

DETROIT PUBLIC LIBRARY

RESPONSIBLE CONTRACTOR EVALUATION MATRIX

This rating system would only apply to low bidder and any other bidder on the project who is within 10% of the low bid. The low bidder would receive 15 points. Other bidders who are within 10% of the low bid would receive 10 points. **Any one of the bidders who is being rated by this process who received a “fail” in Table 2 or Table 6 or fails to submit any required forms, documents, or permits in regards to the Detroit Public Library’s Responsible Contracting Policy and Rating system will be listed as Non-Compliant and the Contractor’s bid will no longer be considered.**

The bidder who receives the most points in this rating process will be recommended to the Library Commission for the bid award.

BID STATUS (IN-HOUSE DETERMINATION)

TABLE 1: POINT VALUES

- | | |
|-------------------------|----|
| • Low bid | 15 |
| • Within 10% of low bid | 10 |

Comments:

COMPANY LEGAL/FINANCE

TABLE 2: LEGAL AND FINANCIAL INFORMATION

- | | | |
|--------------------------------------|------|------|
| • Copy of most recent annual report. | PASS | FAIL |
|--------------------------------------|------|------|

Comments:

- | | | |
|--|------|------|
| • Are you free of civil and/or criminal lawsuits and/or arbitrations related to unsatisfactory completion of projects? | PASS | FAIL |
| • Are you free of civil and/or criminal lawsuits and/or arbitrations due to worker, public safety or compliance issues with regulatory agencies? | PASS | FAIL |

Comments:

- | | | |
|--|------|------|
| • Is your company licensed and insured in the State of Michigan? | PASS | FAIL |
|--|------|------|

Comments:

COMPANY INFORMATION/STAFF QUALIFICATIONS

TABLE 3: SCALE RATING: 10=EXCELLENT; 5=ACCEPTABLE; 1=MARGINAL

- Company information and qualifications of your Project Manager assigned to this DPL project.

Comments:

- Will you utilize only licensed electricians, plumbers and other certified trades at DPL sites?

Comments:

- Submit references for construction projects completed in the last five years.

Comments:

SAFETY

TABLE 4: SCALE RATING: 10=EXCELLENT; 5=ACCEPTABLE; 1=MARGINAL

- Submit evidence of an excellent safety and accident record, with evidence of job site safety training programs and mandatory on line refresher certifications.

Comments:

- Submit certification of criminal background checks on all employees assigned to any DPL site.

Comments:

- Submit proof/description of company drug testing program.

Comments:

COMMUNITY

TABLE 5: SCALE RATING: 10=EXCELLENT; 5=ACCEPTABLE; 1=MARGINAL

YES=10 NO=1

- Are you willing to employ City of Detroit residents at a minimum of 25% of project workforce when five or more workers are utilized and to provide residency documentation anytime during the contract?

Comments:

YES=1 NO=10

- Will you have problems working for DPL since it's a union shop?

Comments:

YES=10 NO=1

- Participate in US Department of Labor Registered Apprenticeships for skilled trades employed through their contract.

Comments:

INSURANCE AND BONDS

TABLE 6: AFTER CONTRACT IS LET WITHIN 15 DAYS CAN YOU PROVIDE:

- | | | |
|--|------|------|
| • Proof of insurance and surety bonding at a level appropriate to the project. | PASS | FAIL |
| • Performance bond | PASS | FAIL |
| • Labor/material bond | PASS | FAIL |

Comments:

Thank you for your cooperation.

Print Name

Print Title

Signature

For Internal Use Only

Total Score

