

## Request for Prequalification

In accordance with the SDPC Procurement Code, the School District of Pickens County hereby requests the prequalification of Trade Contractors for the following proposal packages outlined in the table below for the New Liberty High School Project (435 Ruhamah Road, Liberty, SC 29657).

### Proposal Packages for the New Liberty High School

1	Sitework
2	Asphalt Paving/Curb & Gutter
3	Chain Link Fence & Gates
4	Landscape Planting/Grassing
5	Running Track & Events
6	Building/Stadium/Site Concrete
7	Masonry
8	Structural Steel/Misc Metals
9	Millwork
10	Fireproofing/Caulking & Sealants
11	Membrane Roofing/Flashing
12	Sheet Metal Roofing/Wall Panels
13	Doors, Frames & Hardware (F&I)
14	Overhead Doors
15	Aluminum Windows/Glazing
16	Drywall Construction/Acoustical Tile
17	Wood Flooring
18	Resilient Flooring & Carpet

19	Tile/Terrazzo
20	Resinous Flooring
21	Exterior & Interior Painting
22	Specialties
23	Lockers/Shelving
24	Protective Covers
25	Stage Curtains
26	Signage
27	Kitchen Equipment
28	Aluminum Bleachers
29	Gym Equipment
30	Fixed Audience Seating
31	Casework
32	Telescoping Bleachers
33	Plumbing
34	Fire Protection
35	HVAC
36	Electrical

Prospective Trade Contractors shall complete an online prequalification form at [www.ibidpro.com](http://www.ibidpro.com). (Reference Exhibit 1 – i.Bid.Pro Tutorial Notes for additional information on how to complete the online prequalification process)

The prequalification form requires prospective Trade Contractor to provide information related to, but not limited to, safety history, bonding capacity, financial stability, similar project experience and current references.

**Deadline for Prequalification Submission: November 24, 2008, 5:00pm (EST)**

Only those Trade Contractors who are prequalified through this procedure will be considered to submit a proposal package(s) for this project.

**Exhibit 1 – i.Bid.Pro Tutorial Notes**



**TUTORIAL NOTES – Trade Contractor / Subcontractor**

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## GENERAL INFORMATION

**Website:** [www.ibidpro.com](http://www.ibidpro.com)

**First Time User Registration:** If this is your first time in the i.BidPro system, you must register by clicking the, “[First Time User Registration](#)” Link on the left side of the screen.

**User Name:** Enter User Name in “UserName” field. You will use this user name to log into the system after you have registered. Keep it simple, something that you will remember. Hit tab to move to the next field.

**Full Name:** Enter Full Name in “FullName” field (type first name, then space, then last name).

**Email:** Enter email address in “Email” field.

**Company Name:** Enter full **LEGAL** name of your company in the “Company Name” field.

**Type of Firm:** Select company type from the “Type of Firm” drop down menu.

**Sole Proprietor’s Legal Name:** Enter the LEGAL name of your company’s sole proprietor. (Leave blank if company is not structured as a sole proprietorship type).

**Trade Code:** Select the trades that your company self performs from the “TradeCode” drop down field. Click the down arrow, then click the box beside all applicable trades. Use scroll bar to view entire list. When you are finished selecting trades click the arrow to the right of the Trade Code box.

**Mailing Address:** Complete all mailing address information (Street Address, State, Zip Code, Country).

**Street Address:** Street Address fields are automatically filled in from “Mailing Address” fields. If your street address is different from your mailing address, simply change values.

**Remittance Address:** Remittance Address fields are automatically filled in from “Mailing Address” fields. If your remittance address is different from your mailing address, simply change values.

**Website:** Enter company website address.

**Main Fax / Main Phone:** Enter Main Fax and Phone numbers in their respective fields in the following format XXX-XXX-XXXX. Include dashes.

**Submit:** Use “Submit” button to send registration information to Gilbane. Be sure to check all data entry before you submit. To complete the registration you must read the “Statement of Authority” and express agreement by clicking the “I Agree” button. You will be brought back to the i.BidPro log in page. Your registration is complete.

**Logging in as First Time User:** Once registration is submitted, you will receive an email message containing your initial password. You can now log in. On the main page, enter User Name in the “UserName” field. Enter the password in the “Password” field then click the “Sign On” button. The system will prompt you to change your password. Make password something you will easily remember. Enter new password in “New Password” and “Confirm Pass” fields and then click “Sign On.”

**Note:** When you log in for the first time you will have an alert to complete your online pre-qualification form.

**Deleting Alerts:** Check delete box next to appropriate alert and either click the “x” next to the check box or click “Delete All Checked Alerts.”

## COMPLETE PRE-QUALIFICATION FORM

You will receive an email notification and an alert upon log in to complete your online pre-qualification form.


