

**Palm Beach County  
Capital Improvements Real Estate  
& Inspection Services Division**

**DEPARTMENT OF HOUSING & ECONOMIC  
SUSTAINABILITY**

**QUALIFICATION APPLICATION**

**EMERGENCY REPAIR PROJECTS  
REHABILITATION PROJECTS &  
CONSTRUCTION PROJECTS**



## GENERAL INFORMATION

Capital Improvements, Real Estate, & Inspections Services Division of Palm Beach County Department of Housing & Economic Sustainability (DHES) is responsible for the procurement of services for the use by the County and its independent beneficiaries. This qualification package is for general construction services to furnish all materials, labor, supervision, equipment, supplies, fees, expertise, and services on an as needed basis for various locations throughout the County.

The County is qualifying contractors for participation in DHES minor construction related to refurbishment, renewal, renovations and equipment replacement assisting eligible beneficiaries and households throughout the county for projects generally less than \$100,000 funded through Federal and State funding sources. Invitations for Bids will be requested from prequalified contractors for various projects on a fixed price lump sum basis. Prequalification is required in order to be considered for awarding bids for the construction projects. No minimum number of projects for bidding is guaranteed.

Qualifying contractors will receive standard bidding package, specifications, and contract which will be used to bid and award the projects.

Completion of this application will give your company the opportunity to qualify with Palm Beach County DHES and be added to our current bidder's list for DHES funded projects. However, completing this application does not guarantee your company will receive a contract from the County, nor does it imply that your company has any type of procurement/contractual relationship with the County now or in the future.

This application must be completed without reference to any previous application or statement. All sections of the application must be completed. If any of the requested information does not apply, it must be indicated as "NONE" or "N.A." as applicable.

DHES will receive and review the application for prequalification once it is received. In the event DHES finds the application to be incomplete or does not contain the information requested for processing, DHES will request in writing that the applicant provide the necessary information. If the requested information is not furnished within 10 days of the written request, the application may be rejected.

If you should have any questions regarding this application package, contact Preston Smith at (561) 233-3634 or [psmith1@pbcgov.org](mailto:psmith1@pbcgov.org) The completed application should be submitted to:

Preston Smith  
Palm Beach County  
Department of Housing & Economic Sustainability  
CIREIS Division  
Suite 500  
100 Australian Avenue  
West Palm Beach, FL 33406

## INSTRUCTIONS

1. Each item must be answered in full, and wherever explanation is requested it must be given in detail.
2. Failure to fill in any item may cause delay by having to return the application for completion.
3. Signatures are required on pages **5 and 13**.
4. Do not use any substitute forms. No other form or statement will be accepted.
5. Provide complete answers. You may include attachments to provide additional information. If sufficient space is not provided, insert additional pages.
6. Once qualification status is established, qualified bidders remain on the Qualified Bidders List provided that they are responsive to requests for bids from DHES. Failure to respond to bid requests may result in removal from the Qualified Bidders List. Any change in the organization's managerial status must be reported to the County in writing within ten (10) days of the change.
7. Only pages **5 through 13** are to be returned to DHES.

## **MINIMUM CRITERIA TO BE USED BY DHES CIREIS IN QUALIFYING CONTRACTORS**

### **1. EXPERIENCE**

The firm must have been in business a minimum of 5 years under the same name.

The firm must have successfully completed construction projects meeting the following requirement:

A minimum of \$300,000 construction work completed per year for each of the past three years from the date of the signed application. An itemization of this work is to be shown in Section 21.

The Firm must be an equal employment opportunity employer.

The Firm agrees to comply with all requirements of federal and state funding agreements which apply to all or a part of the work including preparing such reports and make such certifications and representations as may be required by the funding source or DHES.

### **2. LITIGATION**

The firm and qualifying agent must:

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

### **3. FINANCIAL**

The firm must have adequate financial stability and resources to execute the work.

### **4. LICENSURE AND CERTIFICATION**

The firm must possess a valid certified or registered building contractor's license or a valid certified or registered general contractor's license (CGC).

The firm, if certified, shall provide copy of current, valid Palm Beach County Small Business Certification (SBE / MWBE). The firm, if certified, shall provide copy of valid Section 3 certification.

