

**Division of Facilities & Construction  
LEON COUNTY SCHOOLS**

**RFQ 338-2015**



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**PREQUALIFICATION OF CONTRACTORS FOR  
EDUCATIONAL FACILITIES CONSTRUCTION**

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Mail or deliver three (3) sealed packets to: Leon County Schools Facilities & Construction Department  
Attention: Sandra Davis  
3420 West Tharpe Street, Suite 100  
Tallahassee, FL 32303

**SUBMITTAL DEADLINE – THURSDAY, OCTOBER 16, 2014 AT 4 P.M. LOCAL TIME**  
Late application packets will not be accepted

***EMAILS OR FAXES WILL NOT BE ACCEPTED***

----September 2, 2014 ----

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RFQ 338-2015 Annual State Certified General and Building Contractor's Prequalification

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RFQ 338-2015 Annual State Certified General and Building Contractor's Prequalification

## Part I – Notice for Prequalification of Contractors

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It is the intention of the Leon County Schools ("Board") to prequalify state certified general (CGC) and building (CBC) contractors for an annual, renewable certification to bid and submit qualification statements on construction projects for Leon County Schools. This prequalification is authorized pursuant to Chapter 1013.46 Florida Statutes, Chapter 4.1 of the State Requirements for Educational Facilities (2012 ed.) and School Board Policy. The Board is soliciting applications from interested firms who wish to be considered by the Board for prequalification to submit a competitive bid or proposals for construction services on Leon County Schools' projects. Construction Services shall include, but are not limited to the following: Pre-construction services (value engineering, cost analysis, and scheduling evaluations), bidding and contracting with all subcontractors, coordinating scheduling of the work, supervision of the work and working with the LCSB Architect of Record on the project. LCSB will issue building permits, certificate of occupancy, and provide building code inspection.

Firms holding prior year certification, **MUST** apply for renewal, and complete the applicable items in the application.

Business entities interested in prequalifying for construction services to Leon County School Board are hereby notified that three (3) sealed statements of qualifications for providing the required services must be received on or before **4:00 PM, EST time, on Thursday, October 16, 2014** at the reception desk of the Division of Facilities located at 3420 West Tharpe Street, Suite 100, Tallahassee, Florida 32303, (850)617-5900. Label shall read RFQ 338 - 2015 Prequalification for State Certified General (CGC) and building Contractors (CBC).

Information and instructions for completing and submitting the Statement of Qualifications, and all addenda if issued, may be downloaded from the LCSB web site at:

<http://www.leon.k12.fl.us/public/business/purchasing/FacilitiesConstructionRFQ.html>

A pre-submittal meeting will be held to review the requirements of the Qualification Statement at 10:00 AM local time, Thursday, October 9, 2014, in the Conference Room at the Division of Facilities & Construction.

The following dates and activities tentatively identify project schedule milestones:

|  |                           |              |
|--|---------------------------|--------------|
| Pre-Submittal Meeting                          | Thursday, Oct. 9, 2014    | 10:00 AM EST |
| Submittal Deadline                             | Thursday, Oct. 16, 2014   | 4:00 PM EST  |
| Tentative Review Committee recommendations     | Thursday, Oct. 30, 2014   |              |
| Board Approval                                 | Tuesday, Nov. 18, 2014    |              |
| Issue Certificates for Annual Prequalification | On or before Dec. 4, 2014 |              |

Leon County School Board reserves the right to waive any informality in the selection process and to reject any or all Statements of Qualifications.

Advertising Dates: Sept. 2, 9, & 30, 2014

All public advertisements for construction and facilities projects are published in the Tallahassee Democrat.

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### Part III – Prequalification Guidelines

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1. It is the intention of the Leon County Schools ("Board") to prequalify state certified general (CGC) and building (CBC) contractors for an annual, renewable certification to bid and submit qualification statements on construction projects for Leon County Schools. This prequalification is authorized pursuant to Chapter 1013.46 Florida Statutes, Chapter 4.1 of the State Requirements for Educational Facilities (2012 ed.) and School Board Policy. The Board is soliciting applications from interested and qualified state certified general and building contractors who wish to be considered by the Board for prequalification to submit a competitive bid on Leon County Schools' construction projects. All projects will be within the limits of Leon County, Florida.

