

Florida State College at Jacksonville  
501 West State Street  
Jacksonville, FL 32202

## REQUEST FOR QUALIFICATIONS

### CONSTRUCTION SERVICES: NEW CONTRACTOR ANNUAL (2016) PRE-QUALIFICATION FOR PROJECTS OF VARIOUS DOLLAR LEVELS

RFQ No:	2016C-07
RFQ Information:	Karen Hart (904) 632-3358 <i>KH ABM</i>
RFQ Issue Date:	September 28, 2015
Non-Mandatory Pre-Proposal Conference	October 8, 2015 @ 9:00 a.m. (Local Jacksonville, FL Time) Advanced Technology Center (ATC) Room T112 401 West State, Jacksonville, FL 32202
Question Deadline	October 15, 2015 @ 5:00 p.m.
Public Opening/Submission Deadline:	October 29, 2015 @ 2:00 p.m. (Local Jacksonville FL Time) 501 West State Street 3 <sup>rd</sup> Floor, Room 305 Jacksonville, FL 32202
Public Evaluation Committee Meeting:	November 17, 2015 @ 2:00p.m. - 5:00 p.m. (Local Jacksonville FL Time) Urban Resource Center 601 West State Street, Room U0318 Jacksonville, FL 32202
Recommendation for Award of Posting on or about on the Purchasing Website: <a href="http://www.fscj.edu/bids">http://www.fscj.edu/bids</a>	November 23, 2015
District Board of Trustees Review/ Approval of Recommendation:	December 8, 2015

# REQUEST FOR QUALIFICATIONS

Florida State College at Jacksonville  
501 West State Street  
Jacksonville, FL 32202

College File No. 2016C-07

## NOTICE TO LICENSED GENERAL CONTRACTORS:

### **ANNUAL REQUEST FOR QUALIFICATIONS FROM CONSTRUCTION COMPANIES FOR PRE-QUALIFICATION OF FLORIDA STATE COLLEGE AT JACKSONVILLE (COLLEGE) CONSTRUCTION PROJECTS OF ALL DOLLAR LEVELS.**

Florida State College at Jacksonville f/k/a Florida Community College at Jacksonville requests qualification statements from qualified general contracting firms interested in pre-qualifying for the College's construction projects for all dollar levels. Companies and Joint Ventures licensed as General Contractors in the State of Florida with a minimum of one (1) Million dollar current bonding capacity should apply. Minority participation is encouraged.

Submission formats and additional information can be obtained from Karen Hart, Purchasing Agent II, Florida State College at Jacksonville, Administrative Offices (AO), 501 West State Street, Jacksonville, FL 32202, telephone number (904) 632-3358. Submission formats are also available on the College's web site at:

<http://www.fscj.edu/bids> and on the State of Florida Vendor Bid System, at [www.myflorida.com](http://www.myflorida.com).

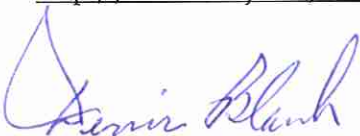
The College intent is to maintain a list of General Contractors that will be pre-qualified contractors on the College's website at: <http://www.fscj.edu/discover-fscj/gov-admin/purchasing/>

**Note: Non-Mandatory Pre-Proposal Conference - October 8, 2015 @ 9:00a.m.** (Local Jacksonville FL Time) **Advanced Technology Center (ATC) Room T112, 401 West State, Jacksonville, FL 32202**

Florida State College at Jacksonville will accept **SEALED** qualification submittals **labeled RFQ #2016C-07** delivered to **Florida State College at Jacksonville, Dennis Blank, Executive Director Purchasing and Auxiliary Services, 501 West State Street, Room 305, Jacksonville, FL 32202-4068, before 2:00 p.m.** (Local Jacksonville FL Time) **October 29, 2015.**

RFQ questions may be submitted via email to Karen Hart at [khart@fscj.edu](mailto:khart@fscj.edu) prior to the question deadline of **October 15, 2015 at 5:00 p.m.** They will be addressed via addendum which will be posted if issued on the College's web site at:

<http://www.fscj.edu/bids> and on the State of Florida Vendor Bid System, at [www.myflorida.com](http://www.myflorida.com).



Dennis Blank  
Executive Director  
Purchasing and Auxiliary Services

**Request for Qualifications (RFQ)  
2016C-07**

**Construction Services: NEW CONTRACTOR Annual (2016) Pre-Qualification for All Dollar  
Levels**

**INTRODUCTION**

Intent

The District Board of Trustees (DBOT) of Florida State College at Jacksonville (College) intent is to pre-qualify licensed General Contractors for a one (1) year period.

Pre-Qualification Evaluation Process Authority

The pre-qualification evaluation process will be accomplished pursuant to SREF Chapter 4, Section 4.1 and Board Rule 6Hx7-8.1. The College will require prequalified bidders to provide evidence that they have:

- a. **A current State of Florida General Contractors License.**
- b. **\$1 Million minimum performance and payment bonding capacity**
- c. **\$1 Million minimum public liability and property damage insurance.**
- d. **Maintained a business office located within the State of Florida for at least the past two years.**
- e. **Successfully completed within the past five years in the State of Florida at least two construction projects of \$1 Million or more either:**
  - i. **For the K-20 system; or**
  - ii. **Two successful construction projects of similar complexity to a college facility, of \$1 Million+ that met the standards of the requirements of Chapter 4, Section 4.1 (1) (a) (3) SREF with evidence of their successful experience with construction techniques, trade standards, quality workmanship, project scheduling, cost control, managements of projects, building codes, and exceptional references.**

All RFQ applicants will be notified of the results of the selection process, by **public posting** of qualified companies on the Purchasing website <http://www.fscj.edu/bids> on or about **November 23, 2015** authorizing firms to submit bids/ proposals on future college solicitations for construction projects valued up to the dollar value stated on the certificate issued to your firm by the College for a one year period.

## INSTRUCTIONS TO PROPOSERS

**To be Responsive** submit ONE (1) ORIGINAL HARD COPY AND ONE (1) CD with all documentation including the original proposal in pdf format. **Original Hard Copy must be marked "ORIGINAL" and must have original signatures.** Please label Original and the CD with the College's name, solicitation number - "RFQ #2016C-07" - and your company's name. Your total submittal shall not exceed 75 pages in length (to include not only all required Florida State College at Jacksonville forms and attachments but any other documents that you may include) of the **Qualification Submittal**. Include all required tabs. Proposals submitted that exceed the 75 page count limitation will only have the first 75 pages evaluated by the College's Evaluation Committee. Cover letters are neither required nor desired. The Seventy-five page limit does not count your table of contents, tab sheet dividers; drug free workplace policy or college addendum forms (if any issued). Two-sided pages will be counted as two pages.

**NOTE:** It is the proposer's responsibility to guarantee the CDs are 100% identical to your original hard copy proposal. In the event of a discrepancy, your original hard copy will prevail.

### Instructions as to Preparation of Response

**The college will require the use of Two (2) sealed envelopes as part of a proposers' submittal. The Two (2) envelopes will be labeled as follows:**

#### Envelope #1 - "Required Documents to be Responsive" relating to RFQ 2016C-07 Pre-Qualification for Construction Projects of Various Dollar Levels

1. Completed, signed and sealed Qualification Submittal. (Attachment "A", Sections 1, 2, 3, 4 and 6)
2. Completed and Enclosed current copy of all required licenses: State of Florida General Contractors License; Duval County/City of Jacksonville Business Tax Receipt; (If applicable, Other Reciprocating County License/Receipt) as dictated in Section 1 of Attachment "A" / Florida Department of State issued Certificate of Incorporation.
3. Minority Enterprise Certificate. See Attachment "B"
4. Drug Free Work Place Certification - See Attachment "C"
5. Completed W-9 Form - See Attachment "D"
6. Experience Form as dictated in Section 2 of Attachment "A".
7. Public Entity Crime Sworn Statement Form as dictated in Section 3 of Attachment "A". (Attachment "E")

#### Envelope #2 - "Required Bonding and Financial Documents to be Responsive"

1. Completed Attachment "A", Section 5 (Applicants Financial Resources and Capability)
2. Completed Attachment G (Surety Bonding Attestation Form) with ALL required Signatures, as instructed in Section 5, of Attachment "A".
3. Completed Attachment G (Financial Attestation Form) with ALL required Signatures, as instructed in Section 5, of Attachment "A".
4. Completed Insurance Certificate as dictated in Section 5 of Attachment "A".

**Both envelopes are to be enclosed in an "OUTER" container labeled as "SEALED RFQ", with the College's name, solicitation number and title- and your company's name.**

## I.) PROTESTS

### (1) Interpretations/Protests

Any questions concerning conditions or specifications shall be directed in writing to the Purchasing Department. Inquires must reference the date of bid opening and bid number. No interpretations to such questions or inquires shall be considered binding unless provided in writing by the College.

