ATTACHMENT G

CONTRACTOR PREQUALIFICATION
CERTIFICATION APPLICATION

Miami-Dade County Public Schools
Contractor Prequalification
Instructions

Pursuant to Florida Statute and the State Requirements for Educational Facilities, (SREF) the School Board of Miami-Dade County, Florida certifies companies as prequalified to bid on the District's construction projects. The purpose of the prequalification process is to ensure that the District only hires responsible contractors that will deliver projects of the highest quality, within budget, and in a timely manner.

Contractor Prequalification Certification is a prerequisite to bidding on District work, irrespective of the delivery method, e.g.: design build, construction management (CM-at-Risk) or hard bid. The prequalification process takes approximately sixty (60) days to complete; therefore, if you are interested in bidding, you should apply for prequalification, as soon as possible.

To apply for Contractor Prequalification Certification, a company must file one (1) original and four (4) copies of the attached Contractor Qualification Statement (Contractor Prequalification Certification Application, Form FM-5896) with the office of M/WBE and Related Services Contractor Prequalification, along with the required supporting documents. Please visit the Contractor Prequalification website at, http://prequalification.dadeschools.net or call (305) 995-1420.

All information must be submitted on the mandated M-DCPS forms. All advertisements for Board projects that require bidders to be prequalified, also state that prequalification is required.

Incomplete applications cannot be processed; therefore, please make sure that your application is complete before it is submitted for consideration. If requested information is not applicable, please indicate "N/A" or "None." If answers to questions are lengthier than the spaces that are provided in the application, the answers may be provided on additional pages, which must be attached to the application. The following support documents **must** also be attached to the application:

- ☐ Company's general contracting license
- ☐ Company's qualifying business license
- ☐ Company's qualifying agent's license
- ☐ A resumé for each owner, director, officer, and key employee
- ☐ Contractor Prequalification Application Project List (Page 9 of 10) that includes information on <u>all</u> projects that were completed by the company during the past five (5) years
- ☐ Information (including the outcome) for any construction claim or litigation that was initiated by or filed against the company during the past five (5) years
- ☐ A Surety Letter of Intent (FM-6696) (Page 10 of 10), from a company that is authorized to do business in the State of Florida and that is AM Best rated as A- or better, **OR**
- ☐ A current audited financial statement **(NOT BOTH.)**

In addition to including the above referenced documents, please make certain that the application is duly signed, sealed, and properly notarized. Contractor Prequalification Applications will be reviewed for completeness, and if an application is not complete, the omitted information will be requested within fifteen (15) calendar days of receipt of the application by the District. The District also reserves the right to request additional information as deemed necessary, sufficient to verify and assure that the required standards and criteria are met. Applicants will have ten (10) work days to provide, in full, all of the requested information. Failure to provide the information within the prescribed time will delay the review process, and may eventuate in the denial of prequalification certification.

Applications must be completed by an owner, officer, or individual who is responsible for, and knowledgeable about, the management of the company's operations and who is legally authorized to bind the company, contractually. The Board will act to grant or deny a company's Contractor Prequalification Certification by no later than sixty (60) calendar days after the complete application is received by the Board, or as otherwise prescribed by School Board Rule 6Gx13-7D-1.05.

Pursuant to Section 287.133(2)(b) Florida Statute, a person or affiliate that has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods and/or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

Pursuant to School Board Rule 6Gx13- 7D-1.05, subsection I. B., affiliate means business concerns, organizations, or individuals that directly or indirectly, (a) either control or have the power to control the other, or (b) a third party controls or has the power to control both. Indicia of control include, but are not limited to, interlocking management or ownership, identity of interests among family members, shared facilities and equipment, common use of employees, or a business entity that has been organized by a delinquent entity, individual, or affiliate, following a contractor being declared delinquent that has the same or similar management, ownership, or principal employees as the delinquent contractor.