Firms holding prior year certification **MUST** apply for renewal, and complete the applicable items in the application.

2. Firms submitting a response to this Request for Qualifications must qualify under the General Contractor or Building Contractor definition according to Chapter 489, Florida Statutes. Corporations must be registered in the State of Florida by the Department of the State; Division of Corporations, at the time of submittal.
3. Applications will be received at the Department of Construction, 3420 West Tharpe Street, Suite 100, Tallahassee, Florida 32303 as indicated herein. All Conditions stated shall apply. All questions concerning the request for qualifications or procedures to be followed should be directed by E-mail to [prequalification.construction@leonschools.net](mailto:prequalification.construction@leonschools.net). The pre-submittal meeting is the only opportunity to communicate with the Facilities Planning & Construction Department to clarify questions about the submittal or selection process. All respondents are hereby cautioned not to contact any member or employee of the selection committee or School Board regarding this solicitation.
4. The costs incurred by the applicant in submitting its application package are considered an operational cost of the applicant and shall not be passed or borne by the Board under any circumstances. Leon County School Board accepts no responsibility for any expenses incurred by those firms offering their services to the Board in the preparation of a response to either this Request for Qualifications or subsequent requests.

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#### **Part IV – Prequalification Policies and Procedures**

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The Board has adopted the following procedures for prequalifying Florida State Certified General (CGC) and Building (CBC) Contractors:

1. It is the policy and procedure of Leon County Schools to provide for open competition which shall not prevent the submission of a bid, nor prohibit the consideration of a bid submitted by a prequalified contractor. Those standards, which the Board applies when soliciting bids for goods or services, generally shall be applied equally to the solicitation of bids from prequalified contractors.
2. It is the policy of Leon County Schools to allow for prequalification of any responsible contractor who, through its submittal to the district, meets the uniform criteria established by the State Requirements for Educational Facilities (S.R.E.F.), whether such contractor is a resident or non-resident of the geographic area served by the Board.
3. It is the policy of Leon County Schools to allow those contractors seeking prequalification to submit all required company financial information separate and apart from the other required submittals, and as specifically outlined in the Prequalification Submittals section of the Request for Qualifications, in order to endeavor to protect privileged company information from public disclosure.
4. The Board's Contractor Prequalification procedures shall not supersede any small business, women-owned or minority owned business enterprise preference programs, if any, which the Board may adopt.
5. Upon receipt of the submittal information and the recommendations of the Facilities & Construction Department staff, the Board shall either approve or reject each application for prequalification within sixty (60) days of submittal of the proposal by each contractor. Those contractors who are approved for prequalification shall receive a certificate as identified in Part III herein.
6. Notwithstanding anything contained herein, the Board may reject any proposals which, in the Board's sole opinion, contain inaccurate information. In addition, the Board shall have the sole discretion to declare a contractor delinquent and to suspend or revoke a prequalification certificate.
7. The Board's policies and procedures may be modified at any time as necessary pursuant to F.S. Chapter 102; however, if the Board chooses to terminate the prequalification option then it shall publish notice for a hearing of intent, hold a public hearing, and then officially adopt a resolution terminating the prequalification option.
8. The Board reserves the right to determine the selection of procurement of construction services for all projects, and determine as to whether a project proposal (Construction Manager at Risk Services (CM@R)) will be solicited from any Florida State Certified General or Building Contractor, or bids solicited from prequalified Florida State Certified General and Building Contractors.

