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CONTRACTORS

**PRE-QUALIFICATION QUESTIONNAIRE FOR
PALM BEACH COUNTY**

Department of Economic Sustainability
Capital Infrastructure, Real Estate, & Inspection Services
100 Australian Avenue – Suite 500
West Palm Beach, FL 33406
(561) 233-3600

MINIMUM CRITERIA TO BE USED IN PRE-QUALIFYING CONTRACTORS

I. CONTRACTORS BUSINESS INFORMATION

No Minimum Criteria as to type of business is required other than possessing the requisite licensure as provided by Section 287.055, Florida Statutes and local regulations to perform the specific work required by these documents.

II. SURETY

BONDING REQUIREMENTS

CONSTRUCTION CONTRACTS IN EXCESS OF \$100,00

Except as otherwise required by law, the following requirements are applicable to this project as it relates to bid guarantees, performance bonds and payment bonds for construction contracts exceeding \$100,000. Refer to the bid specifications for the applicability of these requirements to projects with contracts valued at \$100,000 or less.

1. BID SECURITY (BID GUARANTEE)

The “bid guarantee” shall consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will upon acceptance of his bid, execute such contractual documents as may be required within the time specified.

Each bid shall be accompanied by a certified check, cashiers’ check or bid bond in the amount of five percent (5%) of the total bid. Said check or bond shall be made payable to the entity soliciting the bid as the owner of the project, and shall be given as a guarantee that the bidder, upon receipt of the notice of intent to award the contract, will enter into an agreement with the owner, and will furnish the necessary documents including, but not limited to: insurance certificates, Payment Bond and Performance Bond; each of the said bonds to be in the amount stated herein. In case of refusal or failure to enter into said agreement, the check or bid bond, as the case may be, shall be forfeited to the owner.

All bonds shall be written by a surety company of recognized standing, authorized to conduct business in the State of Florida, and shall have a registered agent in the State of Florida.

2. BONDS

When the successful bidder delivers the executed agreement to the owner, it must be accompanied by a Performance Bond and a Payment Bond, each in the amount of one hundred percent (100%) of the contract price, executed by a corporate surety company of recognized standing, authorized to do business in the State of Florida, as security for the faithful performance and payment of all contractor's obligations under the contract, and the bidder shall state in the bid proposal the name, address, telephone number and full name of the authorized agent of the surety or sureties who will sign these bonds in the event the contract is awarded to the bidder. During the bidding and construction periods the surety company shall hold a current certificate of authority as an acceptable surety on Federal Bonds, in accordance with U. S. Department of Treasury Circular 570, Current Revision.

III. LITIGATION

The Firm must:

- A. Not be involved in current or pending litigation which is likely to have a material negative impact on their ability to execute this project.
- B. Not display an undesirable pattern of construction related litigation with project Owners.

IV. FINANCIAL

The firm(s) must provide evidence of adequate financial stability and resources to execute the work. Submit financial statements, tax returns, etc., documenting the company's fiscal stability for the past three (3) years.

V. LICENSURE

The firm must possess a valid Contractor's License pursuant to Florida Statute Chapter 489 for a period not less than three (3) years.

VI. REGULATORY ACTIONS

As part of assessing the Contractor's reliability and safety record, the prospective Contractor shall include all regulatory actions, both pending and settled within the past ten (10) years.

VII. CERTIFICATION

Contractor must provide a list of all active Certifications.

VIII. EXPERIENCE

- A. The Contractor will be evaluated based on the information supplied. In order to be considered for the bid, firms must submit documentation demonstrating a minimum of three (3) years experience as a Contractor, as well as, have and show proof of a minimum of three (3) consecutive years of service under the same firm name.
- B. Using **Schedule A** from the questionnaire, list all projects that are over five thousand dollar value contract amount, that have been started in the last three (3) years.
- C. Using **Schedule B** from the questionnaire, briefly identify Key Personnel and their role with the company and their work experience.
- D. Additionally, attach **Schedule C** providing the names of any customers and their contact information where the contract was terminated early for safety, quality or service issues, over the past five (5) years. Failure to disclose references, terminations, liquidated damages, negotiated penalties, disbarment or safety incidents, may result in Bidder being disqualified from participation in DES funded programs.

IX. CONTRACTOR’S BUSINESS INFORMATION

CompanyName: _____

Business/Mailing Address: _____

Telephone Number: _____

FacsimileNumber: _____

Account Manager: _____

Date Company Founded: _____

Signatory Authority: _____

Check if:

- Corporation
- Joint Venture
- Partnership
- Sole Proprietorship

Has your firm or any of its principals ever filed for Bankruptcy? Yes No

If yes, attach a full explanation of the circumstances including the date filed, case number and current status.

