

Subcontractor FAQ

Q. How do I get on the bid invitation list?

A. Complete and return the Subcontractor / Vendor Questionnaire (available on our website) to receive bid invitations from us. To continue to receive bid invitations, you must update the questionnaire every 12 months.

Q. Do I have to be prequalified to bid on M. Mitchell Group projects?

A. Most of our bid packages are available for all firms to bid without advance prequalification. Evaluation of the received bids will consider whether the successful bidder has the appropriate financial, material, equipment, facility and personnel resources to meet the contractual requirements and a satisfactory record of previous contract performance, quality, safety and integrity. Where advance prequalification is required for a specific bid package, we will advertise and/or contact potential bidders for prequalification information prior to issuing bid documents.

Q. What are M. Mitchell Group's insurance requirements?

A. The required coverages, limits, and additional insureds are identified in Subcontract Attachment "B". The sample Subcontract is included in the Request for Proposals. Many of our projects utilize a Contractor Controlled Insurance Program (CCIP) wherein we provide general liability insurance for our Subcontractor's on-site activities.

Q. Will I have to provide a Payment and Performance Bond?

A. We often utilize Subcontractor Performance Insurance in lieu of traditional Subcontractor bonding. Bonding may be required due to the size of the proposed subcontract or state law.

Q. What are M. Mitchell Group's Safety Requirements?

A. Subcontractors are required to comply with our Safety Program, including its procedures, practices and policies. Refer to the Minimum Project Safety Requirements (available on our website) or project-specific Request for Proposals for additional information.

Q. Does M. Mitchell Group have a Drug & Alcohol Testing Requirement?

A. Yes. Every person entering a M. Mitchell Group worksite is subject to Drug & Alcohol testing.

Q. Where can I find bid documents?

A. Most bid documents are available at online. Refer to our "Subcontractor" section on our website.

Q. Do I have to be a member of a plan to view the bid documents online?

A. No. Anyone can view the plans online. Many of our projects also allow the bid documents to be downloaded without charge.



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Q. Can I order the bid documents direct?

A. Our website, www.mitchellgroup.com is the best place to find information on specific sub-bid opportunities with us. The Subcontractors section include complete information on currently bidding projects, including description of work, applicable CSI division codes, bid date and time, estimated value, pre-bid meeting information, number of addendums, where to get plans, link to the bid documents (to view and download), and telephone, fax or email contact information for questions.

Q. When can I expect to get bid results?

A. Most projects will not have immediate bid results. We need time to properly evaluate each proposal to do a fair and complete analysis. Typically, two weeks following a bid we will have a good idea of who is apparent low bidder for each trade and can give out results. Some of our larger projects may take longer.

Q. What is the expected turnaround time for the Contract Documents and other required paperwork?

A. All required documents, e.g. Subcontract or Purchase Agreement, Performance and Payment Bonds (if required), Certificate of Insurance, CCIP Enrollment (if applicable) and Safety Plan must be returned within fifteen (15) days of award.