#### **Part IV – Prequalification Policies and Procedures**

9. The Board reserves the right to determine the necessity for soliciting prequalification for a specific project.
10. All contractors and subcontractors are reminded of screening requirements the legislature enacted in s.1012.467, Florida Statutes, referred to as the “Jessica Lunsford Act”.
11. Contractors should be advised that the amount requested and approved to bid upon shall be fixed. Adjustments in the amount will only be considered at renewal, or upon formal and written re-application, including all supporting documentation, during the period the certificate is valid. Contractors should therefore consider requesting the highest amount financially feasible based upon surety underwriting approval. Bids received from contractors that exceed their approved prequalification amount are subject to disqualification and rejection.
12. When two or more contractors wish to combine their assets for a specific project, they may do so by filing an affidavit for joint venture on Board prescribed forms. All contractors included in the joint venture shall be prequalified prior to submitting the affidavit for joint venture. Such affidavit shall be valid only for that specific project.

## **Part V – Prequalification Certificate & Renewal**

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The Board shall issue a Certificate to each prequalified general and building contractor which shall be valid for a one (1) year period. The Certificate shall include:

1. A statement indicating that the contractor may bid on all construction projects publicly solicited by Leon County Schools during the time specified.
2. A statement establishing the total dollar amount the contractor will be permitted to have under contract at any one time. The amount will be determined by the contractors bonding capacity or ten 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. This amount will be consistent with the amount requested and/or the amount the surety is willing to bond. The maximum value of each project may be twice the value of the largest project previously completed but shall not exceed the contractors bonding capacity or ten times the net quick assets.
4. A statement indicating the type of work the contractor is permitted to provide based on license held.
5. The expiration date of the certificate.
6. Prior to the expiration date of the certificate, the Contractor shall be solely responsible for ensuring the renewal application is submitted within a timely period prior to the expiration date to maintain continuous prequalification. Financial statements or written verification of bonding capacity shall be updated annually.
7. Failure to submit a new statement or verification of bonding capacity, after 30 days written notice by the board, shall automatically revoke a prequalification certificate.
8. Certificates that have lapsed for a year or more shall be resubmitted as a NEW application, including all associated and supporting documents.

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## **Part VI - Application Format**

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The following submittal format is intended to provide the Selection Committee with a uniform and consistent format for submitting the required information regarding the qualifications of each proposing firm. Applicants shall respond to each item of the qualifications statement and complete the applicable information on all forms, provide copies of requested licenses, certificates, and other requested documentation within each section as indicated below.

COVER SHEET

LETTER OF INTRODUCTION

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APPLICATION

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  - FLORIDA CERTIFIED GENREAL OR BUILDING CONTRACTORS LICENSE
  - BUSINESS OCCUPATIONAL LICENSE
  - OTHER TRADE CATEGORY LICENSES
- SECTION 4 - EXPERIENCE
  - CLAIMS AND SUITE EXPLANATION (IF APPLICABLE)
  - LIST OF MAJOR CONSTRUCTION PROJECTS WITHIN 5 YEARS
  - LIST OF KEY INDIVIDUALS CONSTRUCTION EXPERIENCE AND PRESENT COMMITMENTS
- SECTION 5 - REFERENCES, BONDING, & INSURANCE
  - SURETY LETTER
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    - WORKERS COMPENSATION
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- SECTION 6 - FINANCIAL INFORMATION
- SECTION 7 - SIGNATURE
- SECTION 8 - ATTACHMENTS
  - PUBLIC ENTITY CRIME STATEMENT
  - AFFIDAVIT
- SECTION 9 - PROVIDE A SEPARATELY MARKED AND SEALED ENVELOPE MARKED;  
"SECTION 9 - CONTRACTOR FINANCIAL INFORMATION"  
(INCLUDE ADDITIONAL COPY OF COVER SHEET ON ENVELOPE)

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## **Part VII - Application**

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The following pages include the application for prequalification. The application is available in MS Word format as a separate document and can be downloaded from the LCSB website at;

<http://www.leon.k12.fl.us/public/business/purchasing/FacilitiesConstructionRFQ.html>

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**RFQ # 338-2015 - STATE CERTIFIED GENERAL CONTRACTORS & BUILDING CONTRACTORS  
ANNUAL PREQUALIFICATION FOR CONSTRUCTION SERVICES**

