



Prequalified Maintenance Contracting

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Prequalified Maintenance Contracting Overview

- ▶ Pilot process to improve contracting efficiency for certain maintenance contracting activities
- ▶ Work categories:
 - ▶ Concrete Pavement Repairs (Ba)
 - ▶ HMA Paving (Cb)
 - ▶ Guardrail Repair (N96L)
 - ▶ Tree Cutting/Trimming
- ▶ Projects typically smaller in scale and more limited in scope than normal construction projects
- ▶ Prequalifies vendors to expedite bidding and award process
- ▶ Separate prequalification from MDOT Construction Prequalification

Prequalification Process

- ▶ Request for Proposals posted on SIGMA Vendor Self Service
 - ▶ Ongoing request, submissions reviewed on a monthly basis
- ▶ Qualification requirements vary by category
 - ▶ Where applicable, qualification requires construction prequalification
 - ▶ Where no construction prequal exists, requirements are the same as for stand-alone contracts for similar work
- ▶ Qualified vendors added to prequal list for 5 years
- ▶ Only vendors on the prequal list will be able to bid on individual projects let through pilot program

SIGMA Vendor Self Service

The screenshot shows a web browser window with the address bar displaying <https://sigma.michigan.gov/webapp/PRDVSS2X1/AltSelfService>. The page title is "SIGMA Vendor Self Service". The main heading is "Welcome to State of Michigan SIGMA Vendor Self Service (VSS)".

Left Sidebar:

- Michigan State Seal
- * = Required
- * User ID:
- * Password:
- Login:
- Password Reset: [Password Reset](#)
- Click the Register button to register a new or existing account.
- Register:
- Guest Access:

Main Content:

Welcome to State of Michigan SIGMA Vendor Self Service (VSS)

The State of Michigan SIGMA Vendor Self Service (VSS) system allows you, as a payee/vendor/grantee, to manage your information, view your financial transactions, view business and grant opportunities and much more. Click on the Register button to begin filling out an electronic application to become a payee/vendor/grantee. Please disable your pop-up blocker in order to access all parts of the site.

This site is best viewed with Internet Explorer 11 and Firefox 3.5 or 3.6.

If you have questions, please contact the State of Michigan VSS (SOM VSS) Support Center at SIGMA-Vendor@michigan.gov or 1-888-734-9749. The State of Michigan VSS (SOM VSS) Support Center Office Hours are 7:00 AM until 6:00 PM EST, Monday-Friday.

Announcements

11/09/2017
SIGMA is experiencing intermittent issues with some Solicitation attachments syncing to Vendor Self Service. This does not appear to be wide-spread. These attachments look to be available to open but when the vendors click on the attachment they receive the following message 'Errors were encountered while trying to load the requested page. Please contact the System Administrator.' This also requires the vendor to log back in.

Until the root cause is determined, we have a workaround for SIGMA to manually re-load the attachments. This process takes effect after an additional synch cycle, which run every 2 hours between 8am and 4pm. The documents should be available to be viewed after the next cycle but if vendors continue to experience problems, please contact the SIGMA Help Desk at 517-284-0550.

10/13/2017
The State of Michigan vendor system SIGMA Vendor Self

Contacts

Click on link below to view the list of department contacts.

[Agency Contacts](#)

Forms and Reference Documents

Click on a form below to either save it to your desktop or open it in Adobe.