Applications must be addressed to:

Office of M/WBE and Related Services
Contractor Prequalification
Miami-Dade County Public Schools
1450 Northeast 2nd Avenue, Room 226A
Miami, Florida 33132

Questions regarding the prequalification process should be directed to (305) 995-1420.

MIAMI-DADE COUNTY PUBLIC SCHOOLS
CONTRACTOR PREQUALIFICATION CERTIFICATION APPLICATION
(STATEMENT OF CONTRACTOR'S QUALIFICATION)

A. GENERAL INFORMATION

1. Company Name: _____
2. The company is a ☐ Corporation ☐ Partnership ☐ Sole Proprietor ☐ Other _____
3. Contact Person: _____
4. Address: _____ Phone: _____
5. Fax: _____ Email: _____

6. Bid limits (single and aggregate) for which the company is seeking contractor prequalification certification: Single $_____ Aggregate $ _____

B. MANAGEMENT/OPERATIONAL INFORMATION

1. Provide the names of each owner (stockholder, sole proprietor, and partner), director, or officer of the company, below.

Owner	Ownership percentage	Directorship/Office type

2. Is the applicant company licensed by the State of Florida for the type(s) (including trade) of construction project(s) on which the company intends to bid? ☐ Yes ☐ No
   Provide the numbers and expiration dates for all construction licenses that are held by the company, below.

License type	License number	License expiration date

3. If the company's area of expertise is in a trade, rather than general contracting or if the company engages in trade work, in addition to general contracting, please circle the trade areas that apply.
   Concrete Electrical Masonry Mechanical Plaster and Stucco Roofing
   Site work Other _____

4. Does the applicant company have all of the required local and state business licenses, e.g. occupational or qualifying business licenses? ☐ Yes ☐ No
   Provide the numbers and expiration dates below for all business licenses that are held by the company.

License type	License number	License expiration date

5. Is the applicant company insured, through a liability insurance policy with limits of at least $500,000 per occurrence and $500,000 aggregate? ☐ Yes ☐ No

6. Indicate, below, the status of the applicant's workers compensation insurance coverage.
   a. ☐ Company has workers compensation insurance.
   b. ☐ Company is legally self-insured as provided for by Chapter 440 F.S.
   c. ☐ Company is exempt from this requirement, pursuant to Chapter 440 F.S.

7. Does the company have the financial resources to perform a project with an estimated value of the single bid prequalification limit for which the company is seeking certification? ☐ Yes ☐No

8. Is the applicant company's bonding capacity at least equal to the value of any project for which the applicant company is seeking prequalification? ☐ Yes ☐No

9. Has the applicant company's construction license(s) been revoked during the last five (5) years? ☐Yes ☐No

10. Has a surety completed, or paid for completion, of a project on behalf of the applicant company, within the last five (5) years? ☐ Yes ☐ No
    If the answer is yes, provide a detailed, written, signed statement of the circumstances leading to the bond being called.

11. Is the applicant company currently barred by a governmental agency, from bidding work as a prime or subcontractor? ☐ Yes Debarment period? _____ ☐No

12. Has the applicant company or any of its owners, directors, officers, or agents been convicted of a crime that is related to the award or performance of a government contract, during the last five (5) years? ☐Yes ☐No

13. Has the applicant company's ownership changed during the past three (3) years? ☐ Yes ☐No
    If the answer is "yes," please describe the changes on a separate signed page. NOTE: A corporation whose shares are publicly traded is not required to answer this question.

14. Is an affiliate of the applicant company prequalified by Miami-Dade County Public Schools to bid on construction work ? ☐ Yes ☐ No

15. Is the applicant company a parent, subsidiary, or holding company for another construction company? ☐ Yes ☐ No
    If the answer is "yes," identify the company and type of relationship(s), below:

Company	Type of affiliation (parent or subsidiary)	Period of affiliation

This space intentionally left blank

16. Is an owner, director, officer, or manager of the applicant company affiliated with another company? ☐ Yes ☐ No
If the answer is "yes," provide the following information for each individual and the affiliated company.