### (2) Protest of Solicitation Specifications

To protest the specifications or the terms and conditions contained in this request for qualification (RFQ) a written notice that includes the solicitation # and title, together with a brief description of the basis for the protest must be filed with the Executive Director Purchasing and Auxiliary Services at 501 W. State Street, Room 305, Jacksonville, FL 32202, within 72 hours after receipt of the project plans/solicitation specifications. For purposes of this section, Saturdays, Sundays and State Holidays shall be excluded in the computations of the 72 hour time period. A formal written protest must be filed within 10 days after the date of the Notice of Protest is filed. The formal written protest must state with particularity all facts and law upon which the protest is based. **Failure to file a protest within the time prescribed in section 120.57(3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.**

### (3) Protest of Awards and Intended Award

Bid tabulations with recommended ranking will be posted on or about **November 23, 2015** for review by interested parties on the Purchasing web page: <http://www.fscj.edu/bids>, unless changed by addendum, and will remain posted for a period of 72 hours (not including Saturdays, Sundays and State Holidays). Any person who is adversely affected by the College's decision or intended decision shall file a written Notice of Protest that includes the solicitation # and title, together with a brief description of the basis for the protest with the Executive Director Purchasing and Auxiliary Services at 501 W. State Street, Jacksonville, FL 32202, within 72 hours after the posting of the RFQ tabulation. A formal written protest must be filed within 10 days after the date the notice of protest was filed. The formal written protest shall state with particularity all facts and law upon which the protest is based. Examination of opened qualifications are available for inspection from 7a.m--5a.m. Monday - Friday by appointment, upon notice of a decision or intended decision, or 10 days after Request for Qualifications (RFQ) public opening, whichever is earlier. **Failure to file a protest within the time prescribed in section 120.57(3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceeding under Chapter 120, Florida Statutes.**

## II. SELECTION PROCESS

### (1) Advertisement

This Request for "Professional Qualifications and Services" is being advertised on the Department of Management Services (DMS) Internet Based Vendor Bid System (VBS) at [www.myflorida.com](http://www.myflorida.com) and the Colleges Purchasing Department's web site at: <http://www.fscj.edu/bids>

### (2) Evaluation Committee

The Evaluation Committee may consist of **at least** three (3) to five (5) College employees.

### (3) Pre-Qualification Selection Criteria

Pre-Qualification will be based on evaluation of the applicant's pertinent qualifications timely delivered to the College per the College's Evaluation Criteria defined in Attachment H (Selection Committee Evaluation Process and Criteria Description) in accordance with Attachment I (Contractor Pre-Qualification Procedures).

The College will utilize submitted information to calculate the maximum dollar value per project and the maximum dollar value under contract at any one time as follows:

- Maximum dollar value per project is defined in SREF Chapter 4, Section 4.1(3) as the maximum value of each project can be up to twice the value of the largest project previously completed, but shall not exceed the contractor's single bonding capacity or ten (10) times the net quick assets dollar amount. **(NOTE: Whichever is the SMALLEST value)**
- Maximum dollar value under contract at any one time is defined in SREF Chapter 4, Section 4.1(2) as the total dollar value of work the contractor will be permitted to have under contract at any one time as determined by the contractor's aggregate bonding capacity or ten (10) times the net quick assets dollar amount. **(NOTE: Whichever is the SMALLEST value)**

### (4) Basis of Pre-Qualifications

The Evaluation Committee will review responsive submittals delivered before 2:00 p.m. (Local Jacksonville FL Time) **on October 29, 2015 at the Public Evaluation meeting on November 17, 2015 in the Urban Resource Center, Room U0318 beginning at 2:00p.m.** where the committee will assign relative pass/fail grades for each evaluation criteria as per Attachment H for each proposal evaluation criterion. The Evaluation committee will review written quantitative documentation submitted and client reference surveys as well as assign pass/fail grades for each evaluation criteria based on defined evaluation criterion, such as proof contractor holds a valid current contractors' license, adequate financial resources etc.

It is the College's intent to recommend pre-qualification of those firms that demonstrate in their written submittal acceptable quantitative information and have reference checks that confirm qualitative exceptional customer service performance on projects completed within the past five (5) years for construction projects of the highest dollar amount your firm has been awarded. Those pre-qualified firms will be invited to submit bids/proposals for future College construction projects for a 12 month period commencing January 1, 2016.

The College reserves the right on complex unique construction projects to publicly advertise a

solicitation that would include in the solicitation pre-qualification criteria.

**(5) Submission Deadline**

Sealed Qualification Submittals will be accepted at the Purchasing Office, 501 West State Street, 3<sup>rd</sup> Floor, Room 305, Jacksonville, Florida if delivered before **2:00 p.m.** (Local Jacksonville FL Time) **October 29, 2015**. Submittals received after that time and date will be returned unopened. It is the sole responsibility of the applicant to ensure that sealed submittals are delivered to the College Purchasing Department prior to the deadline, labeled accordingly. The College reserves the right as deemed in its best interest to accept a late submission, if the College is provided within 48 hours of public opening, a letter from a commercial next day/air courier stating that the late delivery was due solely to their failure and that they had possession of the proposal in time to meet the RFQ opening. Facsimile (FAX) submittals are not acceptable and will not be considered.

**(6) Reviews**

Between **October 29, 2015 and November 17, 2015** the College Evaluation Committee will review responsive timely delivered Qualification Submittals and come together in a public evaluation meeting on **November 17, 2015 at 2:00p.m.** (Local Jacksonville FL Time) **Urban Resource Center, 601 West State Street, Room U0318 Jacksonville, FL, 32202** to evaluate each submittal. The committee will evaluate submittals assign Pass/Fail pre-qualification to the companies meeting or exceeding the minimum pre-qualification criteria and who have demonstrated acceptable related experience and demonstrated high levels of customer satisfaction to your prior clients/ references for projects.

**(7) Attachments**

A - Qualifications Submittal

B - Minority Enterprise Certificate

C - Drug Free Workplace Certification

D - W-9 Form

E - Public Entity Crime Sworn Statement Form

F - Performance Evaluation Survey

G - Surety Bonding and Financial Attestation Forms

H - Selection Committee Evaluation Process and Criteria Description

I - Contractor Pre-Qualification Procedures

J - SREF (2012) Section 4.1

K - Sample College Pre-qualification Certificate

# **QUALIFICATIONS SUBMITTAL**

**Envelope # 1 (Required to be Responsive)**

**ATTACHMENT - A**



**Request for Professional Qualifications  
NEW CONTRACTOR QUALIFICATION SUBMITTAL  
Florida State College at Jacksonville  
FSCJ No.: RFQ 2016C-07**

Date Prepared: \_\_\_\_\_, 20\_\_\_\_\_

Qualification Submittal will be presented in the following format. Amplifying information may be included with each Section with the Attachments required for each section. Joint ventures must provide all information on each partner.

**Section 1: Professional Qualifications and Competence**

The College evaluation committee will review/evaluate timely submitted RFQ 2016C-07 pre-qualification submittals. The College committee will for each evaluation criteria evaluated recommend the submittal as "Pass" (i.e. meeting "all" SREF (2012) pre-qualification and Request For Qualification requirements. The evaluation committee will also define which applicants it recommends to not be pre-qualified and the basis (i.e. "Fail").

**To Be Responsive and considered for pre-qualification Submittal must include all required documents**

**1.0 COMPANY BACKGROUND**

**Provide below general information about the contractor company, its principals, and its history including state and date of incorporation.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**1.01 Company or Joint Venture (C/JV) (Office located in Florida for at least the past 2 years)**

Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone/FAX: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Phone/FAX: \_\_\_\_\_

**1.02 Two Points of Contact within the C/JV:**

**Primary contact person:** Name: \_\_\_\_\_

Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Phone/FAX: \_\_\_\_\_

Email: \_\_\_\_\_

**Secondary contact person:** Name: \_\_\_\_\_

Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Phone/FAX: \_\_\_\_\_

Email: \_\_\_\_\_

**1.03 Entity Making Submittal:** \_\_\_ Parent Company \_\_\_ Subsidiary \_\_\_ Division \_\_\_ Branch Office  
\_\_\_ Other:

**1.04 Type of C/JV:** \_\_\_ Corporation \_\_\_ Partnership \_\_\_  
Sole Proprietorship \_\_\_ Joint Venture \_\_\_ Publicly Traded Corp. \_\_\_ Other \_\_\_\_\_

**1.05 State and Year C/JV Established:** State of \_\_\_\_\_ in the year of \_\_\_/\_\_\_/\_\_\_

**1.06 C/JV's Number of Years of Experience in construction under the current ownership:** \_\_\_\_\_ years

**1.07 Parent Company, Indicate N/A, if not applicable.**

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_

State & Zip Code: \_\_\_\_\_

Phone/FAX: \_\_\_\_\_

**1.08 Former Names.** Listed below are all the names under which the F/JV has done business. (Indicate N/A, if not applicable).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**1.09 Joint Venture:** This \_\_\_ is, \_\_\_ is not a Joint Venture. (If a Joint Venture, briefly describe the participation percentage of each partner below.)

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**1.10** Have you included a copy of all current licensures your firm has to work in Florida (State of Florida General Contractors License), (Duval County/City of Jacksonville Business Tax Receipt OR another reciprocating county)? Have you attached copies of all current licensures to work in Florida? **(To Be Responsive current Copies must be Enclosed in Envelope #1 - "Required Documents to be Responsive".)**

	<b>Attached?</b>
Florida General Contractors License	_____ Yes
Duval County/City of Jacksonville Business Tax Receipt	_____ Yes
If Other Reciprocating County County Name: _____	_____ Yes
Other: (define) _____	_____ Yes

Note: If submitting without a Duval County Business Tax Receipt, the awarded contracting firm will need to obtain the Duval County Business Tax Receipt upon contract execution.

