

**PALM BEACH COUNTY DEPARTMENT OF HOUSING &
ECONOMIC DEVELOPMENT**

**CAPITAL IMPROVEMENTS REAL ESTATE
AND INSPECTION SERVICES (CIREIS) DIVISION**



**CONTRACTOR QUALIFICATION
APPLICATION**

GENERAL INFORMATION

Palm Beach County Department of Housing & Economic Development (Department) is responsible for the procurement of services for use by the Department for 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 Department is qualifying contractors for participation in Department construction projects related to assisting eligible beneficiaries and households throughout the county, funded through Federal and State funding sources. Invitations for Bids will be requested from qualified contractors for various projects on a fixed price lump sum basis. Qualification 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 the Department and be added to our current bidder's list for Department-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.

The Department will receive and review the application for qualification once it is received. In the event the Department finds the application to be incomplete or does not contain the information requested for processing, the Department 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.

This application may also be downloaded at <https://discover.pbcgov.org/hed>

If you should have any questions regarding this application package, contact **David Lees at (561) 233-3658 or dlees@pbcgov.org**. The completed application should be submitted to:

**Palm Beach County Department of Housing & Economic Development
CIREIS Division Attention: David Lees
100 Australian Avenue Suite 500
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. If sufficient space is not provided, insert additional pages. You may include attachments to provide additional information.
2. Failure to fill in any item may result in the application being returned to contractor.
3. Signature is required on pages **14 and 15**.
4. Return the completed package to the Department
5. Any change in the organization's managerial or business status must be reported to the Department in writing within ten (10) calendar days of the change.

CONTRACTOR QUALIFICATION

1. EXPERIENCE

The firm must have successfully completed construction projects meeting the following requirement: \$250,000 in total construction work completed per year (average for all the applicant's business interests) for the past three years from the date of the signed application.

Successful completion of construction projects under Department programs within the past 24 months shall be considered in meeting qualification for contractor participation in future projects

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 reports, certifications and representations as may be required by the funding source or the Department.

2. LITIGATION

The firm and qualifying agent must:

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

3. FINANCIAL

The firm must demonstrate business stability and resources necessary to complete construction projects.

4. LICENSURE AND CERTIFICATION

The firm must possess a valid certified or registered Building, Residential or General Contractor license or a license in the construction trades.

The firm must meet and maintain Palm Beach County Planning Zoning and Building (PZB) Contractor Certification requirements.

The firm shall provide copy of current EPA Lead Safe Renovator, Repair and Painting Certification.

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

The firm, if applicable, shall provide copy of valid Section 3 self-certification.

Provide confirmation of e-Verify registration

Failure to respond to bid requests may result in removal from the Qualified Bidders List. Participating contractors must be responsive to requests for bid from the Department

**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 _____ and 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 (DUNS): _____	

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 the Contractor ever been disbarred, non-renewed (voluntarily or by owner) or terminated early for safety, quality, service issues or schedule issues?

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 superintendent 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.

Attach copy of EPA Lead Safe Renovator, Repair and Painting Certification.

If applicable, attach copy of current, valid Palm Beach County Small Business Certification (SBE/ MWBE).

If applicable, attach copy of valid Section 3 Certification.

Attach confirmation of e-Verify registration

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.

21. WORK HISTORY WITH DHED, OTHER COUNTY DEPARTMENTS, AND/OR OTHER ENTITIES

The objective of the work history is to help the County understand your business and expertise and to satisfy the experience requirements listed in the minimum criteria. List construction contracts that your organization has completed in the past three (3) years showing a minimum of \$250,000 per year.

GENERAL DESCRIPTION OF WORK PERFORMED AS PRIME CONTRACTOR	VALUE OF WORK PERFORMED	DATE COMPLETED	NAME AND ADDRESS OF PROJECT OWNER	PHONE NUMBER OF PROJECT OWNER

22. OTHER WORK HISTORY

The objective of the work history is to help the County understand your business and expertise and to satisfy the experience requirements listed in the minimum criteria. List construction contracts that your organization has completed in the past three (3) years showing a minimum of \$250,000 per year.

GENERAL DESCRIPTION OF WORK PERFORMED AS PRIME CONTRACTOR	VALUE OF WORK PERFORMED	DATE COMPLETED	NAME AND ADDRESS OF PROJECT OWNER	PHONE NUMBER OF PROJECT OWNER

23. LITIGATION HISTORY

List Firm's Litigation history

CURRENT AND PENDING LITIGATION	NAME AND ADDRESS OF PROJECT OWNER	DATE COMPLETED/ RESULT

AUTHORIZATION AND CERTIFICATION

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

The undersigned hereby certifies 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.

Name of Organization

Print Name

Signature

Title

Date

SECTION 3 CONTRACTOR SELF-CERTIFICATION

CONTRACTOR INFORMATION

Name and Address:	
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SECTION 3 BUSINESS CONCERN STATUS

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.

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 Department, or the U. S. Department of Housing and Urban Development, evidence of the qualifications meeting the Section 3 Business Concern indicated 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 2021 Area Median Family Income \$80,200

Number of Persons in Household	Extremely Low Income (30%)	Very Low Income (50%)	Low Income (80%)	Moderate Income (120%)	Moderate Income (140%)
1	\$18,000	\$30,000	\$47,950	\$72,000	\$84,000
2	\$20,600	\$34,250	\$54,800	\$82,200	\$95,500
3	\$23,150	\$38,550	\$61,650	\$92,250	\$107,940
4	\$26,500	\$42,800	\$68,500	\$102,720	\$119,840
5	\$31,040	\$46,250	\$74,000	\$111,000	\$129,500
6	\$35,580	\$49,650	\$79,500	\$119,160	\$139,020
7	\$40,120	\$53,100	\$84,950	\$127,440	\$148,680
8	\$44,660	\$56,500	\$90,450	\$135,600	\$158,200
9		\$59,920	\$95,872	\$143,808	\$167,776
10		\$63,344	\$101,350	\$152,026	\$177,363

HUD Released 04/01/2021

Effective 04/01/2021

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>

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 go to

<https://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 website as a resource for obtaining useful information about the Purchasing Department and for receiving updated information regarding business opportunities with the County.