Individual's name	Affiliated company's name	Period of affiliation	Type of affiliation (e.g. officer, director, owner or employee)

Note: Affiliation is defined in the instructions of this application.

17. What were the applicant company's gross revenues for each of the last three (3) years, if applicable?

	YEAR 1: _____	YEAR 2: _____	YEAR 3: _____
Gross receipts			

18. The applicant company has been in business in Florida under the company's present business name and license number since (what date?) _____

19. Has the applicant company's name or construction license number changed during the past five (5) years? ☐Yes ☐No
If the answer is "yes," provide a written signed explanation of the reason(s) for the change.

20. Is the applicant company currently the debtor in a bankruptcy case? ☐Yes ☐No
If the answer is "yes," please attach a copy of the bankruptcy petition, showing the case number, and the date that the petition was filed.

21. Has any owner, director, officer, or agent for the applicant company, or has any business organization in which any such person was an owner, director, officer, or agent filed for or been discharged in bankruptcy within the past five (5) years? ☐ Yes ☐No
If the answer is "yes," please attach a copy of the discharge order, order confirming plan and if a Corporate Chapter 7 case, a copy of the notice of commencement.

22. Did the applicant company file for bankruptcy during the last five (5) years? (This question refers only to a bankruptcy action that is not described in answer to question 6, above). ☐ Yes ☐No
If the answer is "yes," please attach a copy of the bankruptcy petition that includes: 1) the case number and the date that the petition was filed, 2) a copy of the bankruptcy court's discharge order, and 3) any other document that ended the case, if no discharge order was issued.

23. Has any owner, director, officer, or agent of the applicant company owned or managed a construction company under any other name in the last five (5) years? ☐ Yes ☐ No
If the answer is "yes," provide the name of the individual and the company that he/she owned or managed.

Individual's Name	Company's Name

24. Has the Florida Construction Industry Licensing Board or a similar board in any other state suspended a license that was either issued to the company or to a company owner, qualifying agent, director, or officer, within the last five (5) years? ☐ Yes ☐ No
If the answer is "yes," provide a signed written statement that includes the date of the suspension, name of the individual and the reason that the license was suspended.

25. Has the applicant company been assessed or paid liquidated damages, after, or while it completed a project during the past five (5) years, whether the project was publicly or privately owned?
Yes ☐ No ☐
If the answer is "yes," list the project(s) and owner(s) name(s) on a separate sheet. In addition provide the owner(s)' address, the project completion date(s), the amount(s) of liquidated damages, which the company was assessed, and reason that the liquidated damages were assessed.

26. Has the applicant company not been awarded a publicly funded contract, by a public agency because the company was non-responsible? ☐ Yes ☐ No
If the answer is "yes," provide the agency's name, the date that the company was found non-responsible, and provide a copy of the agency's notice of non-responsibility.

27. Has a construction related claim that was filed in a court and mediated or arbitrated, been filed against the applicant company during the past five (5) years? ☐ Yes ☐ No
If the answer is "yes," in a signed written statement, provide: a) the project name, b) the date of the claim, c) the name of the claimant, d) a brief description of the nature of the claim, e) the name of the court in which the case was filed, f) the status of the claim, g) a statement as to whether the claim was resolved, and h) a brief description of the resolution.

28. Has the applicant company filed a claim that is/was related to nonpayment on, or the performance of a contract that was filed in a court and arbitrated, or mediated during the past five (5) years?
Yes ☐ No ☐
If the answer to the question is "yes," provide a copy of the claim or the:
a) project name
b) claim's date
c) name of the entity (or entities) against whom the claim was filed
d) nature of the claim
e) name of the court in which the case was filed
f) a brief description of the status of the claim
g) a brief description of the claim's resolution, if applicable.