**1.11** Has your firm provided and attached a copy of the Florida Department of State issued Certificate of Incorporation? **Yes** \_\_\_\_\_ **No** \_\_\_\_\_ If no, provide an explanation below:

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**1.12** Is your firm greater than 51% owned and controlled by a woman or minority?

**Yes** \_\_\_\_\_ **No** \_\_\_\_\_

*(If Yes, Complete Attachment B "MINORITY BUSINESS ENTERPRISE/WOMAN BUSINESS ENTERPRISE CERTIFICATE" signify the Minority Type and include a copy of any Minority Certifications received with your submittal.)*

*(If No, Complete Attachment B "MINORITY BUSINESS ENTERPRISE/WOMAN BUSINESS ENTERPRISE CERTIFICATE" signify the Minority Type claiming "NM- Non-Minority Type")*

**(To Be Enclosed in Envelope #1 - "Required Documents to be Responsive".)**

**1.13 Geographic Area:** Do you have an office in Jacksonville, FL? **Yes** \_\_\_\_ **No** \_\_\_\_  
Do you have an office in the State of Florida? **Yes** \_\_\_\_ **No** \_\_\_\_

Location: \_\_\_\_\_

Provide the number of miles from the College Administrative Offices (AO), located at 501 West State Street, Jacksonville, FL 32202. \_\_\_\_ **miles**

**To be responsive**, the proposer shall have maintained an office located within the State of Florida for at least the past two years. Do you meet this requirement? **Yes** \_\_\_\_ **No** \_\_\_\_

Date Florida office was established? \_\_\_\_\_

**1.14 Safety:** Does your company employ a full time, permanent Safety Inspector or Officer?

**Yes** \_\_\_\_ **No** \_\_\_\_ (if yes, please list below name, qualifications and contact information)

Name:	Phone No.	Qualifications:

**1.15 Quality Assurance:** Does your company employ a full time Quality Assurance Manager?

**Yes** \_\_\_\_ **No** \_\_\_\_ (if yes, please list below, name, qualifications and contact information)

Name:	Phone No.	Qualifications:

**1.16** Define below the formal educational and professional qualifications of your staff.

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**1.17** Please define how your firm would staff a remodel/refurbish project if awarded a contract with the College to be:

a. A General Contractor:

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b. Construction Manager:

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**1.18 Drug Free Workplace:** Does your company have a "Drug Free Workplace Policy" in force?

Yes \_\_\_\_\_ No \_\_\_\_\_

(If yes, Submit Attachment C, Signed and Dated. (A copy of your firm's policy may also be included.)  
(If no, Provide certification statement on company letterhead stating such.)

**(To Be Enclosed in Envelope #1 - "Required Documents to be Responsive".)**

**1.19** Have you completed and submitted the IRS W-9 Form in **Attachment D**?

Yes \_\_\_\_\_ No \_\_\_\_\_

**(To Be Enclosed in Envelope #1 - "Required Documents To Be Responsive".)**

**Section 2: Applicant’s Past Performance and Experience**

The College evaluation committee will review/evaluate timely submitted RFQ 2016C-07 pre-qualification submittals. The College committee will for each evaluation criteria evaluated recommend the submittal as “Pass” (i.e. meeting “all” SREF (2012) pre-qualification and Request For Qualification requirements. The evaluation committee will also define which applicants it recommends to not be pre-qualified and the basis (i.e. “Fail”). **To Be Responsive and considered for pre-qualification Submittal must include all required documents**

2.01 C/JV’s Number of Years of Experience in construction contracting: \_\_\_\_\_ years

2.02 **Experience: To be Responsive**, your company must have successfully completed within the past five years, in the State of Florida, at least two construction projects of \$1Million or more either: **a)** For the K-20 system, **or b)** Two successful construction projects of similar complexity to a college facility, of \$1Million+ that met the standards of the requirements of Chapter 4 Section 4.1 (1) (a) (3) SREF with evidence of their successful experience with construction techniques, trade standards, quality workmanship, project scheduling, cost control, managements of projects, building codes, and exceptional references. **To Be Considered**, provide below evidence of this by listing below two (2) – five (5) related projects within the past 5 years that your company completed as the **PRIME CONTRACTOR** and complete the following:

	Client	Contact Person	Phone #	Prime Contractor Yes? /No?	Constructing Type **	\$ Size of Project	Year of Project	Project Code ***
1.								
2.								
3.								
4.								
5.								

\*\*Construction Type Code: GC = General Contracting  
 CM = Construction Management  
 DB = Design Build

\*\*\* Project Code: (NC = New Construction) (RM= Remodel) (RN = Renovation)

2.03 State below the largest project your company was COMPLETED in the past FIVE YEARS with a minimum of one (1) Million dollar bonding requirement.

Past Client \_\_\_\_\_

\$ \_\_\_\_\_ M

2.04 **Minority Outreach:** On average what percent of W/MBE subcontract awards has your firm been able to achieve on projects > \$1 Million over the past three (3) years? \_\_\_\_\_%

List below the four (4) largest size projects your firm has successfully **completed as the prime contractor** over the past five (5) years. List the total dollars and percent W/MBE awards achieved.

Projects Your Company was the Prime Contractor _____ Client	Year Project Completed?	Total Project \$	Total W/MBE Awards	Type Construction? (G.C/C.M.?)	Total % W/MBE Awards

### **Section 3: State and College Requirement Compliance**

The College evaluation committee will review/evaluate timely submitted RFQ 2016C-07 pre-qualification submittals. The College committee will for each evaluation criteria evaluated recommend the submittal as "Pass" (i.e. meeting "all" SREF (2012) pre-qualification and Request For Qualification requirements. The evaluation committee will also define which applicants it recommends to not be pre-qualified and the basis (i.e. "Fail"). **To Be Responsive and considered for pre-qualification Submittal must include all required documents**

**3.01** Pursuant to Florida Statute 112.313(7) and FSCJ Board Rule # 6Hx 7-2.9 (4) "Personnel Responsibilities Outside Scope of Employment" - "No employee (including part time employees, or adjunct employees) shall sell any product or service to the FSCJ Board except as may be specified in the employee's position responsibilities at the College."

As such does your company have any employee that own > 5% of your company and is also a FSCJ Board Member/ full time/ part time / adjunct employee of the College?

**Yes** \_\_\_\_\_ **No** \_\_\_\_\_ (If Yes, Define below the name of the employee and in detail their relationship with your company and the College):

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**3.02 Tobacco and Smoke Free Environment:** Effective March 1, 2013, Florida State College at Jacksonville District Board of Trustees approved Board of Trustees Rule #6Hx7-2.19. In accordance with Board Rule 6Hx7-2.19 and the Florida Indoor Clean Air Act, any consultant or sub-consultant employee performing work in respect to your firms' contract is prohibited from the use, distribution or sale of all tobacco products in all indoor and exterior College owned property.

**Agreed? Yes** \_\_\_\_\_ **No** \_\_\_\_\_

**3.03** Public Entity Crime (PURCHASES GREATER THAN \$25,000 IN VALUE)

AS A PROPOSER OUR COMPANY ATTESTS WE HAVE NOT BEEN CONVICTED OF A PUBLIC ENTITY CRIME OF THE STATE OF FLORIDA OR ANY FEDERAL AGENCY AND ARE NOT LISTED IN THE EXCLUDED PARTIES LIST SYSTEM (EPLS) MAINTAINED BY THE GENERAL SERVICES ADMINISTRATION(GSA).

PURSUANT TO OMB CIRCULAR A-110,SUBPART B, SECTION 13 A PERSON OR AFFILIATE WHO HAS BEEN PLACED ON EITHER THE FEDERAL EXCLUDED PARTIES LIST SYSTEM OR THE STATE OF FLORIDA CONVICTED CONTRACTOR LIST FOLLOWING A CONVICTION FOR A PUBLIC ENTITY CRIME MAY NOT SUBMIT A BID OR ENTER INTO A CONTRACT TO PROVIDE ANY GOODS OR SERVICES TO A PUBLIC ENTITY, MAY NOT SUBMIT A BID OR ENTER INTO 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 (i.e. \$25,000) WHILE ON THE CONVICTED CONTRACTOR LIST. THE EXCLUDED PARTIES LIST SYSTEM CAN BE FOUND AT <http://epls.gov/epls/servlet/EPLSGETInputSearch>

**Have you attached the Public Entity Crime Sworn Statement Form (Attachment E), signed by authorized officer and notarized in compliance with Florida Statute 287.133(3)(a) and 287.133(2)**

**Agreed? Yes** \_\_\_\_\_ **No** \_\_\_\_\_



**3.04** PUBLIC RECORDS: Pursuant to HB 1309, amending FS 119.0701

Contractor shall be in full compliance with public records laws in regard to access to public records as stated in Florida Statute 119.0701 (2) (a) through (d) and defined below for contracts for services with a public agency for which it is acting on behalf of the public agency as provided under Florida Statute 119.011(2)

Florida Statute 119.0701

(2) In addition to other contract requirements provided by law, each public agency contract for services must include a provision that requires the Contractor to comply with public records laws specifically to:

- a) Keep and maintain public records that ordinarily and necessarily would be required by Florida State College at Jacksonville in order to perform the service.
- b) Provide the public with access to public records on the same terms and conditions that Florida State College at Jacksonville would provide the records and at a cost that does not exceed the cost provided in chapter 119, FS, or as otherwise provided by law.
- c) Ensure that public records that are exempt of confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law.
- d) Meet all requirements for retaining public records and transfer, at no cost, to Florida State College at Jacksonville all public records in possession of the Contractor upon termination of the contract and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosures requirements. All records stored electronically must be provided Florida State College at Jacksonville in a format that is compatible with Florida State College at Jacksonville technology systems.

