

Pre-Qualification of Bidders for Public Improvement Project Policy

The Code of Iowa requires the County to conduct bidding for public improvement projects over \$50,000, and to award bids to the lowest responsible bidder. See Iowa Code §331.341, §384.99. To assist in determining the lowest responsible bidder, it is deemed appropriate to require bidders to complete a qualification questionnaire, and to use the information provided to pre-qualify bidders to be awarded County public improvement contracts.

It is therefore the policy of Polk County to require bidders on public improvement projects, as defined in the Code of Iowa, to submit answers to a qualification questionnaire. The questionnaire shall be on a form approved by the Polk County General Services Department. The questionnaire may request information concerning the locations where the bidder is qualified to do business, whether the bidder performs work with its own forces, whether the bidder has failed to complete other work awarded to it, other projects the bidder is currently involved in or has completed, the experience of the principals of the organization, trade references, work references, and any other information the General Services Department deems appropriate for a particular project. The General Services Department shall have the authority to waive irregularities in a bidder's responses to the qualification questionnaire.

Responses to the qualification questionnaire may be used to pre-qualify bidders for Polk County public improvement projects.

Contact: General Services
515-286-3215

Adopted: 9/29/98