29. Has a surety paid a claim against the applicant company's bond, on either a public or private project within the past five (5) years? ☐ Yes ☐ No
If the answer is "yes," provide the following information for each project on a separate signed page:
a) the amount of each claim
b) the name and telephone number of the claimant
c) the date of the claim
d) the grounds for the claim
e) the present status of the claim
f) the date that the claim was resolved, if applicable
g) the method by which the claim was resolved, if applicable
h) a description of the settlement terms, including monetary payments

30. Are there currently any liens, suits, or judgments of record pending against any owner, director, officer, or agent for the company that is related to construction activities of a business organization?
☐ Yes ☐ No

31. Has an insurance carrier refused to issue or renew an insurance policy for the company?
☐ Yes ☐ No
If the answer is "yes," provide the name of the insurance company, the type of insurance and the month and date that the coverage was refused.

Insurance company	Type of insurance	Date that coverage was refused

32. Has the Occupational Safety and Health (OSHA) cited and assessed penalties against your firm for any "serious," "willful" or "repeat" violations of its safety or health regulations in the past five years?
☐ Yes ☐ No

If "yes," attach a separate signed page describing the citations, including information about the dates of the citations, the nature of the violation, the project on which the citation(s) was or were issued, as well as the amount of penalty paid, if any. If the citation was appealed to the Occupational Safety and Health Appeals Board and a decision has been issued, state the case number and the date of the decision.

NOTE: If you have filed an appeal of a citation, and the Occupational Safety and Health Appeals Board has not yet ruled on your appeal, you need not include information about it.

33. Has the Federal Occupational Safety and Health Administration cited and assessed penalties against your firm in the past five years?
☐ Yes ☐ No

NOTE: If you have filed an appeal of a citation, and the Appeals Board has not yet ruled on your appeal, or if there is a court appeal pending, you need not include information about the citation.

34. Has the EPA or any Air Quality Management District or any Regional Water Quality Control Board cited and assessed penalties against either your firm or the owner of a project on which your firm was the contractor, in the past five (5) years?
☐ Yes ☐ No

If "yes," attach a separate signed page describing each citation.

NOTE: If you have filed an appeal of a citation, and the Appeals Board has not yet ruled on your appeal, or if there is a court appeal pending, you need not include information about the citation.

35. How often do you hold documented safety meetings for construction employees and field supervisors during the course of a project? (Weekly, bimonthly, etc.)

_____

36. Is or was the company or an affiliate, barred or suspended from doing business with any governmental agency? ☐ Yes ☐ No

****
A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or reply on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in s. 287.017 for CATEGORY TWO for a period of 36 months following the date of being placed on the convicted vendor list.

37. Has the applicant company or any of its owners, officers, or partners ever been convicted (criminal) or found liable (civil) for making either a false claim or material misrepresentation to any public agency or entity? ☐ Yes ☐ No
If the answer is "yes," identify in a signed, written statement, the person and the public agency that was involved, the date of the investigation and a summary of the findings.

38. Has the applicant company or any of its owners, officers, or partners ever been convicted for violating a federal or state law, related to construction? ☐ Yes ☐ No
If the answer is "yes," provide a signed, written statement that includes the name of the jurisdiction and that summarizes the grounds and the date of the conviction.

39. Has the applicant company or any of its owners, officers, or partners ever been convicted of a federal or state crime of fraud, theft, or any other act of dishonesty? ☐ Yes ☐ No
If the answer is "yes," in as signed, written statement list the individual(s) that was/were convicted, along with the name of the court (the county if a state court, the district or location of the federal court), the year and the criminal conduct.

40. Would prequalification certification present any conflict of interest between any officer, employee or shareholder of your company, and the School Board of Miami-Dade County, Florida?
☐ Yes ☐ No

If the answer is yes, provide an explanation:

_____

_____

_____

41. In a signed written statement, list the surety(ies) by name (and for each, include a full address and telephone number) that has/have written bonds for the applicant company during the last five (5) years, including the dates during which each wrote the bonds.

42. Has the applicant company ever been denied bond coverage by a surety company, or has there ever been a period of time when the company was required to be, but was not, bonded during a public construction project, during the last five (5) years?
☐ Yes ☐ No
If the answer is "yes," provide the following information:

Surety	Address	Telephone number	Reason bond was denied

43. Provide all information that is requested in the attached Construction Project List (page 8 of 9) and include all projects that were completed by the company during the last five (5) years. All information must be verifiable. The form accommodates information for two projects per page.