(3) If a Contractor does not comply with a public records request, the Florida State College at Jacksonville shall enforce the contract provisions in accordance with the contract.

Contractor shall notify the College designated contact each time it receives a public records request for public records Contractor has in its possession.

**Agreed? Yes** \_\_\_\_\_ **No** \_\_\_\_\_

## **Section 4: References**

The College evaluation committee will review/evaluate timely submitted RFQ 2016C-07 pre-qualification submittals. The College committee will for each evaluation criteria evaluated recommend the submittal as "Pass" (i.e. meeting "all" SREF (2012) pre-qualification and Request For Qualification requirements. The evaluation committee will also define which applicants it recommends to not be pre-qualified and the basis (i.e. "Fail").

**To Be Responsive and considered for pre-qualification Submittal must include all required documents**

**4.01 References:** All proposers providing a response to this RFQ **SHALL** provide a minimum of two (2) related references. Proposers must utilize the attached Performance Evaluation Survey form which is attached as **Attachment F**.

It is the proposer's responsibility to send this form with a transmittal cover letter (Attachment "F") to your reference clients providing the reference who in turn will complete the survey form and timely forward the completed reference form to the Purchasing Department at the **College**. All reference forms shall be submitted **by your client directly to the College's** Purchasing Department no later than the end of business (EOB) on **10/29/2015**. Forms submitted after EOB on **10/29/2015** will not be evaluated and your company will not receive consideration as part of the score by the evaluation committee.

- a) These references should preferably be directly related in which the proposer provided the same services as being proposed to the College.
- b) The references delivered must include as requested the name and address of your client and a contact person's telephone number/email address; a summary of the product offerings or services provided; and the approximate annual aggregate dollar volume of sales provided by your company to the specific client.
- c) **It is the proposer's responsibility to follow-up with their proposed references to make sure timely responses are received from the references directly to the College.**
- d) A reference from the College would be accepted, ***IF***:
  1. The FSCJ Representative is NOT an active Evaluation Committee Member;
  2. The FSCJ Representative has NOT had any input in regards to the solicitation and;
  3. The Reference Evaluation Survey Form is submitted directly from the FSCJ Representative providing the reference.

Prior to requesting a reference from ANY FSCJ Representative, it SHALL BE the submitters' responsibility to verify that all three of the above requirements are being complied with. ANY Reference Survey Form received in which DOES NOT comply with ALL 3 requirements will not be included in the reference evaluation.

**ONLY ONE OF THE TWO TOTAL REFERENCES CAN BE OBTAINED FROM ANY SINGLE ENTITY. IF MORE THAN ONE IS RECEIVED, ONLY THE FIRST REFERENCE RECEIVED WILL BE CONSIDERED FOR EVALUATION.**

4.02 Proposers **shall** list below 3-5 related references of clients your firm provided similar services as defined in this RFP that was sent Attachment F.

List of clients that the Performance Evaluation Survey Form was sent to:

	<b>Client</b>	<b>Contact Person</b>	<b>Phone #</b>	<b>E-Mail Address</b>	<b>Summary OR Services Provided</b>	<b>\$ Size of Project</b>
1.						
2.						
3.						
4.						
5.						

**Section 5: Applicant’s Financial Resources and Capability**

The College evaluation committee will review/evaluate timely submitted RFQ 2016C-07 pre-qualification submittals. The College committee will for each evaluation criteria evaluated recommend the submittal as “Pass” (i.e. meeting “all” SREF (2012) pre-qualification requirements and will also define which applicants it recommends to not be pre-qualified and the basis (i.e. “Fail”). The “Passing” pre-qualification submittals will then be calculated to determine the maximum size project and total dollar value in accordance with SREF Section 4.1(1)(d).

**To Be Responsive and considered for pre-qualification, Submittal must include all required documents**

The College will require prequalified bidders to provide evidence that they have at a minimum:

- a. \$1 Million minimum performance and payment bonding capacity
- b. \$1 Million minimum public liability and property damage insurance.

5.01 **Bonding: To Be Responsive**, the College requires pre-qualified firms to have (at a minimum) \$1,000,000 of current bonding capacity to start up and follow through on projects and to respond to damages in case of default as shown by written verification of bonding capacity equal to or exceeding the amount of any project for which the contractor seeks prequalification.

**(To Be Enclosed in Envelope #2 – “Required Bonding and Financial Documents”).**

**Does your company have (at a minimum) \$1,000,000 of current bonding capability?**

Yes \_\_\_\_ No \_\_\_\_ (If yes, to be considered for pre-qualification, attach the completed Surety Bonding Attestation Form (Attachment G) documenting your current performance bonding capacity. (The written verification must be signed and sealed by a licensed surety company rated "A-" or better in the current A.M. Best Guide and qualified to do business within the State of Florida on the attached Surety Bonding Attestation Form.) See Attachment G.

**Have you attached a copy of your completed Surety Bonding Attestation Statement Form signed by BOTH the Surety AND the Contractor?**

Yes \_\_\_\_ No \_\_\_\_ If no, provide an explanation below

---

**NOTE: Attachment G, Surety Bonding Attestation Form requires BOTH the Surety’s AND the Contractor’s signatures.**

5.02 **Financial Resources: To Be Responsive**, contractor shall provide a completed Financial Attestation Form with their submittal reflecting financial stability for the past twelve (12) months. The requirement for financial information will be satisfied by the contractor providing the contractor’s CPA’s OR Account’s signature and completion of Attachment #G, Financial Attestation Form.

CPA\* Firm OR Accountant’s utilizing the financial information from the most current financial statement AND have the CPA OR Accountant\* firm OR Accountant’s original signature.

**(Financial statements are not required NOR desired.)**

CPA\* OR ACCOUNTANT SIGNED ORIGINAL Attached? Yes \_\_\_\_\_ No \_\_\_\_\_ (if no, describe below AND SUBMIT A LETTER FROM CPA OR ACCOUNTING FIRM STATING SUCH WITH REQUIRED INFORMATION WITH ATTACHMENT G SIGNED BY CONSULTANT).

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(To Be Enclosed in Envelope #2 - "Required Bonding and Financial Documents".)

NOTE: Attachment G, Financial Attestation Form requires BOTH the CPA's OR Accountant's AND the Contractor's signatures.

5.03 **Satisfactory Resolution of Claims:** Has the F/JV ever been debarred or suspended by any federal, state, or local agency? Yes \_\_\_\_\_ No \_\_\_\_\_

Include evidence of satisfactory resolution of claims filed by or against the contractor asserted on projects of the same or similar size within the five (5) years preceding the submission of the application. Any claim against a contractor shall be deemed to have been satisfactorily resolved if final judgment is rendered in favor of the contractor or any final judgment rendered against the contractor is satisfied within ninety (90) days of the date the judgment becomes final.

Have you included in your submittal required evidence?

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, provide an explanation below.

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5.04 List below or attach a listing of all pending litigation and all litigation within the past five (5) years, including an explanation of litigation initiated by contractor to protect its legal rights. This shall not be evaluated as a basis for rejecting pre-qualification.

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5.05 Have you attached a copy of your current Insurance Certificate, ACORD form, for Contractor (Workman's Compensation, Public Liability, Property Damage, and General Liability)? The Public Liability, Property Damage, Automotive and General Liability Insurance Certificate(s) verifying at least \$1 Million coverage and statutory workers compensation coverage for F/JV.

Yes \_\_\_\_\_ No \_\_\_\_\_

(To Be Enclosed in Envelope #2 - "Required Bonding and Financial Documents".)

5.06 Have you at any time failed to complete a contract?

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, provide an explanation below.

---

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## **Section 6: Signature Acknowledgement and Certification**

The College evaluation committee will review/evaluate timely submitted RFQ 2016C-07 pre-qualification submittals. The College committee will for each evaluation criteria evaluated recommend the submittal as "Pass" (i.e. meeting "all" SREF (2012) pre-qualification and Request For Qualification requirements. The committee will also define which applicants it recommends to not be pre-qualified and the basis (i.e. "Fail"). **To Be Responsive and considered for pre-qualification Submittal must include all required documents**

**6.01** Does your submittal fully comply with all defined RFQ 2016C-07 minimum requirements and agree to all RFQ specifications to be included in any resultant contract?

Yes \_\_\_\_\_ No \_\_\_\_\_

(If no please describe exceptions)

---

### **6.02 Acknowledgement**

The undersigned acknowledge that:

- If any information provided by the applicant(s) is found to be, in the opinion of the College Evaluation Committee, substantially unreliable, this application for pre-qualification may be considered non-responsive.
- The Evaluation Committee reserves the right to reject all applications and may stop the pre-qualification process at any time as deemed in its best interest.
- As deemed in the College's best interest the College reserves the right to waive informalities.
- As deemed in the College's best interest the College reserves the right to issue all submitters a Request For Information (RFI).
- It is understood that this document must be delivered to the Purchasing Office at Florida State College at Jacksonville, 501 West State Street, 3<sup>rd</sup> Floor, Room 305, Jacksonville, Florida, 32202 not later than **2:00 p.m. (Local Jacksonville FL Time) October 29, 2015.**
- **Florida State College at Jacksonville Accounts Payable Department has recently upgraded its payment process to electronic ACH Payments. PRIOR TO THE AWARD OF ANY PROJECT, THE AWARDED COMPANY IS REQUIRED TO COMPLETE AND SUBMIT AN ACH PAYMENT INFORMATION FORM**
- I have received and reviewed addenda \_\_\_\_\_ through \_\_\_\_\_.