1. Click on the alert, then click on the “View Prequal Form” button.”
2. The first sets of fields from “Company Name” through “Website Address” should be completed from the first-time registration form.
3. Enter contact information for President and up to 3 contact people. Enter contact people that will be responsible for receipt of bid packages. If contact people change, please contact Gilbane Purchasing Agent to update information. Enter phone and fax numbers using the following format XXX-XXX-XXXX.
4. Enter all requested information “**Webiste Address**” through “**Current Projects.**”
5. **Note:** At the line “**Insurance Letter (Attach for EMR)**”; Attach insurance letter verifying EMR for the three most recent years to date. For EMR less than 1.0, enter with a leading zero in front of the decimal place (example: enter 0.91 in lieu of .91). Click browse and attach appropriate file. The following file types are acceptable: .doc (Word), .xls (Excel), .pdf (Adobe). After file is selected, scroll to the bottom of the screen and click “Save.”
6. **Note:** Starting at the line “**Attach OSHA Form No. 300 for past 12 months below**”; Enter all required OSHA 300A information for three most recent years beginning with the most recent (2007, 2006, 2005). OSHA Recordable rates and Cases Away rates are calculated by i.BidPro after the pre-qual form is saved.
7. **Note:** If your firm is a registered Disadvantaged Business Enterprise (DBE), at the line “**DBE**” and attach the certificate from the issuing organization verifying your firm’s DBE status.
8. **SAVE PROGRESS** (see **Help Notes** 1, 2 & 4 on page 5). i.BidPro will kick out user after 59 minutes of inactivity. Make sure to click “Save” to store all progress.
9. **BEFORE ENTERING FINANCIAL INFORMATION** you must set up **Contract Signing Information**. See **Help Note 6 on page 5**. (Click on “**HERE**” in the prequal to set up Contract Signing Information)
10. **Note:** Verify financial data “Net Worth” through “Work Now Under Contract \$” with company officer. Do not use commas when entering financial data.
11. **Note:** Current Ratio, Acid Test, Debt to Equity Ratio, Working Capital Turnover, Return on Equity, Revenue to Equity, Backlog to Equity, Backlog to Working Capital and Months in Backlog are calculated by i.BidPro after the pre-qual form is submitted.
12. Attach financial statements for last three years. Attach one file at a time and click “Save.” Click browse and attach appropriate file. The following file types are acceptable: .doc (Word), .xls (Excel), .pdf (Adobe). Required financial statements include: income statement, balance sheet, independent accountant’s letter and report (Financial Statements must be compiled, reviewed **OR** audited financial statements by a third party accountant).
13. Attach OSHA 300 and 300A forms for three most current complete years. Attach one file at a time and click “Save.”

14. Click "Submit" once entire form is complete, click "I Agree" after reading Statement of Authority to submit pre-qualification form to Gilbane.

## HELP NOTES (PREQUAL)

1. Fill out the PQ, saving your work regularly - every 15 minutes or so.
2. Answer all the Questions you can. Leave the Uploading of documents until you are finished with the Questions.
3. Upload one file at a time (maximum file size is 5 Mbs).
4. You can Save the PQ anytime - by clicking the Save button. You may receive some warning messages. These message will warn you of any fields that are required before you can submit. Scroll up and anything in RED needs to be completed before submitting.
5. When you are ready you can submit the form by clicking 'Submit'. Certain fields are required before you are allowed to Submit. Scroll up and anything in RED needs to be completed before submitting.
6. For financial information you will need to:
  - a. Set up the contract signing authority. This requires a username, email and password. This authority allows you to sign contracts on any awarded bids, and to restrict access to confidential financial information in your prequal form.
  - b. To enter financial information in the prequal you need to enter the contract signing authority password. Without this you will not have access to financial information fields.
7. **Trouble Shooting:** for additional help completing the prequal send an email to [ibidproemail@gilbaneco.com](mailto:ibidproemail@gilbaneco.com)

## TIPS & TRICKS

			
	<b>i.BidPro Tips, Tricks, Lessons Learned, &amp; Watchouts</b>		
Site Feature	Item	Watchout Description	Solution
Website	Time Limit	There is a 59 minute time limit for inactivity.	Be sure to save as you go and watch the time in the lower left corner.
Website	Printing	When printing forms, some text may be cut off.	When you click "Print" in the menu bar, the form will open in a new window. WAIT for the window to complete its format (typ. 5-15 seconds) then print.
Website	Navigation	Quickest way to see various Bid Packages is through the Menu on the left.	Can click on Alerts, but eventually you should delete the Alerts.
Bid Package Alert	Intent to Bid	Cannot Save or Submit bids and cannot submit RFI's without first declaring your intent to bid.	Potential bidders can view the Proposal Form and the Attachments, however, they must click "I Will Bid" to be able to save or submit bids and to submit RFI's.
Bid Package	Attachments	When you Browse and select a doc to attach to the Bid Package...it does NOT attach it when you hit the "open" button. You must also hit the "Attach" button.	You do not attach docs to the "Proposal Form" itself. When you are on the main Bid Package screen, there is a "Browse" button located at the bottom of the Attachments section. Use that to go out and find the doc you want to attach. When you hit the Open button, there will be a blank field that will give you the opportunity to rename the attachment. If you do not want to rename the doc, simply hit "Attach". Your attachment will be listed along with Gilbane's front end attachments, but rest assured that your doc is not visible to any other bidder (never will be) and Gilbane cannot see the doc until after you submit your bid.
Bid Package	RFI	Entering a Title does not make an RFI. With only a Title, an email is NOT sent to Gilbane.	In order to submit an RFI, all three sections must be completed: Title, Description, and Comment.
Proposal Form	Bids	The Proposal Form can be completed over a period of time.	Information, including dollar amounts, can be entered as the information is available. Select "Save Bid" periodically as you go. A popup box will appear telling you that the Proposal Form is incomplete. The bids cannot be seen by Gilbane until they have been "Submitted".
Proposal Form	Bids	Submitted bids can be updated.	After the bid has been submitted, information can be changed and the bids can be resubmitted as often as necessary up to the closing time.
Proposal Form	EMR values	EMR values that are less than 1 must be entered with a leading "0" in front of the decimal place, i.e. 0.xx	An error message will appear, but will not direct the user to the fields that contain the incorrect format.
Proposal Form	Section 7: Labor Rates	Wages need to be entered with decimal places.	Enter values with "cents" even if the wage rates are whole numbers i.e. 27.00