

**GLADWIN COUNTY COMMISSIONER**  
**CONTRACTOR PRE-QUALIFICATION POLICY**

**PURPOSE:**

The purpose of this pre-qualification process is to develop and maintain a list of pre-qualified contractors to perform non-petitioned maintenance work on behalf of the Gladwin County Drain Commissioner and the various drainage districts under the jurisdiction of the Drain Commissioner.

**PROCESS/CRITERIA:**

To be eligible to contract for non-petitioned drain maintenance that is not undergoing the bidding process, a contractor must submit an application to the Drain Commissioner, which at a minimum includes:

1. Proof of Registering as a County Contractor or Submission of W-9
2. Proof of Worker's Compensation or Exemption
3. List of Contractor's Available Equipment
4. Reference List

The Drain Commissioner shall have complete discretion in approving or denying an application based on the totality of the information provided in the application.

**LIST:**

Upon approval of an application, the Contractor shall be placed on the Pre-Qualified Contractor List, which shall be posted on the Drain Commissioner's or County's website. The list will be update once a year.

**REMOVAL:**

A contractor may be removed from the Pre-Qualification List upon:

1. Contractor's request to be removed, or termination of a Contractor's legal entity; or
2. Contractor's failure to sustain any of the above required criteria evaluated in the application process.
3. Drain Commissioner's determination, at his sole discretion, that contractor has failed to demonstrate quality or timely performance of work under a contract with a drainage district or under any other contract for similar work.

\*Please note that placement on the list does not guarantee a contractor will be selected to perform work. The Drain Commissioner sustains full discretion and authority to either bid non-petitioned maintenance work or to select any contractor from the prequalified list to perform said non-petitioned maintenance work.

Gladwin County Drain Commissioner  
555 W. Cedar Ave., Suite C  
Gladwin, MI 48624  
989-426-7561

## CONTRACTOR PRE-QUALIFICATION APPLICATION

### **CONTRACTOR/COMPANY INFORMATION**

CONTRACTOR NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ CONTACT CELL #: \_\_\_\_\_

FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_

ORGANIZATION TYPE:  Corporation  Partnership  LLC/LLP  Individual

STATE OF ORGANIZATION: \_\_\_\_\_ YEARS BUSINESS HAS BEEN ORGANIZED: \_\_\_\_\_

### **COMPANY'S BONDING LIMITS:**

PER PROJECT: \_\_\_\_\_

AGGREGATE: \_\_\_\_\_

NAME OF BONDING AGENT: \_\_\_\_\_

### **PLEASE ATTACH THE FOLLOWING:**

- Confirmation that you are a current vendor with \_\_\_\_\_ County
- Completed W9 (N/A if already vendor with County)
- Certificate of liability insurance showing type and current coverage amounts
- Proof of workers compensation insurance or exemption

**EQUIPMENT OWNED:**

Please check the pieces of equipment in each category that you own:

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|--|--|
| <input type="checkbox"/> Mini Excavator (Under 12k #)                        | <input type="checkbox"/> Lead Dump Trailer                 |
| <input type="checkbox"/> Medium Excavator (12k to 30k#)                      | <input type="checkbox"/> Single Axle Dump Truck            |
| <input type="checkbox"/> Large Excavator (Over 30k #)                        | <input type="checkbox"/> Tandem/Tri-axle Dump Truck        |
| <input type="checkbox"/> Long Reach Excavator                                | <input type="checkbox"/> Equipment Tag Trailer             |
| <input type="checkbox"/> Excavator Mounted Brush Mower (Mini/Med. Excavator) | <input type="checkbox"/> Gravel Train                      |
| <input type="checkbox"/> Excavator Mounted Brush Mower (Large Excavator)     | <input type="checkbox"/> Field Tile Trencher               |
| <input type="checkbox"/> Dragline (Under ¾ yard)                             | <input type="checkbox"/> Trench Box                        |
| <input type="checkbox"/> Dragline (¾ yard or larger)                         | <input type="checkbox"/> Straw Mulcher                     |
| <input type="checkbox"/> Tractor Backhoe                                     | <input type="checkbox"/> Dewatering Pumps (larger than 3") |
| <input type="checkbox"/> Skid Steer Loader                                   | <input type="checkbox"/> Dewatering Well Points            |
| <input type="checkbox"/> Rubber Tired Loader                                 | <input type="checkbox"/> Wood Chipper                      |
| <input type="checkbox"/> Farm Tractor/Landscape Tractor                      | <input type="checkbox"/> Sewer Vacuum                      |
| <input type="checkbox"/> Dozer   | <input type="checkbox"/> Hydro-seeder                      |
| <input type="checkbox"/> Semi-tractor/Lowboy                                 | <input type="checkbox"/> Steel Sheet Piling (Over 10')     |

Additional equipment you currently own that is not listed above:

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**REFERENCES/CREDENTIALS:**

Please list the county drain commissioners you are currently working for, or have worked for in the past 3 years, and contact person:

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Please list other municipalities/references you are currently working for, or have worked for in the past 3 years, and contact person:

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Please list any pre-qualifications you have, if any (i.e. MDOT, City of \_\_\_\_\_)

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Has your company ever failed to complete any work awarded to you? \_\_\_\_\_ If so, where and why? (Attach a letter if needed)

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Has any officer or partner of your organization ever been an officer or partner of some other organization that failed to complete a construction contract? If so, state name of individual, other organization, and reason for not completing contract (Attach a letter if needed)

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**DRAIN CONSRUCTION ABILITIES:**

Please check the type of work your company has the equipment, manpower, and experience to complete:

**Enclosed Drain**

- Storm Sewer, up to 5' deep
- Storm sewer, 5' to 10' deep
- Storm sewer, deeper than 10'
- Maximum diameter of pipe capable of installing
- Sewer Televising
- Sewer Jetting, Hydro Excavation

**Open Drain**

- Open Drain Cleanout
- Licensed herbicide contractor
- Woody Debris Management
- Brush Mowing
- ROW/Easement Clearing
- Landscaping/Restoration Work

List other areas of experience you believe would be applicable to drain maintenance:

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*I, the undersigned, in applying to be placed on the Pre-Qualified Contractor's List for non-petitioned maintenance, certify and attest that the above provided information is, to the best of my knowledge, true and accurate.*

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_