**6.03 Signature and Certification**

Under penalty or perjury, the undersigned declare, certifies, verifies and states to the best of his or her knowledge and belief, that the attached information is true, correct and complete.

\_\_\_\_\_  
Signature of Authorized Officer\*,      Date      \_\_\_\_\_  
Name of Firm Submitting

\_\_\_\_\_  
Typed Name of Authorized Officer\*

\_\_\_\_\_  
Typed Title of Authorized Officer\*      \_\_\_\_\_  
Federal ID # of Applicant Firm

\_\_\_\_\_  
Signature of Witness, Date

\_\_\_\_\_  
Typed Name of Witness

\_\_\_\_\_  
Typed Title of Witness

**Notarized Signature Required**

On this \_\_\_ day of \_\_\_\_\_, 20\_\_\_, before me, in the foregoing affidavit and acknowledged that he (she) executed the same in the capacity therein stated and for the purpose therein contained.  
In witness thereof, I hereunto set my hand and official seal.

\_\_\_\_\_  
Notary Public  
My commission expires: \_\_\_\_\_

**(MUST BE ORIGINAL INK PEN TO PAPER SIGNATURE,  
NO COPIES OR ELECTRONIC SIGNATURES WILL BE ACCEPTED)**

# **MINORITY ENTERPRISE CERTIFICATE**

**Envelope # 1 (Required to be Responsive)**

**Note: If firm is NOT claiming to be a minority or woman business enterprise, submit form with “NM- Non-Minority Type”.**

**ATTACHMENT - B**



If your firm is greater than 51% owned and controlled by a woman or minority please complete this certificate and include a copy with your submittal.

**MINORITY BUSINESS ENTERPRISE/WOMAN BUSINESS ENTERPRISE CERTIFICATE**

I HEREBY DECLARE AND AFFIRM that I am the \_\_\_\_\_ (Title) representative of the firm of \_\_\_\_\_ (Company Name) minority business enterprise (MBE/WBE) \_\_\_\_\_ (Minority Type) as defined by Florida State College at Jacksonville in the specifications for \_\_\_\_\_ (Project Name & Number) that I will provide information requested by COLLEGE to document this fact. The foregoing statements are true and correct and include all material necessary to identify and explain the operations of \_\_\_\_\_ (Company Name) as well as the ownership thereof. Further, the undersigned does agree to provide COLLEGE current, complete and accurate information regarding actual work performed on the project, the payment therefor and any proposed changes in any of the arrangements hereinabove stated and to permit and audit an examination of the books, records and files of the above named company by authorized representative of COLLEGE. It is recognized and acknowledged that the statements herein are being given under oath and material misrepresentation will be grounds for terminating any contract which may be awarded in reliance hereon. Termination is understood to forfeiture of payment for all work not performed at time of notification.

I DO SOLEMNLY DECLARE OR AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THE FOREGOING DOCUMENTS ARE TRUE AND CORRECT, AND THAT I AM AUTHORIZED, ON BEHALF OF THE ABOVE FIRM, TO MAKE THIS AFFIDAVIT.

\_\_\_\_\_ Signature of Company's Authorized Representative

State of \_\_\_\_\_ County of \_\_\_\_\_ City of \_\_\_\_\_

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, in the foregoing affidavit and acknowledged that he (she) executed the same in the capacity therein stated and for the purpose therein contained.

In witness thereof, I hereunto set my hand and official seal.

\_\_\_\_\_  
**(Notary Public)**

My commission Expires: \_\_\_\_\_

**Minority Type:** # M1 Black American Man; M2 Hispanic American; M3 Asian American; M4 Native American (Eskimo & Aleutian); M5 Native Hawaiian; M6 Small Business; M7 Disabled; M8 American Woman; M9 Black American Woman; and NM Not Minority. (Must have greater than 51% minority ownership)

"Minority/Woman Business Enterprises that file false misrepresentation of their MBE/WBE status shall be found guilty of a felony of the second degree and be debarred from bidding no less than 36 months pursuant to 287.094 Florida Statute".

# **DRUG FREE WORKPLACE CERTIFICATION**

## **Envelope #1 (Required to be Responsive)**

**(If YOUR FIRM DOES HAVE A DRUG-FREE WORKPLACE POLICY, Submit Attachment C, Signed and Dated. (A copy of your firm's policy may also be included, and will not be counted in the page limitation).**

**(If YOUR FIRM DOES NOT HAVE A DRUG-FREE WORKPLACE POLICY, Provide certification statement on company letterhead stating such.)**

**ATTACHMENT - C**

**\*\* DRUG-FREE WORK PLACE \*\***

THE UNDERSIGNED VENDOR IN ACCORDANCE WITH FLORIDA STATUTE 287.087 HEREBY CERTIFIES THAT \_\_\_\_\_ DOES:

(NAME OF BUSINESS)

1. PUBLISH A STATEMENT NOTIFYING EMPLOYEES THAT THE UNLAWFUL MANUFACTURE, DISTRIBUTION, DISPENSING, POSSESSION, OR USE OF A CONTROLLED SUBSTANCE IS PROHIBITED IN THE WORKPLACE AND SPECIFYING THE ACTION THAT WILL TAKEN AGAINST EMPLOYEES FOR VIOLATIONS OF SUCH PROHIBITION.
2. INFORM EMPLOYEES ABOUT THE DANGERS OF DRUG ABUSE IN THE WORKPLACE, THE BUSINESS'S POLICY OF MAINTAINING A DRUG FREE WORKPLACE, ANY AVAILABLE DRUG COUNSELING, REHABILITATION, AND EMPLOYEES ASSISTANCE PROGRAMS, AND THE PENALTIES THAT MAY BE IMPOSED UPON EMPLOYEES FOR DRUG ABUSE VIOLATIONS.
3. GIVE EACH EMPLOYEE ENGAGED IN PROVIDING THE COMMODITIES OR CONTRACTUAL SERVICES THAT ARE UNDER THIS SOLICITATION A COPY OF THE STATEMENT SPECIFIED IN SUBSECTION(1).
4. IN THE STATEMENT SPECIFIED IN SUBSECTION(1), NOTIFY THE EMPLOYEES THAT, AS A CONDITION OF WORKING ON THE COMMODITIES OR CONTRACTUAL SERVICES THAT ARE UNDER BID/PROPOSAL, THE EMPLOYEE WILL ABIDE BY THE TERMS OF THE STATEMENT AND WILL NOTIFY THE EMPLOYER OF ANY CONVICTION OF, OR PLEA OF GUILTY, OR NOLO CONTENDERE TO, ANY VIOLATION OF CHAPTER 1893 OR OF ANY CONTROLLED SUBSTANCE LAW OF THE UNITED STATES OR ANY STATE, FOR A VIOLATION OCCURRING IN THE WORKPLACE NO LATER THAN FIVE (5) DAYS AFTER SUCH CONVICTION.
5. IMPOSE A SANCTION ON, OR REQUIRE THE SATISFACTORY PARTICIPATION IN A DRUG ABUSE ASSISTANCE OR REHABILITATION PROGRAM IF SUCH IS AVAILABLE IN THE EMPLOYEE'S COMMUNITY, BY ANY EMPLOYEE WHO IS SO CONVICTED.
6. MAKE A GOOD FAITH EFFORT TO CONTINUE TO MAINTAIN A DRUG-FREE WORKPLACE THROUGH IMPLEMENTATION OF THIS SECTION.

AS THE PERSON AUTHORIZED TO SIGN THE STATEMENT, I CERTIFY THAT THIS FIRM COMPLIES FULLY WITH THE ABOVE REQUIREMENTS.

CONTRACTOR'S SIGNATURE: \_\_\_\_\_

Date: \_\_\_\_\_

## **W-9 FORM**

**Envelope #1 (Required to be Responsive)**

**ATTACHMENT - D**

## Request for Taxpayer Identification Number and Certification

**Give Form to the  
 requester. Do not  
 send to the IRS.**

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.		
	2 Business name/disregarded entity name, if different from above		
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <small>Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.</small> <input type="checkbox"/> Other (see instructions) ▶ _____	<input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
	5 Address (number, street, and apt. or suite no.)		Requester's name and address (optional)
	6 City, state, and ZIP code		
	7 List account number(s) here (optional)		

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number													
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or													
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**Note.** If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

<b>Sign Here</b>	Signature of U.S. person ▶ _____	Date ▶ _____
------------------	----------------------------------	--------------

### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at [www.irs.gov/fw9](http://www.irs.gov/fw9).

#### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.*

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

# **PUBLIC ENTITY CRIME SWORN STATEMENT FORM**

**Envelope #1 (Required to be Responsive)**

**ATTACHMENT - E**

**SWORN STATEMENT UNDER SECTION 287.133(3)(A),  
FLORIDA STATUTES ON PUBLIC ENTITY CRIME**

**This form must be signed and sworn to in the presence of a notary public or other officer authorized to administer oaths.**

1. This sworn statement is submitted to \_\_\_\_\_  
*(Print name of the public entity)*

by \_\_\_\_\_  
*(Print individual's name and title)*

for \_\_\_\_\_  
*(Print name of the entity submitting sworn statement)*

Whose business address is \_\_\_\_\_

(If Applicable) its Federal Identification Number (FEIN) is \_\_\_\_\_

(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: On the attached sheet.) Required as per IRS Form W-9.

