is no appeal of an incomplete or late application. The Office of Construction Prequalification shall not consider any untimely notice of appeal since any notice of appeal not received within the time limits specified in these procedures is null and void.

An applicant has two (2) levels of appeal after a prequalification status is rendered. All appeals requests must be in writing and received within ten (10) business days of receipt of the prequalification status determination by the Office of Construction Prequalification. These two (2) levels of appeals include:

LEVEL I: APPEAL OF INITIAL DETERMINATION

An applicant may appeal to the finance and management director or designee, in writing, the determination regarding the applicant's responsibility prequalification. After reasonable notice to the business entity involved and reasonable opportunity for that business entity to be heard, the finance and management director or designee shall make a determination regarding the appeal. The director of finance and management or designee shall issue a written decision and shall send a copy of the decision to the business entity involved. The decision shall state the reasons for the action taken.

There will be no advancement to Level II without an applicant submitting an appeal at Level I.

LEVEL II: APPEAL OF FINAL DETERMINATION

If an appeal at Level I does not produce a satisfactory result, within ten (10) days an individual or entity may appeal in writing, on a form determined by the director, a determination denied by the director or finance and management to an independent hearing officer appointed by the finance and management director. A failure to exercise this right to appeal shall constitute a waiver of such right. Notification of the opportunity to be heard by the hearing officer shall be given at least ten (10) days prior to the hearing. The independent hearing officer shall determine by a preponderance of the evidence whether there are sufficient grounds to uphold the determination of the director. The independent hearing officer decision on prequalification shall be in writing. The failure of an individual or entity to appear at a prequalification hearing after notice may constitute a waiver of that person's right to contest the director's decision on prequalification. If the independent hearing officer determines that the person has waived the right to contest the director's decision under this division, the director of finance and management's decision shall become final.

CONTENTS OF APPEAL

All appeals must include the following:

- The name and address of the applicant;
- The level of appeal requested;
- A detailed statement of the legal and/or factual grounds for each material issue identified in the appeal;
- All factual and legal documentation in sufficient detail to establish the merits of the appeal; and
- A signature from a properly authorized representative of the company.

The city will not be obligated to postpone a bid due date or prequalification announcement in order to allow an applicant an opportunity to correct a deficient appeal or to obtain a prequalified responsible certificate after a deficient appeal unless otherwise required by law or regulation.

EXPIRATION OF PREQUALIFICATION STATUS AND BI-ANNUAL PREQUALIFICATION

Construction prequalification is an annual process. Hence a new prequalification application is to be submitted annually. The term of each prequalification status may be twenty-four (24) consecutive months from the date of the initial status determination date. After the initial term, if the applicant submits a prequalification application before the status expires and receives a new status determination, the length of subsequent terms may also be twenty-four (24) consecutive months.

For those business entities prequalified responsible a least 30 calendar days prior to their status expiration date, a new prequalification application may be submitted to determine the prequalification status for the next prequalification term. In order to prevent any interruption in the ability to receive and perform new construction service work, a new prequalification application must be received thirty (30) calendar days prior to the expiration date of the current prequalification status. If the expiration day falls on a weekend or a holiday, the following business day will determine the cut-off. Prequalification applications will not be accepted more than thirty-five (35) calendar days prior to this expiration date.

An applicant will be required to wait until after the expiration date of the current status to submit a new application in order to determine the prequalification status for the next prequalification term, in the following instances:

- Applicant is not deemed prequalified responsible thirty (30) calendar days prior to the expiration date of the current prequalification status.
- An applicant whose original status determination was responsible, but a new prequalification application was not received thirty (30) calendar days prior to the expiration date. In other words, not received during the renewal period.

Applications are accepted on a continuous basis.

➡ ***For example:***

If your application is not received during your renewal period and your status expires August 4th, a new application will be accepted August 5th.

Renewal dates will remain the same each year and are determined by the original status determination date. This will not apply to business entities whose prequalification status expires or who originally were deemed responsible, a new application is received timely, but are not again deemed responsible.

