

All potential offerors must be pre-qualified. The completed questionnaire with any relevant attachments must be completed and returned in a sealed envelope with project name, contractor name and “Qualification Packet” clearly labeled on the outside, no later than 5:00 pm on May 25, 2011 to: M. Twink Monahan, Thomas County Purchasing Agent, Thomas County Board of Commissioners Office, P.O. Box 920, 110 N. Crawford Street, Thomasville, GA, 31799, and marked as follows:

Thomas County Historical Courthouse Renovation – *Trade* RFP #TCHC-2011-*Proposal Number* (Provide and Install *Trade* in accordance with the Project Manual Plans and Specifications). Please contact M. Twink Monahan in the Thomas County Board of Commissioners Office, located at 110 N. Crawford Street, Thomasville, GA or by email at tbcpur@rose.net for further information.

A mandatory pre-proposal conference is scheduled for 8:30 a.m. on *Refer to Website schedule* at the Thomas County Judicial Center, Grand Jury Room, 325 North Madison Street, Thomasville, GA.

Prequalification Policy

When determined to be in the best interest of Thomas County by the Public Property Committee, potential offerors on public works construction projects may be required to meet certain minimum qualifications before being permitted to submit a proposal on a project.

The Public Property Committee shall establish minimum criteria that are reasonably related to the specific project or the quality of work of a potential offeror. Potential offerors may be required to:

Be properly licensed;

Have an appropriate amount of experience on similar projects;

Provide references on past projects;

Provide references to show a history of compliance with applicable laws, regulations and ordinances relating to performance of past projects;

Provide evidence that they have the ability to obtain any necessary permits;

Provide assurance that the firm has stable financial and human resources and capabilities to successfully perform the project within the time specified without delay or interference;

Show that the potential offeror has the necessary character, integrity, reputation, and judgment;

Meet any other criteria that are reasonably related to the specific project or the quality of work of a potential offeror.

A statement that only pre-qualified offerors will be permitted to submit proposals on a particular project shall be included in all advertisements for a project where prequalification is required. Similarly, a copy of this policy, the specific prequalification criteria for a particular project and the deadline for submission of the prequalification questionnaire shall be included in all requests for proposals and as posted on the Thomas County Internet Website. Copies shall also be in the purchasing agent's office. This policy and any criteria specific to the project shall be made available to any prospective offeror or any other member of the public requesting such information.

A complete prequalification packet, which includes a completed prequalification questionnaire and any necessary attachments, must be provided to the purchasing agent prior to the established deadline. All prequalification questionnaires must be typewritten or handwritten in ink. The purchasing agent shall evaluate prequalification packets timely submitted according to the criteria established.

Potential offerors submitting prequalification packets shall be notified whether they are pre-qualified or disqualified. The decision of the Public Property Committee shall be final. Only pre-qualified offerors may submit proposals. Disqualified offerors may respond to their disqualification by a letter to the Public Property Committee within ten days of notice of disqualification. The opportunity for a disqualified offeror to provide a letter is merely for name clearing purposes; it shall not be construed as a right to appeal, to be reinstated, to protest the process, or to protest the award of the project. The purchasing agent shall include a copy of the letter in the contract file and provide copies to any party requesting such information.

Any pre-qualified offeror cannot be later disqualified without cause.

Compilation of Interview Rating Form

Project: Thomas County Historical Courthouse Renovation –*TRADE* - RFP #TCHC-2011-*Number* (Provide and Install in accordance with the Project Manual Plans and Specifications).

Date : _____

	Total for Contractor #1	Total for Contractor #2	Total for Contractor #3
1. Past Projects - Similar Type of Work			
2. Past Experience with Thomas County			
3. Price			
4. Current Work Load			
5. Personnel Assigned to Project – Experience			
6. Bonding Capacity (or local bank letter of credit)			
7. Financial Capability			
8. References			
Total			

Apparent Best Offer: _____

[Note: The firm/contractor with the best score is the apparent best offer].