2. I understand that a "Public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including but not limited to, and bid or contract for goods or services to be provided to any public entity or agency or political subdivision or any other state or of the United States, and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilt or nolo contendere.

4. I understand that "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:

1. A predecessor or successor of a person convicted of a public entity crime:  
or:

2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those offices, directors, executives, Partners, shareholders, employees, members and agents who active in the management of the affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not fair market value under an arm's length agreement, shall be a facie case that one person controls another. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

5. I understand that a "person" as defined in Paragraph 287.133(1)(c), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which

otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of the entity.

6. **Based on information and belief, the statement, which I have marked below, is true in relation to the entity submitting those sworn statements. (Please indicate which statement applies.)**

\_\_\_\_\_ Neither the entity submitted this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity nor affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

\_\_\_\_\_ The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, member, or agents who are active in management of the entity, or an affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

\_\_\_\_\_ The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, member, or agents who are active in management of the entity, or an affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administration Hearing and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (Attach a copy of the final order)

**I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES, FOR CATEGORY TWO OR ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.**

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

PERSONALLY APPEARED BEFORE ME, the undersigned authority, \_\_\_\_\_  
(Name of individual signing)

who, after first being sworn by me, affixed his/her signature in the space provided on this \_\_\_\_\_ day of

\_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
**(NOTARY PUBLIC)**

My Commission Expires: \_\_\_\_\_



# Performance Evaluation Survey

**ATTACHMENT - F**



Florida State College at Jacksonville  
RFQ 2016C-07  
Sample Transmittal Letter

Date: \_\_\_\_\_

To: \_\_\_\_\_ (your client) Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax No: \_\_\_\_\_

Subject: Performance Evaluation of \_\_\_\_\_ (your company)

Number of pages including cover: 2

To Whom It May Concern:

Florida State College at Jacksonville has implemented a process that collects past performance information on various vendors that provide construction services to the College. The information will be used to assist the College Evaluation Committee in the evaluation of the vendors which provided services to your agency or company.

The company listed in the subject line above has chosen to participate in this program. They have listed you as a past client that they provided services for. Both the Company and Florida State College at Jacksonville would greatly appreciate you taking five to 10 minutes out of your busy day to complete the accompanying questionnaire.

Please review all items in the following Attachment F-2 and answer the questions to the best of your knowledge. If you cannot answer a particular question, please write "N/A". Please have the client return this questionnaire directly to Karen Hart, Purchasing Agent II by **10/29/2015** or earlier by email to [khart@fscj.edu](mailto:khart@fscj.edu).

Thank you for your time and effort.

Dennis Blank  
Executive Director  
Purchasing and Auxiliary Services

Florida State College at Jacksonville  
RFQ 2016C-07

REFERENCE PERFORMANCE EVALUATION SURVEY  
(shaded area to be completed by RFQ proposer)

Client Company Name: \_\_\_\_\_

Point of Contact: \_\_\_\_\_

Phone number and Email Address: \_\_\_\_\_

Fax No. ( ) - \_\_\_\_\_

Proposer Company Name (who listed your company as a reference): \_\_\_\_\_

Client representative providing the reference (name and title): \_\_\_\_\_

Phone numbers and email address of individual providing the reference: \_\_\_\_\_

Date(s) of Service: \_\_\_\_\_ Aggregate Dollar Amount of Construction Project: \$ \_\_\_\_\_

Please evaluate the performance of the Proposer noted above using the following scales:

- 4 = Exceptional (always exceeds your expectations)
- 3 = Good (meets defined minimum requirement and occasionally exceeds your expectations)
- 2 = Average (meets minimum requirements)
- 1 = Does Not Meet Minimum Standards
- 0 = Do Not Hire (our company would not hire them again)

No	Reference Criteria	Scale Range	Your Score
1	<u>Quality of Service</u> as it relates to the ability to provide the specified construction service.	1 - 4	
2	Contractors' ability to interact with its sub-contractors.	1 - 4	
3	Satisfaction with the Contract Administration (verbal and written) during the progression of the project(s).	1 - 4	
4	Ability to timely resolve issues.	1 - 4	
5	Accuracy of the cost estimate for the project and materials.	1 - 4	
6	Project on time completion and within budget.	1 - 4	
7	Project Superintendent knowledgeable about project.	1 - 4	
8	Project Superintendent readily available during project.	1 - 4	
9	Overall satisfaction of finished product.	1 - 4	
10	Overall customer satisfaction and hiring this Contractor again based on performance (comfort level in hiring Contractor company again)	1 - 4	

Overall Comments: \_\_\_\_\_

Please email to [khart@fscj.edu](mailto:khart@fscj.edu) this completed questionnaire by **10/29/2015** at 5:00p.m. or earlier.

# SURETY BONDING AND FINANCIAL ATTESTATION FORM

## Envelope #2 (Required to be Responsive)

1. The Surety Bonding Attestation Form shall include BOTH the Surety's AND the Contractor's signatures.
2. The Financial Attestation Form shall include BOTH the CPA's/Accountant's AND the Contractor's signatures.

*(Financial statements are not required NOR desired.)*

*Please note: Financial information is considered confidential information and therefore is protected from Public Disclosure by Florida Statute 119.07.*

**ATTACHMENT - G**

**Surety Bonding Attestation Form**

**This form shall be completed and signed by BOTH the Surety AND Contractor and be submitted in Envelope #2 – “Bonding and Financial Documents” To Be Responsive.**

- Proposer Name: \_\_\_\_\_
- Surety Name: \_\_\_\_\_
- Name of Surety Underwriter: \_\_\_\_\_
- Current AM Best Rating of Underwriter: \_\_\_\_\_
- Contractor(s) Name: \_\_\_\_\_
- **Definition of Construction Contractor’s Current Performance Bonding Capacity with this Surety:**

\$ \_\_\_\_\_ **Million/Single** and \$ \_\_\_\_\_ **Million/Aggregate**

- Amount of the **largest project COMPLETED** as the Prime Contractor in the **past FIVE YEARS**

\$ \_\_\_\_\_

- Is the Surety/Underwriter Currently Licensed to do Business in the State of Florida?

Yes \_\_\_\_ No \_\_\_\_

**“Surety”**

**“Contractor”**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

**Financial Attestation Form**

**This form shall be signed by BOTH the Contractor and CPA or Accountant that prepared/reviewed your company's most recent annual financial statement and be submitted in Envelope #2 – "Bonding AND Financial Documents" To Be Responsive.**

- Proposer Name: \_\_\_\_\_
  
- Name of CPA\* **OR** Accountant that completed the review of your company's most recent annual financial statement:  
\_\_\_\_\_
  
- This with all the following Section requirements completed fully by your CPA/Accountant\* that prepared/reviewed/attests your company's most recent annual financial statement.
  - After review of the Contractor's most recent audited financial/statement as their CPA/Accountant\* we have defined below their:
    - 2a. Year of most recent annual financial statement information is being derived from: \_\_\_\_\_
    - 2b. The Contractor's working capital ratio during that year was? \_\_\_\_\_
    - 2c. The Contractor's return on assets during that year was? \_\_\_\_\_%
    - 2d. The Contractor reported a net after tax profit during that year? Yes \_\_\_\_\_ No \_\_\_\_\_
    - 2e. The Contractor's net quick assets during that year were? \$ \_\_\_\_\_
    - 2f. The Contractor's quick assets ratio? \_\_\_\_\_
    - 2g. The Contractor's current quick assets? \_\_\_\_\_
    - 2h. The Contractor's current liabilities? \_\_\_\_\_

**"CPA OR Accountant"\***

**"Contractor"**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

**(\* The CPA OR Accountant that completed a review of your company's most recent annual financial statement)**

**Please note: Financial information is considered confidential information and therefore is protected from Public Disclosure by Florida Statute 119.07.**

**(Financial statements are not required NOR desired.)**

**SELECTION COMMITTEE  
EVALUATION PROCESS AND DESCRIPTION**

**ATTACHMENT - H**

**SELECTION COMMITTEE EVALUATION CRITERIA WORKSHEET**

**FSCJ RFQ 2016C-07**

**Construction Services: NEW Contractor Annual (2016) Pre-Qualification for Projects of All Dollar Levels**

Section:	Submittal Review							
	1	2	3	4	5	6	Pass/Fail	
<b>Applicants</b>	<b>Applicant Professional Qualification and Competence</b>	<b>Applicants Past Performance and Experience</b>	<b>State Requirement Compliance</b>	<b>References</b>	<b>Applicants Financial Resources and Capability</b>	<b>Signature Acknowledgement &amp; Certification</b>	<b>Score</b>	<b>Remarks</b>

RFQ applicants receiving all passing scores will be recommended for pre-qualification for a one (1) year period (2016) beginning January 1, 2016.



## EVALUATION CRITERIA

### FSCJ RFQ 2016C-07

#### Construction Services: NEW Contractor Annual (2016) Pre-Qualification for Projects of All Dollar Levels

It is the construction contractors responsibility to ensure they included with their submittal adequate evidence for "all" the following evaluation criteria.