Should an applicant be found to be not responsible, after submitting a new application prior to the expiration date of the current status, the applicant will be removed from the list of prequalified business entities, on the day of their new status determination, and may not be listed again until a favorable change in status has occurred.

RIGHT TO REVOKE PREQUALIFICATION

In accordance with *Section 329.21(e)*, the Finance and Management Director or designee may, for good cause shown and in consultation with the City Attorney, revoke any entity's prequalification as responsible or provisionally responsible. Such revocation may not exceed three (3) years. The Director of Finance and Management or designee shall issue a written decision and shall send a copy of the decision to the business entity involved. The decision shall state the reasons for the action taken. The decision of the finance and management director shall be final absent an appeal.

Within ten (10) days an individual or entity may appeal in writing on a form determined by the director, a revocation exercised by the director of finance and management, to an independent hearing officer appointed by the finance and management director. A failure to exercise this right to appeal shall constitute a waiver of such right. Notification of the opportunity to be heard by the hearing officer shall be given at least ten (10) days prior to the hearing. The independent hearing officer shall determine by a preponderance of the evidence whether there are sufficient grounds to uphold the determination of the director and the length of time of the revocation. Based on the evidence presented by all parties, the independent hearing officer may increase, decrease, or accept the director of finance and managements recommendation regarding the length of revocation. The independent hearing officer decision on revocation shall be in writing. The failure of an individual or entity to appear at a revocation hearing after notice may constitute a waiver of that person's right to contest the director's decision on prequalification. If the independent hearing officer determines that the person has waived the right to contest the director's decision under this division, the director of finance and management's decision shall become final.

SUBMITTALS INSTRUCTIONS

ELECTRONIC SUBMITTAL

Applications that are received electronically, via email are to be received by the Office of Construction Prequalification by 11:59 pm on the submittal deadline due date. If the submittal date occurs on a weekend or holiday the submittal date will be moved to the next business day.

Electronic application submissions are to be sent to:

prequalification@columbus.gov

Subject: Prequalification Application

FORMAT

Applications shall be submitted as a compressed, PDF document. The document should be printable.

INCLUSION

Along with the appropriate application, emails **should not** contain a signature or firm logo that appears to be an attachment. The application and documents **should not** be sent as a zip file. If an email is submitted without an attachment, the Office of Construction Prequalification staff will attempt to inform the applicant, but the office assumes no responsibility or liability in the event it fails to do so. It is the applicant's responsibility to ensure that an attachment containing the application is included with the email sent to the Office of Construction Prequalification. It is also the applicant's responsibility to ensure that the most recent application is attached.

NOTIFICATION OF RECEIPT

Those applicants, who wish to submit applications via email, will receive confirmation of receipt from the Office of Construction Prequalification via email.

OFFICIAL RECEIPT

The date/time stamp of the City's email system constitutes the official date/time of receipt of applications and those applications received outside of the specified deadline will not be considered for prequalification. The applicant is solely responsible for ensuring that their application has been successfully transmitted and received by the Office of Construction Prequalification before the submittal deadline. If the application is date/time stamped outside of the due date/time, the application shall not be accepted. If this occurs, the Office of Construction Prequalification shall notify the applicant via email, that their application cannot be accepted.

FAX SUBMITTAL

Applications that are received via fax are to be received by 11:59 pm on the submittal deadline due date. If the submittal date occurs on a weekend or holiday, the submittal date will be moved to the next business day.

Application submissions are to be sent to:

Office of Construction Prequalification
Attn: Prequalification Application
Phone: (614)645-0359
FAX: (614)-645-5818

NOTIFICATION OF RECEIPT

Those applicants, who wish to submit applications via fax, will receive confirmation of receipt from the Office of Construction Prequalification via email.

OFFICIAL RECEIPT

The date/time stamp of the city's fax constitutes the official date/time of receipt of applications and those applications received outside of the specified deadline will not be considered for prequalification.

The applicant is solely responsible for ensuring that their application has been successfully received by the Office of Construction Prequalification before the submittal deadline. If the application is date/time stamped outside of the due date/time, the application shall not be accepted. If this occurs, the Office of Construction Prequalification shall notify the applicant via email of such.