# QUALIFICATION APPLICATION

**PALM BEACH COUNTY  
DEPARTMENT OF HOUSING & ECONOMIC SUSTAINABILITY (DHES)**

## AUTHORIZATION

The undersigned hereby authorizes and requests any person, firm or corporation to furnish any and all information requested by Palm Beach County DHES, which DHES deems necessary to verify the statements made in this application or regarding the past performance of the applicant.

\_\_\_\_\_  
Name of Organization

By: \_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Officer's Signature

\_\_\_\_\_  
Date

## APPLICANT PROFILE

BEFORE COMPLETING THIS FORM, READ  
EACH QUESTION CAREFULLY AND ANSWER COMPLETELY  
(This application must be plainly filled in with ink or typewritten)

### CONTRACTOR QUALIFICATION APPLICATION

Entity Name: \_\_\_\_\_  
 Entity Address: \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ - \_\_\_\_\_  
 Phone Number (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Contact Name: \_\_\_\_\_ Title \_\_\_\_\_  
 E-MAIL: \_\_\_\_\_

Entity Classification: Corporation \_\_\_\_\_, Partnership \_\_\_\_\_, Sole Proprietorship \_\_\_\_\_, Other \_\_\_\_\_(please explain)  
 (If Corporation, State where incorporated \_\_\_\_\_ Date of Incorporation \_\_\_\_/\_\_\_\_/\_\_\_\_) \_\_\_\_\_  
 \_\_\_\_\_

All applicants answer this:

1. How many years has your organization been operating under your present business name? \_\_\_\_\_
2. List all previous business names of your organization: \_\_\_\_\_
3. How many years experience has your organization had as a:  
 Prime Contractor \_\_\_\_\_
4. Enter your Federal Employer Identification Number (FEIN): \_\_\_\_\_  
 Dunn & Bradstreet Number (D&B): \_\_\_\_\_

5. List the following for all owners, partners, officers, and directors of your organization:

LAST NAME,	FIRST	MI	BUSINESS ADDRESS	CITY	STATE	ZIP

6. List the following for all individuals, co-partnerships, companies, and/or corporations owning 10% or more of your organization (applicant):

NAME	PERCENT OWNED	ADDRESS	CITY	STATE	ZIP

7. List the following for all co-partnerships, companies and/or corporations in which your organization has at least 10% ownership:

NAME	PERCENT OWNED	ADDRESS	CITY	STATE	ZIP

Florida Statute 337.165(1)(a) defines the term "affiliate" as follows: The term "affiliate" means a predecessor or successor of a contractor under the same, or substantially the same, control or a group of business entities which are connected or associated so that the entity controls or has the power to control each of the other business entities. The term "affiliate" includes the officers, entity of a controlling interest in another business entity or a pooling of equipment or income among business entities shall establish factual evidence that one business entity is an affiliate of another.

**PLEASE COMPLETE QUESTIONS EIGHT (8), NINE (9), AND TEN (10) USING THE ABOVE DEFINITION OF "AFFILIATE".**

8. List the following for all affiliated entities: (Include companies listed in Questions 6 and 7 as well as any additional companies)

NAME	ADDRESS	Explain in detail your connection with this entity

9. Has the firm, an affiliate, an officer, a director, an agent, an employee or a member of your firm, or that of an affiliate, ever been indicted, had criminal information filed against it, pled guilty, pled no contest, or been convicted of any act prohibited by state or federal criminal law which involves fraud, bribery, collusion, conspiracy, violation of state or federal antitrust laws, or material misrepresentation committed in any federal or state jurisdiction with respect to any public contract?

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please explain in detail \_\_\_\_\_

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

10. Please state whether you or any of your affiliates are presently or have ever been barred or suspended from bidding or contracting on any public contract(s)?

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please explain in detail \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

11. Within the past 10 years, have you failed to successfully complete any work awarded to you?

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please explain in detail \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

12. Has any owner, officer, partner or director of your organization ever been an owner, officer, partner or director of some other organization that has failed to complete a contract?

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please explain in detail \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

13. Have you or your firm ever filed under protection of the bankruptcy court, have pending any petition in bankruptcy court or an assignment for the benefit of creditors?

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please explain in detail \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

14. Have you provided services to Palm Beach County within the past 12 months?

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

If yes, what was the total revenue in whole dollars generated from Palm Beach County in the past 12 months?