#### Envelope #1

EVALUATION CRITERIA	Pass/ Fail
<b>1) Section 1-Professional Qualifications and Competence</b>	
• Contractor has included their company's competence and stability in being established for more than 5-years? <b>Refer to Attachment A Section 1.05</b>	_____
• Contractor (or Joint venture) submitting a RFQ submittal holds and submitted with their RFQ submittal a current copy of their State of Florida General Contractors License? <b>Refer to Attachment A Section 1.10</b>	_____
• Contractor has obtained and attached with their RFQ submittal a copy of their Duval County Business Tax Receipt OR Other Reciprocating County? <b>Refer to Attachment A, Section 1.10</b>	_____
• Contractor has attached a copy of Florida Department of State issued Certificate of Incorporation? <b>Refer to Attachment A, Section 1.11</b>	_____
• Contractor has maintained an office located within the State of Florida for at least the past two years. <b>Refer to Attachment A Section 1.13</b>	_____
• Contractor has attached a copy of Minority Enterprise Certificate? <b>Refer to Attachment A, Section 1.12, Attachment B</b>	_____
• Contractor has attached EITHER the completed Drug-Free Workplace Certification Form OR a certification statement on letterhead as required in Section 1.18? <b>Refer to Attachment C</b>	_____
• Contractor has attached a completed W-9 form as required in Section 1.19? <b>Refer to Attachment D</b>	_____
EVALUATION CRITERIA	Pass/ Fail
<b>2) Section 2-Applicants Past Performance and Experience</b>	
• Contractor has submitted being in the construction contracting business for a minimum of 5 continuous years? <b>Refer to Attachment A, Section 2.01</b>	_____
• Has contractor completed the table listing at least two construction projects of \$1Million or more for either the K-20 system, <i>or</i> of similar complexity to a college facility <b>as the prime</b> contractor completed over the past 5-years? <b>Refer to Attachment A Section 2.02</b>	_____
• Project completed within the past 5 years listed is over the minimum requirement of 1 Million Dollars <b>Refer to Attachment A Section 2.03</b>	_____

EVALUATION CRITERIA	Pass/ Fail
<b>3) Section 3-State Requirement Compliance</b>	
• Has applicant responded to NOT having any employee that owns > 5% of company and is also a FSCJ Board Member/ full time/ part time / adjunct employee of the College? <b>Refer to Attachment A Section 3.01</b>	_____
• Has applicant responded to be in agreement to the Colleges' Tobacco and Smoke Free Environment policy? <b>Refer to Attachment A Section 3.02</b>	_____
• Has applicant a with their submittal the Public Entity Sworn Statement Form that documents the company has not committed a Public Entity Crime against the State of Florida and is not on the Federal Excluded Parties website as required in Attachment A Section 3.03? <b>Refer to Attachment E Section 3.03</b>	_____
• Has applicant responded in agreement to be in full compliance with public records laws? <b>Refer to Attachment A Section 3.04</b>	_____

EVALUATION CRITERIA	Pass/ Fail
<b>4) Section 4-References</b>	
• A minimum of two (2) Performance Evaluation Survey forms have been received as required in Attachment A Section 4.01. <b>Refer to Attachment F</b>	_____

EVALUATION CRITERIA	Pass/ Fail
<b>5) Section 6-Signature Acknowledgement and Certification</b>	
• Contractor has acknowledged receipt of all addendums issued. (If any) <b>Refer to Section 6.02</b>	_____
• Contractor has completed and signed RFQ 2016C-07 - Qualification Submittal? <b>Refer to Attachment A Section 1.0 through 6.0 Refer to Section 6.03</b>	_____

## Envelope #2

The College evaluation committee in the scheduled public evaluation meeting will review/evaluate timely submitted RFQ 2016C-07 pre-qualification submittals. The College committee will for each evaluation criteria evaluated recommend the submittal as “Pass” (i.e. meeting “all” SREF (2012) pre-qualification requirements and will also define which applicants it recommends to not be pre-qualified and the basis (i.e. “Fail”). The “Passing” pre-qualification submittals will then be calculated to determine the maximum size project and total dollar value in accordance with SREF Section 4.1(1)(d).

EVALUATION CRITERIA	Pass/ Fail
<b>6) Section 5-Applicants Financial Resources and Capability</b>	
<ul style="list-style-type: none"> <li>• Has the applicant had their Surety attach a completed performance Surety Bonding Attestation Form on <b>Attachment G</b>, as instructed in Attachment A, Section 5.01 that defines:               <ul style="list-style-type: none"> <li>○ Contractor’s current bonding capacity over \$1M per Single Project?</li> <li>○ The underwriter of contractor’s performance bond is currently rated by AM Best with at least an “A-” rating and qualified/licensed to do business in the State of Florida?</li> </ul> </li> </ul>	_____
<ul style="list-style-type: none"> <li>• Has the applicant adequately completed the Financial Attestation Form <b>Attachment G</b> as instructed in Attachment A Section 5.02?</li> </ul>	_____
<ul style="list-style-type: none"> <li>• Has the applicant adequately completed: Satisfactory Resolution of Claims? Refer to Attachment A Section 5.03</li> </ul>	_____
<ul style="list-style-type: none"> <li>• Has the applicant adequately supplied an Insurance Certificate for all coverages of insurance as listed in <b>Attachment A, Section 5.05</b>?</li> </ul>	_____

The College will utilize submitted information to calculate the maximum dollar value per project and the maximum dollar value under contract at any one time as follows:

- **Maximum dollar value per project is defined in SREF Chapter 4, Section 4.1(3) as the maximum value of each project can be up to twice the value of the largest project previously completed, but shall not exceed the contractor’s single bonding capacity or ten (10) times the net quick assets dollar amount. (NOTE: Whichever is the SMALLEST VALUE)**
- **Maximum dollar value under contract at any one time is defined in SREF Chapter 4, Section 4.1(2) as the total dollar value of work the contractor will be permitted to have under contract at any one time as determined by the contractor’s aggregate bonding capacity or ten (10) times the net quick assets dollar amount. (NOTE: Whichever is the SMALLEST VALUE)**

# **CONTRACTOR PRE-QUALIFICATION PROCEDURES**

**ATTACHMENT - I**

## Contractor Pre-Qualification Procedures

In accordance with State Requirements for Educational Facilities, (2012) Chapter 4 Section 4.1 (a) (a-h) before award of a construction contract, interested contractors must be pre-qualified. The College has elected to pre-qualify contractors on an annual basis.

Pre-qualification applications and related documents will be reviewed by the designated pre-qualification review committee. This review process will determine the acceptance of individual applications for pre-qualification.

Throughout this attachment the use of the word board shall mean the District Board of Trustee of Florida State College at Jacksonville.

- A. Pre-Qualification of Construction Contractors:  
(See Attachment "J") (SREF (2012) Section # 4.1(1) (a-e))
- B. Determination of Delinquency Status:  
(See Attachment "J") (SREF Section 4.1(1) (f))
- C. **FAILURE TO SUPPLY ALL REQUIRED PRE-QUALIFICATION INFORMATION MAY BE CAUSE FOR REJECTION OF PRE-QUALIFICATION APPLICATION.**

Suspension or Revocation of Certificate of Pre-qualification:  
(See Attachment "J") (SREF Section 4.1 (1) (g))

- D. Appeal: (See Attachment "J") (SREF Section 4.1 (1) (h))

**STATE REQUIREMENTS FOR EDUCATIONAL  
FACILITIES  
SREF (2012) Section 4.1**

**ATTACHMENT - J**

**Professional Services and Construction Techniques.** The Board shall consider appropriate design and construction techniques that will deliver facilities in a timely and economical manner. Boards shall provide the Office a brief description of the facilities procurement process for each project over \$300,000, prior to implementation. The description shall include the names of the architects and engineers of record for design, the plan review entity, the contractor/construction manager/design-build or program management entity, building inspector, and threshold inspector using the Project Implementation Information form (OEF Form 110A). Upon completion, the Board shall provide the Office with a signed Certificate of Occupancy (OEF Form 110B) and a signed Certificate of Final Inspection (OEF Form 209) for all projects over \$300,000. The Project Implementation Information form (OEF Form 110A), Certificate of Occupancy (OEF Form 110B), and Certificate of Final Inspection (OEF Form 209) shall be electronically transmitted to the Office through EFIS.

**(1) Prequalification of Contractors for Educational Facilities Construction.** A Board shall prequalify contractors for a one year period or for a specific project. This section prescribes uniform and consistent requirements for prequalification of all construction services contractors. This section is applicable to bids, construction management, design-build, and any other construction services application.

**(a) Criteria.** Contractors shall be prequalified by a Board on the basis of the following criteria and such other criteria as the local Board adopts:

1. Proof that the contractor holds a valid contractor's license that authorizes the contractor to supervise the work within the scope of the construction project, including the license classification.
2. Evidence that the contractor has financial resources to start up and follow through on projects and to respond to damages in case of default as shown by written verification of bonding capacity equal to or exceeding the amount of any project for which the contractor seeks prequalification. The written verification must be submitted by a licensed surety company rated excellent ("A" or better) in the current A.M. Best Guide and qualified to do business within the State. In the absence of such written verification, the Board may require the contractor to submit any audited financial information necessary to evaluate the contractor's financial ability to perform the project and to respond to damages in the event of default.
3. Evidence of experience with construction techniques, trade standards, quality workmanship, project scheduling, cost control, management of projects, and building codes for similar or lower cost or scope projects as shown by the successful completion within the past five years of at least two other projects of similar size.
4. Evidence of satisfactory resolution of claims filed by or against the contractor asserted on projects of the same or similar size within the five years preceding the submission of the application. Any claim against a contractor shall be deemed to have been satisfactorily resolved if final judgment is rendered in favor of the contractor or any final judgment rendered against the contractor is satisfied within 90 days of the date the judgment becomes final.