If Corporation:

State and Date of Incorporation: _____

Name Incorporated Under: _____

Name and Title of Officers: _____

If Partnership:

State and Date of Organization: _____

Name of All Partners: _____

Type of Partnership:

- General
- Publicly Held
- Limited
- Other (describe)

List all Subsidiaries of Holding Companies:

If Joint Venture:

State and Date of Organization: _____

Name, address, and form of organization of joint venture partners. The percentage of the joint venture responsibility is to be shown for each partner. Submit evidence of joint venture's current certification and license number.

If joint venture has not received license as a joint venture, proof that an application has been submitted to the Department of Business and Professional Regulation for licensure must be included with the pre-qualification questionnaire. If a contractor's application is approved proof of receipt of appropriate license as a joint venture will be required at the time of Bid Opening. Failure to produce a valid license at the time of any Bid Opening may result in the Bid being considered non-responsive.

If Sole Proprietorship:

State and Date of Organization: _____

Names and Address of Owner(s): _____

It is the contractor’s responsibility to maintain current licenses.

X. INSURANCE REQUIREMENTS

General Liability Insurance Coverage

- 1. The General Liability Insurance Certificate must name the homeowner and Palm Beach County additionally insured at their respective addresses.
- 2. Palm Beach County must be a Certificate Holder at our office address.

Business Auto Insurance Certificate:

The insurance certificate for Business Automobile Liability needs to show that your company is covered for **scheduled-owned, non-owned, and hired auto liability**.

Workers Compensation Insurance Coverage

- 1. A Certificate of Worker’s Compensation Exemption is acceptable for up to three officers in your company; however, your employees/workers must have Worker’s Compensation Insurance coverage.
- 2. If you lease your employees/workers, then you must supply a Certificate of Insurance from your leasing company showing that the employees you lease have Worker’s Compensation Insurance coverage through the leasing company.

Attach copy or Contractor’s current certificates of insurance evidencing the existence of current valid and binding insurance policies.

XI. LITIGATION

- A. Attach **Schedule D** listing any current and pending litigation, arbitration and/or administrative proceedings initiated by or brought against your firm or qualifying agent(s) within the last ten (10) years as a result of construction related matters, including but not limited to liens, delays, defective performance or workmanship. Said information must include project name, presiding court, plaintiff and defendant, and case number.
- B. Attach **Schedule E** listing any judgments for or against your firm(s) during the past ten (10) years involving litigation with an Owner regarding construction matters including, but not limited to, mechanics liens, warranty, delay, negligence, or bonds. State project name and location, judgment amount, presiding court, plaintiff and defendant and case number.

XII. FINANCIAL

Attach **Schedule F** listing name, address and telephone number of the firm's principal banking institution and three (3) business-related credit references.

XIII. LICENSURE

A. List your firm’s current license(s).

TYPE	LICENSE NUMBER	ISSUING AGENCY
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

B. List and attach copies of all licenses (including those listed above, in XIII. A.) and certificates of competency possessed by key members of the firm, including the qualifying agent(s). Attached said documentation as **Schedule G**.

XIV. REGULATORY FINES

A. Attach **Schedule H** listing any current and pending regulatory fines, arbitration and/or administrative proceedings initiated by or brought against your firm or qualifying agent(s) within the last ten (10) years as a result of construction related matters, including but not limited to liens, delays, defective performance or workmanship. Said information must include project name, presiding court, case number, names of regulatory agency and defendant.

B. Attach **Schedule I** listing any regulatory judgments for or against your firm(s) during the past ten (10) years involving a regulatory agency regarding construction related matters. State project name and location, action, judgment amount, presiding court, case number, names of regulatory agency and defendant.

Note: Schedules A, B and are included in the Pre-Qualification Questionnaire.

Schedules C through I must be provided by applicant regardless of whether applicable or not. Failure to furnish the required schedules may result in disqualification of the Application.

XV. CERTIFICATION

I, the undersigned authority, hereby certify that the information submitted herewith, including any attachment hereto, is true and accurate to the best of my knowledge and belief under perjury of law.

By:

(Print)

(Signature)

Title: _____

Date: _____

Witness:

Name: _____

Title: _____

Date: _____

STATE OF FLORIDA

COUNTY OF PALM BEACH

The foregoing instrument was acknowledged before me this ____ day of _____, 2016, by _____, who is personally known to me or who has produced as identification and who did not take an oath.

(Notary Seal)