

**BOARD OF COUNTY
COMMISSIONERS**

NANCY BOSTOCK
NEIL BRICKFIELD
CALVIN HARRIS
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JOHN MORRONI
KAREN WILLIAMS SEEL
KENNETH T. WELCH



Joseph Lauro, CPPO/CPPB
Director

PREQUALIFICATION OF CONTRACTORS

Dear Interested Vendor:

We appreciate your interest in becoming pre-qualified with Pinellas County. Pre-qualification applies to prime contractors who are interested in bidding on construction projects for Pinellas County in excess of \$100,000 in the following categories:

- | | |
|-------------------|-------------------------------|
| 1. Bascule Bridge | 6. Road, Street & Storm Sewer |
| 2. Bridge Repair | 7. Roofing |
| 3. Building | 8. Water & Sanitary Sewer |
| 4. Fixed Bridge | 9. Well Drilling |
| 5. Marine | |

We are forwarding an application and W-9, complete both in full and return to me at: 400 S. Fort Harrison Ave, Annex Building - 6th FL, Clearwater, FL 33756

The pre-qualification process generally takes between thirty (30) and sixty (60) days or more. The Pre-qualification Committee meets bi-monthly beginning in January and their recommendations must be approved by the County Administrator prior to bidding on Pinellas County projects. For Pre-Qualification Committee meeting dates please visit our web site at: www.pinellascounty.org/purchase.

Pinellas County Purchasing will no longer register or notify FDOT certified vendors. FDOT certified vendors may continue to bid on Pinellas County contracts as per State Statute 336.41. It is the responsibility of the vendor to check our website (stated above) to view upcoming contracts for bid. No notification of upcoming contracts will be mailed to you. Proof of current FDOT certification will be required prior to the awarding of any contract proposed. Should you desire to pre-qualify in any of the categories listed above, as a Pinellas County vendor, you must complete the Pre-Qualification Application.

Please contact me if you have any questions regarding the application.

Sincerely,

Kathy Freeman
Pre-Qualification Coordinator
Phone : 727-464-4336
Fax: 727-464-5531
Email: kfreeman@co.pinellas.fl.us

**BOARD OF COUNTY COMMISSIONERS
PINELLAS COUNTY, FLORIDA**



CONTRACTORS APPLICATION FOR PREQUALIFICATION

Submitted on _____,

Company To Be Pre-Qualified: _____

Contact Person/Title: _____

Principal Office at: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Telephone Number: _____ Fax Number: _____

Email Address: _____

Are you a company "Doing Business As", a "Division Of" or a "Subsidiary Of"? If so please print name of company:

REQUEST PRE-QUALIFICATION FOR THE FOLLOWING CATEGORIES:

_____ **BUILDING** _____ **MARINE** _____ **ROAD STREET & STORM SEWER**

_____ **ROOFING** _____ **WATER & SANITARY SEWER** _____ **WELL DRILLING**

BRIDGES:

_____ **BASCULE BRIDGE** _____ **FIXED BRIDGE** _____ **BRIDGE REPAIR**

PINELLAS COUNTY

**BOARD OF COUNTY COMMISSIONERS
PURCHASING DEPARTMENT
400 S. FORT HARRISON AVE - 6TH FLOOR
CLEARWATER, FL 33756
727-464-4336**

PRE-QUALIFICATION OF PRIME CONTRACTORS

Pre-qualification is for prime contractors only, and for construction projects in excess of \$100,000, in the categories of:

- | | |
|-------------------|-------------------------------|
| 1. Bascule Bridge | 6. Road, Street & Storm Sewer |
| 2. Bridge Repair | 7. Roofing |
| 3. Building | 8. Water & Sanitary Sewer |
| 4. Fixed Bridge | 9. Well Drilling |
| 5. Marine | |

Contractors shall be pre-qualified by the Pinellas County Board of County Commissioners, upon the recommendation of the Pre-Qualification Committee prior to submission of any bid. The Pre-Qualification Committee acts in an advisory capacity and shall make recommendations to the Board of County Commissioners (BCC).

INSTRUCTIONS

1. Applications should be submitted at least 60 days prior to a scheduled meeting.
2. Financial capability is a primary concern in determining whether a firm is qualified. For initial applications and renewals complete financial statements prepared by the contractor or a Certified Public Accountant must be included. The financial statements must be for the previous year-end and within nine months of the application date. The financial statements must include *all notes and schedules*. No interim statements will be accepted. Performance bonding will not be considered in lieu of financial statements.
3. **Ceiling Bid Limitations Are As Follows:**
 - ⇒ \$3,000,000 and up: based on **AUDITED** financial statements by Certified Public Accountant.
 - ⇒ \$500,001 up to 3,000,000: based on **REVIEWED** financial statements prepared by a Certified Public Accountant.
 - ⇒ \$200,000 up to \$500,000: based on **COMPILED** financial statements prepared by a Certified Public Accountant.
 - ⇒ \$100,000. to \$200,000: based on financial statements **not** prepared by a Certified Public Accountant.
4. The application must be plainly completed and legibly prepared in ink or typewritten. Failure to provide complete information will delay processing and approval.
5. Each item must be complete and explanations must be given in detail. If additional space is required you may insert pages as needed.