**(b) Procedures.** A Board shall comply with the following:

1. Hold a public hearing to discuss its intent to prequalify contractors and the proposed policy, procedures, and rules. Publish two notices of hearings in a local newspaper having general circulation throughout the district at least 30 days prior to the hearing and again seven days prior to the hearing. The notice shall contain the purpose, date, time, and place of the hearing, at a minimum.

2. Adopt procedures, pursuant to Chapter 120, F.S., and in compliance with this section for prequalification of contractors.
    - a. Prescribe procedures that will not restrict competition, prevent the submission of a bid, or prohibit the consideration of a bid submitted by a prequalified contractor.
    - b. Prescribe procedures that will allow prequalification of any responsible contractor who meets the uniform criteria established in this section, whether resident or nonresident within the geographic area served by the Board.
    - c. Prescribe procedures governing the submission of financial information by contractors.
    - d. Prescribe procedures for reviewing and evaluating applications and making recommendations for type of project, dollar volume, and limits allowed within the scope of the prequalification.
    - e. Prescribe procedures that will not supersede any small business, woman-owned, or minority-owned business-enterprise preference program adopted by the Board.
    - f. Prescribe procedures by which the Board may reject applications that contain inaccurate information, declare a contractor delinquent, and suspend or revoke a prequalification certificate.
  3. Receive applications and either approve or reject each application for prequalification within 60 days after receipt by the Board's administrator. Approval shall be based upon the criteria established in this section.
- (c) **Application.** In order to allow the Board to apply the uniform criteria in subsection (a), a Board shall require each contractor, firm, or person requesting prequalification to submit separate applications that include the following:
1. Detailed information on Board prescribed forms setting forth the applicant's competence, past performance, experience, financial resources, and capability, including a Public Entity Crime statement and references.
  2. Audited financial information current within the past 12 months, such as a balance sheet and statement of operations, and bonding capacity. The requirement for financial information may be satisfied by the contractor providing written verification of the contractor's bonding capacity.
  3. General information about the contractor company, its principals, and its history including state and date of incorporation.
  4. Contractor trade categories and information regarding the state and local licenses and license numbers held by the applicant.
  5. A list of projects completed within the past five years, including dates, clients, approximate dollar values, and project scopes.
  6. Certificates of insurance confirming current workers' compensation, public liability, and property damage insurance as required by law.
  7. A list of all pending litigation and all litigation within the past five years, including an explanation of each. Litigation initiated by the contractor to protect the contractor's legal rights shall not be used as a basis for rejecting prequalification.
  8. Signed by an authorized officer of the company, the owner, or sole proprietor, as appropriate, attesting to the completeness and correctness of the application and financial information.
  9. **Exception:** When two or more prequalified contractors wish to combine their assets for a specific project, they may do so by filing an affidavit of joint venture on Board prescribed forms. Such affidavit shall be valid only for that specific project.



- (d) **Issuance of Certificate.** The Board shall issue a certificate valid for one year or the duration of the specific project. The certificate shall include:
1. A statement indicating that the contractor is authorized to bid for projects during the time period specified.
  2. A statement establishing the total dollar volume of work the contractor will be permitted to have under contract at any one time as determined by the contractor's bonding capacity or 10 times the net quick assets.
  3. A statement establishing the maximum dollar value of each individual project the contractor will be permitted to have under contract with the Board at any one time. The maximum value of each project may be up to twice the value of the largest project previously completed but shall not exceed the contractor's bonding capacity or 10 times the net quick assets.
  4. A statement establishing the type of work the contractor will be permitted to provide.
  5. The expiration date of the certificate.
- (e) **Renewal of Certificate.** Certificates not for a specific project shall be renewed annually.
1. Financial statements or written verification of bonding capacity on file with the Board shall be updated annually. Failure to submit a new statement or verification of bonding capacity, after at least 30 days written notice by the Board, shall automatically revoke a prequalification certificate.
  2. The Board may allow prequalified contractors to request a revision of their prequalification status at any time they believe the dollar volume of work under contract or the size and complexity of projects should be increased if experience, staff size, staff qualifications, and other pertinent data justify the action.
- (f) **Delinquency.** The decision to declare a contractor delinquent may only be made by the superintendent or president and must be ratified by the Board at its next regular meeting following such decision by the superintendent or president. If a contractor is determined to be delinquent, after notice and an opportunity for a fair hearing, the Board shall notify the contractor and his surety, in writing, that the contractor is disqualified from bidding work with the Board as long as the delinquent status exists. A delinquent condition may be determined to be in effect when one or more of the following conditions occur without justifiable cause:
1. A substantial or repeated failure to comply with contract documents after written notice of such noncompliance.
  2. A substantial or repeated failure to provide supervision and coordination of subcontractor's work after written notice of such failure.
  3. Substantial deviation from project time schedules after written notice of noncompliance.
  4. Substantial or repeated failure to pay subcontractors after the Board has paid the contractor for the work performed by the subcontractors and in accordance with approved requisitions for payment.
  5. Substantial or repeated failure to provide the quality of workmanship compatible with the trade standards for the community after written notice of such failure.
  6. Substantial or repeated failure to comply with the warranty requirements of previous contracts after written notice of such failure.
  7. Failure to maintain the required insurance coverage after written notice of such failure.
- (g) **Suspension or Revocation.** The Board may, for good cause, suspend a contractor for a specified period of time or revoke the prequalification certificate. Causes for suspension or revocation shall include, but not be limited to, one or more of the following:

1. Contractor found to have provided inaccurate or misleading statements included in the contractor's application.
  2. Contractor declared in default by a Board.
  3. Contractor adjudged to be bankrupt.
  4. Contractor's performance in connection with contract work, becomes unsatisfactory to a Board based on the Board asserting and recovering liquidated damages in an action against the contractor.
  5. Contractor's payment record, in connection with the contract work, becomes unsatisfactory to the Board based on the contractor's failure to comply with the Construction Prompt Pay Law (Section 715.12, F.S.).
  6. Contractor becomes delinquent on a construction project pursuant to (f) above.
  7. Contractor's license becomes suspended or is revoked.
  8. Contractor no longer meets the uniform prequalification criteria established in this section.
- (h) **Appeal.** A contractor whose application has been rejected or whose certificate has been suspended or revoked by a Board shall be given the benefit of reconsideration and appeal as follows:
1. The aggrieved contractor may, within 10 days after receiving notification of such action, request reconsideration in writing. The contractor may submit additional information at the time of the appeal.
  2. A Board shall act upon a contractor's request within 30 calendar days after the filing and shall notify the contractor of its action to adhere to, modify, or reverse its original action. The Board may require additional information to justify the reconsideration.

See Rule 6A-2.0010, FAC, and Sections 255.20, 1013.02, 1013.03, 1013.12, 1013.37, 1013.40, 1013.45, 1013.46, F.S.

# **SAMPLE COLLEGE PRE-QUALIFICATION CERTIFICATE**

**ATTACHMENT - K**

# Florida State College At Jacksonville

## CERTIFICATE OF PRE-QUALIFICATION THIS CERTIFIES THAT

Is a State of Florida licensed contractor and has fulfilled the Florida State College at Jacksonville and (SREF) (2012) Chapter 4, Pre-qualification requirements for Contractors to bid on the College's Construction Service solicitation. Contractors' pre-qualification is limited for projects with an estimated construction value/size as defined below:

**Allowed Maximum Dollar Value of One Project**

**\$**

**And**

**Allowed Maximum Dollar Value under Contract**

**At any one time \$**

**Pre-qualification is for the period of 1/1/2015 - 12/31/2015**

Note: Contractors Pre-qualification status can be suspended, or revoked by the College pursuant to College procedure and State Requirement for Educational Facilities (SREF) (2012) Chapter 4, Section #4.1 procedures.

\_\_\_\_\_  
Audrey B. Monroe  
Associate Director of Purchasing,  
Construction Contracting

\_\_\_\_\_  
Dennis Blank  
Executive Director of Purchasing  
and Business Services

Florida State College at Jacksonville is a member of the Florida College System and is not affiliated with any other public or private university or college in Florida or elsewhere.

Florida State College at Jacksonville does not discriminate against any person on the basis of race, disability, color, ethnicity, national origin, religion, gender, age, sex, sexual orientation/expression, marital status, veteran status, or genetic information in its programs or activities. Inquiries regarding the non-discrimination policies may be directed to the College's Equity Officer, 501 West State Street, Jacksonville, Florida 32202 | (904) 632-3221 | [equityofficer@fscj.edu](mailto:equityofficer@fscj.edu).

Florida State College at Jacksonville is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the baccalaureate and associate degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, or call (404) 679-4500 for questions about the accreditation of Florida State College at Jacksonville. The Commission is to be contacted only if there is evidence that appears to support an institution's significant non-compliance with a requirement or standard