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**THIS PAGE MUST BE COMPLETED AND RETURNED  
AS THE COVER SHEET WITH YOUR APPLICATION!**

Delivery Location: Department of Construction  
Leon County Schools  
3420 W. Tharpe St., Suite 100  
Tallahassee, FL 32303  
Attention: Director of Construction

Date Application Submitted: \_\_\_\_\_

Applicant Business Name: \_\_\_\_\_

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

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

Federal Employer ID  
Number or SS Number: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Applicant E-mail address: \_\_\_\_\_

Acknowledged: \_\_\_\_\_  
(Signature)

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

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

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

\*\*\*\*\*

**THIS PAGE MUST BE COMPLETED AND RETURNED  
AS THE COVER SHEET WITH YOUR APPLICATION!**

**Section 1 - General Information**

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Name of Firm: \_\_\_\_\_

Corporate Officer Submitting: \_\_\_\_\_

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

Principal Office: \_\_\_\_\_

Corporation

Partnership

Individual

Joint Venture

Other

**Maximum single project amount your firm is requesting prequalification certification under this submission:**

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

**Maximum aggregate amount your firm is requesting prequalification certification under this submission:**

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

*(Note: The maximum project amount your firm is requesting prequalification certification for must be consistent with your organization's experience, financial resources, references, and surety underwriting. (Please review Part IV, paragraph 10 herein)*

Section 2 – Organization

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

1. The number of years organization has been in business as a certified contractor? \_\_\_\_\_
2. The number of years organization has been in business under its present name? \_\_\_\_\_
3. Under what other or former name(s) has your business operated as a contractor? List names, if none, so state. \_\_\_\_\_
4. If your organization is a corporation as indicated above, answer the following:
  - a. Date of incorporation: \_\_\_\_\_
  - b. State of incorporation: \_\_\_\_\_
  - c. President's name: \_\_\_\_\_
  - d. Vice President's name: \_\_\_\_\_
  - e. Secretary's name: \_\_\_\_\_
  - f. Treasurer's name: \_\_\_\_\_
5. If your organization is a partnership as indicated above, answer the following:
  - a. Date of organization: \_\_\_\_\_
  - b. Partnership type (if applicable): \_\_\_\_\_
  - c. Name(s) of general partner(s): \_\_\_\_\_
6. If your organization is individually owned as indicated above, answer the following:
  - a. Date of organization: \_\_\_\_\_
  - b. Name of Owner: \_\_\_\_\_
  - c. If your organization is other than those listed above, describe it and name the principals:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Section 3- Licensing

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

1. Florida certified general or building contractor license number: \_\_\_\_\_  
(Attach a copy of your current license to this document. Place all applicable licenses in this section)
  - a. Date current certification license was issued: \_\_\_\_\_
  - b. Date current certification license expires: \_\_\_\_\_
2. List Florida jurisdiction where the business occupational license is held: \_\_\_\_\_  
(Attach a copy of your current license to this document. Place all applicable licenses in this section)
  - a. Date current occupational license was issued: \_\_\_\_\_
3. Other trade categories in which your organization is certified in Florida to do business, and indicate license numbers (if applicable).  
(Attach a copy of your current license to this document. Place all applicable licenses in this section)

|    | Trade Category | License Number | Date Issued |
|----|----------------|----------------|-------------|
| a. |                |                |             |
| b. |                |                |             |
| c. |                |                |             |