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

15. Total number of full time, regular employees in your company: \_\_\_\_\_ If this number has changed in the past 2 years, please explain \_\_\_\_\_

\_\_\_\_\_

16. Claims/Litigations

Has your organization ever filed suit or a formal claim against a project owner?

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please attach additional sheet(s) to include:

- Description of every action
- Amount at issue
- Amount actually recovered (if any)
- Captions of the Litigation or Arbitration
- Name(s) of the project owner(s)/manager(s) to include address and phone number



Liquidated Damages

16a. Has a project owner ever withheld liquidated damages for failure to complete a contract on time?

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please explain in detail \_\_\_\_\_

16b. Non-Renewals

Has a project owner ever disbarred, non-renewed (voluntarily or by owner) or terminated early for safety, quality or service issues, schedule issues, over the past five (5) years. Failure to disclose will result in Bidder being disqualified from this Contract.

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please explain in detail \_\_\_\_\_

17. CONSTRUCTION EXPERIENCE

What is the construction experience of the principal supervisory personnel of your Organization? (Include from superintendant level and up.)

INDIVIDUAL'S NAME	PRESENT POSITION OR OFFICE	TYPE OF WORK PERFORMED	YEARS OF EXPERIENCE	IN WHAT CAPACITY

18. LICENSES

Attach copies of all local, state, and federal licenses that your organization holds. The firm, if certified, attach copy of current, valid Palm Beach County Small Business Certification (SBE / MWBE). The firm, if certified, attach copy of valid Section 3 Certification.

19. NONDISCRIMINATION

Pursuant to Resolution R-2014-1421, as may be amended, it is the policy of the Board of County Commissioners of Palm Beach County that Palm Beach County shall not conduct business with nor appropriate any funds to any organization that practices discrimination on the basis of race, color, national origin, religion, ancestry, sex, age, familial status, marital status, sexual orientation, gender identity and expression, disability, or genetic information.

All entities doing business with Palm Beach County are required to submit a copy of their non-discrimination policy which shall be consistent with the policy of Palm Beach County stated above, prior to entering into any contract with Palm Beach County. In the event an entity does not have a written non-discrimination policy, such entity shall be required to sign a statement affirming that it will conform to Palm Beach County's non-discrimination policy.

Check one:

- Contractor hereby attaches its non-discrimination policy which is consistent with the policy of Palm Beach County, or
- Contractor affirms that it will conform to Palm Beach County's non-discrimination policy.





**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: \_\_\_\_\_

STATE OF FLORIDA  
COUNTY OF PALM BEACH

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,  
by \_\_\_\_\_, who is personally known to me or who has  
produced \_\_\_\_\_ as identification and who did not take an oath.

\_\_\_\_\_

Notary Public

**SECTION 3**  
**CONTRACTOR SELF-CERTIFICATION**

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**CONTRACTOR INFORMATION**

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Name and Address:	
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**SECTION 3 BUSINESS CONCERN STATUS**

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The Section 3 Business Concern status of the above-named contractor is:

- The contractor is 51%, or more, owned by an individual or individuals who:
  - reside in public housing , or
  - reside in Palm Beach County and whose household income, by household size, is at or below the low (80%) income limits shown on the attached chart.
  
- At least 30% of the contractor-s permanent full-time employees are individuals who within three years of the date of first employment were, or who currently are:
  - residing in public housing, or
  - residing in Palm Beach County and whose household income, by household size, is at or below the low (80%) income limits shown on the attached chart.
  
- The Contractor commits to subcontract in excess of 25% of the dollar award of all subcontracts to business concerns that meet the qualifications set forth in either of the above two paragraphs. The Contractor provides the attached evidence of such commitment.

Note: Contractors who meet one of the above qualifications are regarded as Section 3 Business Concerns for the purpose of this self-certification.

- The Contractor does not meet any of the above qualifications, and the Contractor is not a Section 3 Business Concern.

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**CONTRACTOR'S SELF-CERTIFICATION**

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The undersigned Contractor hereby certifies that the Contractor

- IS a Section 3 Business Concern
- IS NOT a Section 3 Business Concern.