Pre-Qualification of Prime Contractors Instructions - Continued

6. The applicant's complete year-end financial statements prepared by a CPA (Certified Public Accountant) must be submitted. A complete year-end financial statement prepared by the company will be accepted but will result in a lower limit. **The Pre-Qualification Committee will not consider your application if anything less than the most current, complete year-end financial statement is submitted.**
7. Application must be signed in two (2) places:
 - Statements authorizing the committee to investigate (page 8)
 - Affidavit for individual, partnership, or corporation (page 9)
8. Provide proof of certification (license) in the categories you are requesting pre-qualification in. (See page 5 for license requirements in each category).
9. Include your application check in the amount of **\$50.00**, payable to the Pinellas County Board of County Commissioners.
10. **Evidence of Performance (References):**

Previous job experience and performance is a primary criteria considered in determining qualification. A contractor* must show evidence of having completed, satisfactorily, construction of similar work within the past eighteen (18) months. A minimum of four references are required matching the categories you checked on page 2. Include the date completed, nature and size of the project, a contact name and complete address as well as a fax number for the contact person. The references must be for projects \$100,000 or above, completed within the last 18 months.

*A contractor for the purpose of this application shall mean:

 - a). The entity that is providing evidence of completed construction work.
 - b). The entity which must post the bond.
 - c). The corporation or partnership applying for pre-qualification or renewal of pre-qualification.
 - d). A corporation or partnership which is comprised of at least half of the same corporate principals or partners who were with the firm at the time the listed projects were satisfactorily completed.
11. **Personnel:**

A resume for all supervisory personnel to be engaged on Pinellas County projects must be submitted.
12. **Application from Non-Florida Corporations:**

Business incorporated or organized in a State other than Florida must obtain a permit to do business in Florida prior to submitting their application. Foreign corporations qualify to do business in Florida subject to Florida Statutes (does not apply to general partnerships). Evidence of a valid permit must accompany each application.

Pre-Qualification of Prime Contractors Instructions - Continued

13. **Category Definitions:**
Certification from the Florida Construction Industry Board for General Contractors is required for the following categories. Proof of a valid, current license must be provided with the initial application for pre-qualification and each year thereafter as a part of renewal.

Road, Street and Storm Sewer

Requires a General Contractors License OR Underground Utility License

The construction and/or rehabilitation of major and local County roads. The installation and/or repair of storm sewer systems including under drains and related structures.

Building

Requires a Building Contractors License AND/OR a General Contractors License

The construction, remodeling and/or repair of County facilities up to three (3) stories in height requires a Building Contractors License. The construction or structural repair of a building exceeding three (3) stories in height requires a General Contractors License.

Well Drilling

Must have a license from the Florida Water Management District.

Water and Sanitary Sewer

Requires a Class A General Contractors License OR an Underground Utility Contractor License.

The installation and/or repair of water and sanitary sewer.

Roofing

Requires a Roofing Contractor License.

Marine

Requires a General Contractor License OR a Marine Specialty Contractor License.

Includes all marine related construction, i.e. sea walls, boat ramps, docks, etc. With the exclusion of bridges as defined herein.

Bridge:

Bridge Repair

Requires General Contractors License OR Underground Utility License.

Including gunite, epoxy, latex modified shotcrete, pressure grouting and other nonstructural repair.

Fixed Bridge

Requires a General Contractors License OR Underground Utility License.

Bridges that include:

- curved steel girders
- multi-level roadways (three levels)
- includes cable stayed construction
- a bridge of conventional construction that is over a water opening
- concrete segmental construction
- includes steel truss construction

Bascule Bridge

Requires a General Contractors License OR Underground Utility License.

Bridges that include Bascule spans.

Pre-Qualification of Prime Contractors Instructions - Continued

14. **Request to Re-Apply**

If a significant change in the structure of the firm occurs, i.e. ownership, partnership, incorporation of a non-incorporated firm, etc., a new application will be required. A new application is not necessary when a change in the officers or the name of a corporation occurs, nevertheless, such information shall be submitted to the committee at the time of such change.

A new application may be required should the Pre-Qualification Committee have sufficient reason to feel that the finances or experience of a firm are less than at the time of its previous application or renewal.

15. **Joint Ventures**

Pre-qualification will be required of each party involved in the formation of a joint venture involved in a construction project for Pinellas County.

16. **Suspension/Revocation of Qualification**

Qualification may be suspended for a period of time specified by the BCC or revoked for cause. Such cause may include, but is not limited to the following:

- a). False statements in the application
- b). Contractor fails to submit information required by the Pre-Qualification Committee.
- c). Contractor's performance and payment record in connection with the contractor's work is unsatisfactory.
- d). Contractor becomes insolvent, files for court financial protection or is declared bankrupt.
- e). Financial ratios as evidenced by the financial statements fall below the minimum required for pre-qualification.
- f). Negative references.
- g). Significant lawsuit activity.

