



Board of County Commissioners
Office of Purchasing
Title: Qualified Providers List

Effective Date: 8/31/04 Supersedes Date:

Procedure No: PP-105

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I. Purpose

To establish step-by-step procedures for processing a qualified list of providers, hereinafter called Qualified List. A Qualified List is a group of contractors whose credentials, e.g., license, insurance, experience, etc., have been evaluated and pre-approved for the purpose of performing specific tasks, as identified when the list is created.

II. Scope

This procedure applies to Escambia County Demolition and Lot Clearing (Qualified List).

a. The client department submits to the Office of Purchasing the following:

- (1) A general scope of work
- (2) Any special requirements to be included in the solicitation document.

b. The Office of Purchasing produces the solicitation document which will include:

- (1) The items in a. (1)-(2) above
- (2) Contract term
- (3) Miscellaneous requirement verbiage and attachments including but not limited to:
 - (a) General conditions
 - (b) Special conditions
 - (c) Licensing requirements
 - (d) Non-collusion statement
 - (e) Pre-submittal conference information
 - (f) Coversheet contract
 - (g) Contract administration information
 - (h) Name of County Employees to contact for further information.
 - (i) Vendor questionnaire and other applicable inquiry documents utilized to substantiate responsibility.

III. Qualified List Award Process

a. Solicitation opens on the time and date specified.

b. Agent reviews the submittals of the vendors to be recommended for award (inclusion on the Qualified List) to insure all requirements of the solicitation document are met.



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- c. The Purchasing Manager may add vendors during the term of the contract by a recommendation to the Board of County Commissioners.
- d. The Purchasing Manager may delete vendors from the Qualified List for reasons stipulated in Section 46-102. Suspension and Debarment of the Procurement Code.

IV. Individual Quotation Administrative/Award Process:

- a. The Contract Administrator will submit a fully budgeted requisition and specifications to the Office of Purchasing. In addition, the Contract Administrator will provide the Office of Purchasing proof that all the companies on the list were notified.
- b. The Office of Purchasing will provide the Contract Administrator with quotation requests (quantity equal to the number of qualified vendors) for each project based on specifications provided by the Contract Administrator. The Office of Purchasing will be available to assist the Using Agency in creating the quotation as needed and will attend the walk-thru/site visit at the pre-quote meeting.
- c. The Contract Administrator will contact all qualified vendors (and keep a record of those solicited, providing a copy to the Office of Purchasing) advising them where and when the pre-quote meeting will be held (usually at the job site). At the meeting, the qualified vendors will be given a quotation document, any last minute details/instructions, and the specifications. **This meeting will be the one and only time the County will supply information for the project.** The Contract Administrator will maintain a list of signatures of all those who attended the pre-quote meeting and provide the Office of Purchasing with a copy. The Agent of concern will verify the recommended vendors attended the mandatory pre-quote meeting. Any changes to the scope of work implemented at the pre-quote meeting will be confirmed by written addendum issued by the Office of Purchasing to all the qualified vendors who attended the pre-quote meeting. Vendors not attending the pre-quote meeting will not be considered for award for that specific requirement. If less than two vendors attend the pre-submittal conference, the Agent will have the requirements re-solicited. If it is determined that more than one quoter is not attainable, the Purchasing Manager reserves the right to solicit outside the Qualified List.
- d. The qualified vendors will submit their quotes to the Office of Purchasing on or by the date and time specified in the quotation document.
- e. The Office of Purchasing will evaluate the quotes and advise the Contract Administrator of the low responsive/responsible quoter. The Purchasing Agent will review the award package to insure the procedures have been followed and that all



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documents are current. Each individual procurement submitted for award shall contain the following documentation:

- (1) Quotations on the County quotation form.
- (2) Award letter to the appropriate award authority containing the award motion and all applicable details.
- (3) Quote tabulation.
- (4) Contractor certificate of competency and verification of same (including the quotation request license specification sheet).
- (5) Escambia County Occupational License, if applicable.
- (6) Current specified insurance verification.
- (7) Copy of pre-submittal sign-in sheet, verifying that the recommended vendor attended the mandatory pre-submittal meeting.
- (8) Copy of agenda report indicating vendor(s) was approved for the Qualified List by the Board or documentation showing the Purchasing Manager duly added the vendor(s).
- (9) Copy of proof Contract Administrator contacted all vendors on the Qualified List and advised them of pre-submittal information.
- (10) Upon receipt of the Contract Administrator's concurrence, the Office of Purchasing will award the quotation and issue a purchase order authorizing the Contract Administrator to issue a notice to proceed.