The Contractor, if certifying to be a Section 3 Business Concern, further certifies that the Contractor shall submit, if requested by the Palm Beach County Department of Economic Sustainability or the U. S. Department of Housing and Urban Development, evidence of the qualifications meeting the Section 3 Business Concern indicted above by the Contractor.

The Contractor also certifies that the Contractor shall comply with the Section 3 requirements regardless of whether the contractor qualifies as a Section 3 Business Concern or not, and understands that non-compliance may result in sanctions, termination of contracts for default, and debarment or suspension from federally funded contracts.

Name of individual or company officer: \_\_\_\_\_

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

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



**Annual Income Limits for West Palm Beach and Boca Raton Metropolitan Statistical Area  
(MSA)**

**FY 2019 Area Median Family Income  
\$75,400 (HOME up to 80%; SHIP up to  
140%)**

<b>Number of Persons in Household</b>	<b>Extremely Low Income (30%)</b>	<b>Very Low Income (50%)</b>	<b>Low Income (80%)</b>	<b>Moderate Income (120%)</b>	<b>Moderate Income (140%)</b>
1	\$17,600	\$29,300	\$46,850	\$70,320	\$82,040
2	\$20,100	\$33,450	\$53,550	\$80,280	\$93,660
3	\$22,600	\$37,650	\$60,250	\$90,360	\$105,420
4	\$25,750	\$41,800	\$66,900	\$100,320	\$117,040
5	\$30,170	\$45,150	\$72,300	\$108,360	\$126,420
6	\$34,590	\$48,500	\$77,650	\$116,400	\$135,800
7	\$39,010	\$51,850	\$83,000	\$124,440	\$145,180
8	\$43,430	\$55,200	\$88,350	\$132,480	\$154,560
9	Refer to HUD	\$58,520	\$93,632	\$140,448	\$163,856
10		\$61,864	\$98,982	\$148,474	\$173,219

**Effective July 1, 2019**

**SHIP Purchase Maximum Subsidy**  
\$100,000 Very Low, Low & Moderate

**HOME Match & HOME Maximum Subsidy for**  
\$100,000 Very Low & Low

**SHIP Housing Rehab Maximum Subsidy**  
\$75,000 Very Low, Low & Moderate

**SHIP Emergency Repair Maximum Subsidy**  
\$50,000 Very Low, Low & Moderate

**SHIP Disaster Mitigation Maximum Subsidy**  
\$ 65,000 Very Low, Low & Moderate

**SHIP Foreclosure Prevention Maximum Subsidy**  
\$20,000 Very Low, Low & Moderate

**SHIP Replacement Maximum Subsidy**  
\$ 317,647 Very Low, Low & Moderate

**SHIP First Mortgage Loan Maximum Subsidy**  
\$317,647 Very Low, Low & Moderate



**SHIP Utility Connection Maximum Subsidy**

\$ 10,000 Very Low, Low & Moderate

**The maximum sales price for a property is \$317,647**

**HUD Released 4/24/2019; Florida Housing Finance Corporation Posted 5/6/2019 (5/15/2019);**

**\*Effective April 24, 2019**

Updated May 16, 2019 1:00pm

## VENDOR REGISTRATION

In order to do business with the County, vendors are required to: (i) create a Vendor Registration Account OR (ii) activate an existing Vendor Registration Account through the Purchasing Department's Vendor Self Service (VSS) system, which can be accessed at


 [https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService.](https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService)

For information on certification as a Small Business Enterprise (SBE) or for assistance as an SBE in doing business with the County please contact the Office of Equal Business Opportunity at 561-616-6840 or click here [http://discover.pbcgov.org/oebo.](http://discover.pbcgov.org/oebo)

In order for the County to make payment to a vendor, the vendor must have the following correct information, to date, in its VSS Vendor Registration Account: (i) Vendor's Legal Name; (ii) Vendor's Addresses; and (iii) Vendor's TIN/FEIN.

Please use our web site as a resource for obtaining useful information about the Purchasing Department and for receiving updated information regarding business opportunities with the County.

Vendors may receive payment from the County by Credit Card. If interested, please contact the Palm Beach County Office of the Clerk & Comptroller at

 [pbcpaymentmgr@mypalmbeachclerk.com](mailto:pbcpaymentmgr@mypalmbeachclerk.com)