- [SOM VSS User Guide for New Vendors](#)
- [SOM VSS User Guide for Existing Vendors](#)
- [SOM VSS User Guide for Grantees](#)

Right Sidebar:

- [Help](#)
- [Contact Us](#)
- [Policies](#)

Sigma Vendor Self Service RFP for Qualification

Business Opportunities | Catalog Management | Vendor Registration | Grant Opportunities

Solicitations | Purchase History

[New Search](#) [Print Friendly](#) [Ask Buyer](#)

Solicitation: 18000000581 **Prequalification for Routine Maintenance**
 Issued: 1/3/18 Last Amended: **Current Status: Open**

Closing Date: 1/31/18 3:00 PM EST	Doc Dept: Transportation	<div style="border: 1px solid black; padding: 2px; display: inline-block;"> Response Options <input type="button" value="Respond Online"/> <input type="button" value="Print for Mailing"/> </div>
Time Left: 7 Days, 08:24:29	Buyer Name: LAURA DOTSON	
	Category: Request for Proposals(RFP)	

Buyer Information LAURA.DOTSON(DotsonL2@michigan.gov) Phone:517-373-2134 Fax:	Additional Dates	Bid Opening Date:	Award Date:
		Intent Posted Date:	More... see Events tab

[Print Solicitation](#)

Lots/Lines	Attachments	Additional Information	Terms	Criteria	Events	Q & A List	Amendment History
Lot 1: Default							
Description	Requested			More Information			
1. CONSTRUCTION, HIGHWAY AND ROAD	Specifications : Prequalification for Routine Maintenance as described in attached RFP documents. Service Start : 1/2/2018 Service End : 9/30/2018			View Purchase History Expand All <input type="checkbox"/> Product Specs <input type="checkbox"/> Shipping Specs <input type="checkbox"/> Line Item Preference <input type="checkbox"/> Commodity Terms and Conditions			

Prequalification FAQs

- ▶ How long does it take to get maintenance pre-qualified?
 - ▶ 2-6 weeks. State Ad Board approves adding vendors to the program.
- ▶ If we're all ready maintenance pre-qualified, do we need to resubmit in response to subsequent postings?
 - ▶ No.
- ▶ What happens if we lose our MDOT Construction pre-qualification?
 - ▶ You will be removed from the maintenance prequal list and will need to resubmit when the construction prequalification is obtained.

Request For Proposal (RFP) Process

- ▶ Local office (TSC/garage/region) develops project specific RFP
 - ▶ RFP identifies applicable specifications and requirements for project
- ▶ RFP posted on SIGMA Vendor Self Service
- ▶ Project advertised for a minimum of 3 days
- ▶ Bids evaluated on price only, no qualifications review or protest period
- ▶ Contracting document is a Purchase Order

Request For Proposal FAQs

- ▶ Will we be notified of bid results?
 - ▶ All bidders will be notified of bid results. Tabulated pay item prices are not provided.
- ▶ What if a performance bond is required?
 - ▶ The successful bidder will provide bond prior to award of the Purchase Order.
- ▶ Can we bid on a project if it posts during the time our prequalification is being reviewed?
 - ▶ No, only vendors on the prequalification list at the time of posting the RFP will be invited to bid.
- ▶ Can we subcontract work?
 - ▶ Yes.

Project Construction

- ▶ Upon receipt of PO, contractor completes work in accordance to RFP
- ▶ Upon completion of work, MDOT Project Manager responsible for:
 - ▶ Final acceptance of work
 - ▶ Oversight of corrective action if needed
- ▶ After final acceptance, MDOT PM completes Contractor Performance Evaluation

Contractor Performance Evaluations

- ▶ Overall rating - Satisfactory or Unsatisfactory (with comments)
- ▶ Vendors can request review of unsatisfactory rating
- ▶ Unsatisfactory rating can lead to revocation of prequalification status
- ▶ Separate from construction project performance reviews
- ▶ No impact on construction prequalification rating

2017 PMC Facts

- ▶ Prequalified vendor list has 32 vendors
 - ▶ 15 Concrete Pavement Repair
 - ▶ 20 HMA Paving
 - ▶ 4 Guardrail
 - ▶ 4 Tree Cutting/Trimming
- ▶ Completed projects
 - ▶ 12 projects, \$5.9M total
 - ▶ 4 Concrete Pavement Repair
 - ▶ 8 HMA Paving
 - ▶ 4 MDOT Regions

Questions?