_____

AFFIDAVIT

STATE OF _____

COUNTY OF _____

I hereby declare and affirm that I am the _____
(Title)

of _____,
(Company)

that I am duly authorized to execute the foregoing Contractor Prequalification Certification Application, and that the contents of said document(s) are complete, true, and correct to the best of my knowledge and belief. I hereby certify that the application and supporting documents include all of the material information necessary to validate the status of the company for prequalification purposes. Further, the undersigned is notified of his/her responsibility to notify the Division of Business Development and Assistance within fifteen (15) days and provide a notarized statement whenever a change occurs in the ownership, management, or financial condition of the company. Any prequalification applicant, including it's principal(s), director(s), and any affiliate, who is a party to any misrepresentation to obtain business or contracts with the District, pursuant to Florida State statutes, State administrative rules, and School Board rule shall be declared delinquent and have its certificate suspended or revoked and will be subject to debarment and any other penalties prescribed by law.

(Corporate Seal), if appropriate

_____
Name of Owner or Officer (Printed)

_____
Owner or Officer (Signature)

On this _____ day of _____, 20 ____, personally appeared before me, the undersigned officer who is authorized to administer oaths, _____, known to be the person described in the foregoing affidavit, who acknowledged that he/she executed the same in the capacity and for the purposes therein contained.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal.

(Notary Seal)

_____
Notary Public

My Commission Expires:_____

MIAMI-DADE COUNTY PUBLIC SCHOOLS
CONTRACTOR PREQUALIFICATION CERTIFICATION APPLICATION CONSTRUCTION PROJECT LIST

Company Name: _____
Contact Person: _____
License Number: _____
Date: _____

	Project No: _____		**Project No:** _____	
Project name				
Project location				
Project description				
Project owner				
Owner's contact and telephone number				
Architect's contact and telephone number				
Engineer's contact and telephone number				
Construction manager's name and telephone number (if applicable)				
Contract amount for project construction				
Actual project construction cost				
Project scheduled completion date				
How many time extensions (in days) were granted?				
Actual contract completion date				
Were all warranty requirements fulfilled on this project? If not, explain.				
Were all warranty punch list items completed by the company? If not, explain.				

MIAMI-DADE COUNTY PUBLIC SCHOOLS
SURETY LETTER OF INTENT

This is to advise The School Board of Miami-Dade County Florida (The Board) that until further notice in writing that _____ (Name of Surety) agrees to provide suretyship on behalf of _____ (Name of Applicant Company) covering construction in the amount of $ _____ for any single contract and $ _____ in the aggregate.

When more than one surety is included in this letter of intent, unless clearly indicated to the contrary, and separate limits are indicated for each surety, each surety agrees that it shall be jointly and severally liable.

The undersigned(s) also advises The Board that the following is a true and accurate description of the Surety's performance rating and financial size:

The Surety's A.M. *BEST* rating for performance_____ (A- or better is required)
The Surety's Financial size is: _____
The Surety's A.M. *BEST* identification number is: _____
Name of Surety: _____

By: _____
(Signature)

_____
Name (Printed/Typed) Title

(Affix Seal)

Sworn to and subscribed before me this _____ day of _____, _____.

Notary Public State of: _____

My Commission expires: _____

_____
(Printed, typed or stamped commissioned name of notary public)

The Surety's A.M. *BEST* rating for performance is:_____ (A- or better is required)
The Surety's Financial size is: _____
The Surety's A.M. *BEST* identification number is: _____
Name of Surety: _____

By: _____
(Signature) (Title)

_____
Name (Printed/Typed) Title

(Affix Seal)

Sworn to and subscribed before me this _____ day of _____, _____.

Notary Public State of: _____

My Commission expires: _____

_____
(Printed, typed or stamped commissioned name of notary public)