Reinstatement can be immediate if evidence is provided which reverses the cause(s) for revocation or suspension.

17. **Wholly-Owned Subsidiaries**

If separate financial statements for a wholly-owned subsidiary are not available, please furnish the Pre-Qualification Committee with the following:

1. An agreement properly executed by the parent company in which they agree to indemnify Pinellas County from and against any liability and expense which may be incurred by reason of their subsidiary's failure to fully perform.

Pre-Qualification of Prime Contractors Instructions - Continued

2. A resolution properly adopted and executed by the Board of Directors of the parent company verifying:
 - a. The power of said corporation to enter into contracts of surety and guaranty the legal relationship between the two corporations.
 - b. Proof that the corporate officers(s) executing the indemnity agreement has (have) such authorization.

All information, except financial documentation, submitted for the purpose of pre-qualification will be subject to the Florida Public Records Act. Section 119.07.

AFFIDAVIT FOR INDIVIDUAL

State of:
County of:

, being duly sworn, deposes and says that the foregoing financial statement, taken from his books, is a true and accurate statement of his financial conditions as of the date thereof, and that the answers to the interrogatories contained therein are true; and, that the statements and answers to the interrogatories of the foregoing experience questionnaire are correct and true as of the date of this affidavit.

(Applicant must also sign here)

Sworn to before me this _____ day of _____, 20

Notary Public

AFFIDAVIT FOR PARTNERSHIP

State of:
County of:

, being duly sworn, deposes and says that he is a member of the firm of _____ and that the foregoing financial statement, taken from the books of said firm, is a true and accurate statement of the financial condition of said firm as of the date hereof, and that the answers to the interrogatories contained therein are true; and, that the statements and answers to the interrogatories of the foregoing experience questionnaire are correct and true as of the date of this affidavit.

(Member of Firm must also sign here)

Sworn to before me this _____ day of _____, 20

Notary Public

AFFIDAVIT FOR CORPORATION

State of:
County of:

, being duly sworn, deposes and says that he is (title) _____ of the _____, the corporation described in and which executed the foregoing statement that he is familiar with the books of the said corporation, showing its financial condition; that the foregoing financial statement, taken from the books of said corporation, is a true and accurate statement of the financial conditions of said corporation as of the date thereof, and, that the statements and answers to the interrogatories of the foregoing experience questionnaire are true; as of the date of this affidavit.

(Applicant must also sign here)

Sworn to before me this _____ day of _____, 20

Notary Public

List Federal, State and/or Local agencies, Departments, Divisions, etc. your firm has performed work for in the category(s) for which you are requesting prequalification.

What is the construction experience of the principal individuals of your organization? (Attach resumes if available.)

NAME	POSITION	Years Exp.	MAGNITUDE AND TYPE OF WORK	IN WHAT CAPACITY

PRE-QUALIFICATION PROJECT REFERENCES

The Pre-Qualification Committee requires a MINIMUM of four references be verified . List verifiable references (within the past 18 months) for each category your company is pre-qualified in or is requesting to become pre-qualified in. Please complete each section requested including a fax number for the contact person.

All fields below must be completed

1		2	
	COMPANY NAME		COMPANY NAME
	ADDRESS		ADDRESS
	CITY/STATE/ZIP		CITY/STATE/ZIP
	WORK PROVIDED/DATE COMPLETED/ PROJECT AMOUNT		WORK PROVIDED/DATE COMPLETED/PROJECT AMOUNT
	CONTACT NAME		CONTACT NAME
	CONTACT FAX NUMBER		CONTACT FAX NUMBER
	EMAIL :		EMAIL :
3		4	
	COMPANY NAME		COMPANY NAME
	ADDRESS		ADDRESS
	CITY/STATE/ZIP		CITY/STATE/ZIP
	WORK PROVIDED/DATE COMPLETED/ PROJECT AMOUNT		WORK PROVIDED/DATE COMPLETED/PROJECT AMOUNT
	CONTACT NAME		CONTACT NAME
	CONTACT FAX NUMBER		CONTACT FAX NUMBER
	EMAIL :		EMAIL :

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**Joseph Lauro, CPPO/CPPB
Director**

All Pre-qualified Contractors

Re: Non-Pre-qualified Construction projects

Pinellas County has many construction projects that are estimated under \$100,000.00. Upon reviewing the bid responses it has been determined that most of our pre-qualified contractors would rather not be notified of these construction jobs.

Please fill out the bottom portion of this memo and return it with your application.

- I do not wish to be notified for construction projects under \$100,000.00.
- Please notify us for all construction projects as applicable.

COMPANY'S NAME: _____

AUTHORIZED SIGNATURE: _____

PRINTED NAME: _____

DATE: _____

If you are a person with a disability who needs any accommodation in order to participate in this proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Within two (2) working days of your receipt of this Prequalification Application, please contact the:

Office of Human Rights
400 S. Ft. Harrison Ave., Ste. 300
Clearwater, FL 33756.
(727) 464-4062 (V/TDD)