



PRE-QUALIFIED CONTRACTOR POLICY

PURPOSE:

The purpose of this pre-qualification process is to develop and maintain a list of pre-qualified contractors to perform any/all non-petitioned maintenance work on behalf of the Washtenaw County Water Resources Commissioner (WCWRC) and the various drainage districts under the jurisdiction of the Washtenaw County Water Resources Commissioner.

BACKGROUND:

The Washtenaw County Water Resources Commissioner's Office operates under the Michigan Drain Code, Public Act 40 of 1956, as amended. As a result of an update approved by the Legislature, section 280.221 of the Drain Code was amended to require all non-petitioned maintenance work to be bid out, unless utilizing County staff or a Pre-Qualified Contractor. Section 280.221(2) details the requirements that the Washtenaw County Water Resources Commissioner must follow to utilize the Pre-Qualified Contractor list, including but not limited to maintaining the policy, criteria, and list.

INITIAL PROCESS/CRITERIA:

To be eligible to contract for non-petitioned drain maintenance that is not undergoing the bidding process, a contractor must be approved by the Washtenaw County Water Resources Commissioner. To be approved or denied for such work, a contractor must submit an application along with:

1. Contractor must be or apply to be a vendor with Washtenaw County
<https://www.washtenaw.org/678/How-to-Become-a-Vendor>
2. Proof of Worker's Compensation or Exemption
3. Equipment/Labor Fee Schedule

The Washtenaw County Water Resources Commissioner shall have complete discretion in approving or denying an application based on the totality of the information provided in the application.

All contractors that apply will receive written correspondence with the decision of the Washtenaw County Water Resources Commissioner's Office on the status of their application within 30 days of application submittal.

If a contractor is approved, they will remain on the Pre-Qualified Contractor List for three years. After that time, the status of the contractor will be reviewed.

A contractor can request to be removed from the list at any point in time by sending written correspondence to the Washtenaw County Water Resources Commissioner's Office. A contractor will be removed from the list if the approved entity dissolves. The Washtenaw County Water Resources Commissioner has the authority to remove an approved contractor at any point based off their performance. If a contractor is removed from the list for any reason, WCWRC will send written notification to the contractor within seven days of removal.

If a contractor is denied or removed, the contractor may reapply for consideration after one year of denial or removal.

*Please note that placement on the list does not guarantee a contractor will be selected to perform work. The Washtenaw County Water Resources Commissioner sustains full discretion and authority to either bid non-petitioned maintenance work or to select any contractor from the pre-qualified list to perform said non-petitioned maintenance work.