



AGREEMENT FOR PRE-QUALIFICATION OF TRADE SERVICES

THE SMALL PROJECT PRE-QUAL LIST: PROJECTS AND BENEFITS.

The District regularly solicits estimates, quotes, proposals, and other responses for facilities and maintenance projects valued **up to \$100,000**. Laws and District policy govern the type and level of competitive selection process required for each project.

The Small Project Pre-Qual List stores the contact and trade information of pre-screened and pre-qualified trade services providers who are interested in District work. As projects come up, the District selects Pre-Qual Contractors to contact for availability and quotes. Most projects filled from the List are under \$100,000.

The District may also notify Pre-Qual Contractors of opportunities to bid for larger projects.

THE PRE-QUALIFICATION PROCESS: HOW A TRADE SERVICES PROVIDER CAN GET ON THE LIST.

- Trade services providers interested in becoming Pre-Qual Contractors will:
 1. Review the following District materials:
 - The General Conditions of the Contract located on the District website: [General Conditions](#).
 - The Technical Guidelines located on the District website: [Technical Guidelines](#).
 2. Review the conditions and agreement statements in the section titled "Agreements" below.
 3. Complete and sign the form titled "Application for Pre-Qualification."
 4. Gather the following documents:
 - Evidence of insurance in coverage and amounts as the District requires, showing the District as additional insured.
 - Tax form W-9.
 - Copies or other evidence of licenses required for your trade or profession.
 - Criminal Background check certifications.
 5. Sign this Agreement.
 6. Send the completed and signed Application, the documents listed above, and this signed Agreement to:

**Jefferson County School District R-1
Attn: Purchasing
809 Quail Street, Building 4
Lakewood, CO 80215**

- The District will then:
 1. Review the Application.
 2. Review and make inquiries into the qualifications, background, references, and other items listed on the Application.
 3. Request and collect from the applicant additional documents and materials the District may require.
 4. Make a decision whether to add the applicant to the Small Project Pre-Qual List.
 5. Inform the applicant of its decision.

- The District may periodically add and remove Pre-Qual Contractors from the List as the District in its sole discretion may decide.

- The District may periodically request Pre-Qual Contractors to reapply or provide updated information.

AGREEMENT:

PRE-QUAL CONTRACTORS AGREE TO THESE CONDITIONS BY AGREEING TO BE ADDED TO THE SMALL PROJECTS PRE-QUAL LIST.

By completing, signing, and submitting the Application for Pre-Qualification, and in consideration of being added to the Small Project Pre-Qual List of pre-screened and pre-qualified trade services providers, each Pre-Qual Contractor expressly AGREES to the following:

1. The District may, from time to time, contact the Pre-Qual Contractor and request an estimate for work or projects (“Work”) that the District needs done. The Pre-Qual Contractor is not obligated to respond. If the Pre-Qual Contractor does respond with a quote, and the District selects the Pre-Qual Contractor for the Work, the District will issue a purchase order (“PO”) or otherwise accept the quote. The Pre-Qual Contractor is then required to perform the Work for the cost as described on the Pre-Qual Contractor’s quote and the PO (if a PO is issued), and in accordance with the General Conditions and Technical Guidelines.
2. The District has no obligation to ever contact the Pre-Qual Contractor, or select the Pre-Qual Contractor for any Work. The District has sole discretion about who the District contacts and to whom the District awards any Work.
3. When the Pre-Qual Contractor agrees to accept Work, the Pre-Qual Contractor AGREES to all of the terms and conditions below, as in effect at the time when the Pre-Qual Contractor begins the Work and as applicable to the awarded Work:
 - a. The General Conditions.
 - b. The Technical Guidelines.
4. The information that the Pre-Qual Contractor provides on the Application and any other form and document that the Pre-Qual Contractor submits in connection with the Pre-Qual List is true, correct, and complete as of the date submitted. The Pre-Qual Contractor shall update any such information as of the date when the Pre-Qual Contractor begins Work.
5. The Pre-Qual Contractor shall provide current evidence of insurance in types and amounts of coverage as the District requires whenever the Pre-Qual Contractor accepts Work and when the District requests.
6. The Pre-Qual Contractor shall provide any other documentation relevant to the Pre-Qual Contractor’s qualifications and Work, such as, without limitation, where applicable, evidence of licensing in the Pre-Qual Contractor’s trade or profession, W-9s, and subcontractor information.
7. The District will require that the Pre-Qual Contractor, if an individual, and all of the Pre-Qual Contractor’s employees and subcontractors who work on District property complete a criminal background check. The Pre-Qual Contractor, if an individual, and the Pre-Qual Contractor’s employees and subcontractors, who have been convicted of, pled *nolo contendere* to, or received a deferred sentence or deferred prosecution for a felony, or a misdemeanor crime involving unlawful sexual behavior or unlawful behavior involving children, shall not be allowed to work on District property. The Pre-Qual Contractor shall complete a certification or affidavit to that effect upon the District’s request. The Pre-Qual Contractor shall be responsible for complying with applicable privacy and confidentiality laws relating to the certification.
8. The Pre-Qual Contractor authorizes the District to investigate the Pre-Qual Contractor’s qualifications, credentials, licenses, references, and other information that the Pre-Qual Contractor provides in connection with the Application for Pre-Qualification, as necessary.
9. Financial obligations of the District payable after the current fiscal year of the District are contingent upon funds for that purpose being appropriated, budgeted, and otherwise made available.