

DETROIT PUBLIC LIBRARY

CONTRACTOR EVALUATION FORM

The Detroit Public Library utilizes a “Contractor Evaluation Form” as part of the process to determine the most qualified contractor bidding on Library projects which are estimated to be in excess of \$100,000. During the selection process the attached Contractor evaluation form will be completed by Detroit Public Library employees responsible for various aspects of all Capital Projects approved by the senior administration of the Library.

The Library’s intention for including this form in the “Request For Proposal” (RFP) documents is to provide all bidding organizations an opportunity to examine some of the criteria utilized by the Library during the selection process. Each bidder should carefully consider each category which will be evaluated and provide the Library with all relevant information.

It should be noted that while the attached form is a significant portion of the Bid consideration, other factors will also be evaluated as part of the process. These factors include but are not limited to cost, materials quality and availability, scheduling, and warranties.

“Do Not Fill Out The Form”.

DETROIT PUBLIC LIBRARY
RESPONSIBLE CONTRACTOR EVALUATION MATRIX

For Internal Use Only

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 “NO” in Table 1 or Table 5 or NO’s 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 for that project.

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

CONTRACTOR INFORMATION

COMPANY LEGAL/FINANCE

TABLE 1: LEGAL AND FINANCIAL INFORMATION

- | | | |
|------------------------------------------------------------------------------------------------------------------------------|-----|----|
| <ul style="list-style-type: none">• Is there a copy of the most recent annual report or financial information? | YES | NO |
|------------------------------------------------------------------------------------------------------------------------------|-----|----|

Comments:

- | | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| <ul style="list-style-type: none">• Is the bidding organization free of civil and/or criminal lawsuits and/or arbitrations related to unsatisfactory completion of projects? | YES | NO |
| <ul style="list-style-type: none">• Is the bidding organization free of civil and/or criminal lawsuits and/or arbitrations due to worker, public safety or compliance issues with regulatory agencies? | YES | NO |

Comments:

- | | | |
|------------------------------------------------------------------------------------------------------------------------------|-----|----|
| <ul style="list-style-type: none">• Is the bidding organization licensed and insured in the State of Michigan? | YES | NO |
|------------------------------------------------------------------------------------------------------------------------------|-----|----|

Comments:

COMPANY INFORMATION/STAFF QUALIFICATIONS

TABLE 2: Internal Rating Scale: 10=EXCELLENT; 5=ACCEPTABLE; 1=MARGINAL

- Did the bidding organization enclose Company information and qualifications of the Project Manager assigned to this DPL project.

Comments:

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

Comments:

- Did the bidding organization submit references for construction projects completed in the last five years.

Comments:

SAFETY

TABLE 3: Internal Rating Scale: 10=EXCELLENT; 5=ACCEPTABLE; 1=MARGINAL

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

Comments:

- Was evidence submitted for certification of criminal background checks on all employees that may be assigned to any Detroit Public Library site.

Comments:

- Was evidence submitted of proof/description of company drug testing program.

Comments:

COMMUNITY (read second bullet item very carefully)

**TABLE 4: Internal Rating Scale: 10=EXCELLENT; 5=WILL TRY; 1=MARGINAL
YES=10 NO=1**

- Is the bidding organization 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 the bidding organization have problems working for DPL since it's a union shop?

Comments:

YES=10 NO=1

- Does the bidding organization participate in the US Department of Labor Registered Apprenticeships or Union programs for skilled trades?

Comments:

INSURANCE AND BONDS

TABLE 5: AFTER CONTRACT IS LET AND WITHIN 15 DAYS CAN THE BIDDING ORGANIZATION PROVIDE:

- | | | |
|--------------------------------------------------------------------------------|-----|----|
| • Proof of insurance and surety bonding at a level appropriate to the project. | YES | NO |
| | YES | NO |
| • Performance bond | | NO |
| • Labor/material bond | YES | |

Comments:

BID STATUS

TABLE 6: POINT VALUES

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

Comments:

DPL Staff Member Making The Evaluation:

Print Name

Print Title

Signature

Total Score

Revised 1/27/2010 MMM