Metro Contractor Pre-Qualification Program

California Public Utilities Code §130051.23 and Ordinance #4-05 of Metro's Administrative Code requires firms to be pre-qualified prior to doing business with us.

Metro Ordinance # 4-05 specifically exempts certain firms from the pre-qualification process. Pre-qualification is required for all firms not exempted from the process if their bid or proposal will meet or exceed $500,000 for non-Construction contracts. Pre-Qualification is required of all firms not exempted from the process regardless of amount for public works construction contracts Pre-Qualification approval is dependent on a firm submitting either a pre-qualification application, or a Validation Form if they have a current approved pre-qualification status. All documentation submitted with the prequalification application is treated as confidential and is protected from public disclosure by California Public Utility Code 99154. Metro's Inspector General may request access to information provided on the application, related documents or supplemental data.

New firms or firms that received a pre-qualification approval more than two years ago are required to submit a pre-qualification application. The application covers areas such as company history, experience, financial status and general business integrity. The pre-qualification process includes verifying the information provided on the application and searching public records and the company's credit history using Experian or similar database.

Discrepancies must be cleared prior to pre-qualification approval. Companies are notified in writing of their pre-qualification approval or denial.

There are two different applications depending on the type of business you are seeking. Construction firms, or firms intending to seek contracts on construction or public works projects, should complete the Construction Related Projects application. All other firms should complete the Other Than Construction Projects application.

The Applications and Validation Form are available from the following sources:

1. Download directly from this Web Page (hyperlinks above)
2. Send an e-mail request to pre-qual@metro.net

Pre-qualification approval is good for two years. During that time, approved firms that wish to bid or propose on additional solicitations that will exceed $500,000 for non-Construction

contracts or any amount for public works construction contracts must submit a one-page Validation Form along with any updated information. Firms will be notified in writing once the validation process is complete.

This information is provided as a service to those who want access to Metro through an Internet site. The information contained in this system is subject to change at any time. Please contact the Pre-Qualification Office at, pre-qual@metro.net , for the most current information available.