4. List jurisdiction(s) in which your organization's partnership or trade name is filed.
  - a.
  - b.
  - c.

Section 4 – Experience

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

1. List the categories of work that your organization normally performs with its own forces.
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_
2. Claims and Suits. *(If the answer to any of the questions below is YES, please attach an additional sheet describing specific details.)*
  - a. Has your organization ever failed to complete any work awarded to it?  
No            Yes
  - b. Are there any judgments, claims, arbitration proceedings, or suits pending or outstanding against your organization or its officers?  
No            Yes
  - c. Has your organization filed any lawsuits or requested arbitration with regard to any contracts within the last five years?  
No            Yes
  - d. Within the last five years, has any officer or principal of your organization ever been an officer or principal of another organization when it failed to complete any contract?  
No            Yes
  - e. Have any complaints been filed to, or has disciplinary action been taken by, either pending or within the last five (5) years by the Florida Department of Business and Professional Regulation against the state license of your organization or any of its officers?  
No            Yes
3. On a separate sheet, list major construction projects your organization has currently under contract and those completed within the last five (5) years, giving the name of the project, owner, architect, contract amount, date of completion and percentage of the cost of the work performed with your own forces, percent complete and scheduled completion date (if in progress). Of particular importance, the contractor MUST identify all educational facility projects.
4. State total amount of construction contract work currently in progress and under contract:  
\$ \_\_\_\_\_
5. On a separate sheet, list the construction experience and present commitments of the key individuals of your organization.



Section 5 – References, Bonding, & Insurance (Attach additional sheets if necessary)

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

1. **COMPLETE THIS ITEM (PARA 1) ONLY IF YOUR BUSINESS IS APPLYING FOR THE FIRST TIME FOR PREQUALIFICATION:** Included in these instructions is a "Performance Reference Survey" form to be completed by no less than four of the references indicated above (Section 4, Para.3). **First time applicant organizations will ensure that the four firms chosen as a reference will complete the form and scan as a PDF and send via email to Sandra Davis, Contract Administrator at:.**

2. Bank References (List bank Name, Contact, Address, Phone No.):

Name of Bank: \_\_\_\_\_

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

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

Phone: \_\_\_\_\_

3. Surety References: *(Provide evidence that the applicant 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 requesting to be prequalified to bid on. The written verification must clearly identify and 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 of Florida).*

Name of Surety: \_\_\_\_\_

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

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

Phone: \_\_\_\_\_

Surety's Financial Size: \_\_\_\_\_

Surety's A.M. Best identification number: \_\_\_\_\_

- a. Is the surety company rated excellent, "A", or better in the current A.M. Best Guide and qualified to do business within the State of Florida?

Yes      No

- b. Single project amount surety consents to underwrite as indicated on the attached surety letter: \$ \_\_\_\_\_

- c. Total amount of projects the firm may have under contract the surety consents to underwrite as indicated on the attached surety letter: \$ \_\_\_\_\_

*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.*

4. Attach a copy of a certificate(s) of insurance confirming current worker's compensation coverage, general liability, auto and property damage insurance as required by law. Specific limits and requirements will be outlined in individual project manuals for each project.

SECTION 6 – FINANCIAL INFORMATION

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**THE INFORMATION IN THIS SECTION IS NOT REQUIRED FOR FIRMS  
HOLDING A CURRENT VALID PREQUALIFICATION CERTIFICATE**

**THE INFORMATION IN THIS SECTION IS NOT REQUIRED FOR FIRMS PROVIDING WRITTEN  
VERIFICATION OF FINANCIAL RESOURCES SUBMITTED BY A LICENSED SURETY COMPANY**

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

1. Financial Statement: If written verification from a licensed surety company is not available provide the following:
  - a. Attach an audited financial statement, current within the past twelve (12) months, which includes a balance sheet, statement of operations, and current assets (e.g. cash, joint venture accounts, accounts receivable, notes receivable, accrued income, deposits, materials inventory and prepaid expenses), net fixed and other assets, current liabilities (e.g. accounts payable, notes payable, accrued expenses, provision for income taxes, advances, accrued salaries, and accrued payroll taxes), and any other liabilities (e.g. capital, capital stock, authorized and outstanding shares par values, earned surplus and retained earnings).
  - b. The financial information shall be submitted as part of the application, but in separately marked envelope entitled "Contractor Financial Information." Attach an additional copy of the cover sheet to this envelope.
  - c. The contractor, in submitting this financial information acknowledges that the information may be determined to be a public record and subject to disclosure as governed by applicable Florida Law. The contractor agrees, by submitting this application, to hold harmless the Board from any claims or liability associated with the public disclosure or dissemination of this financial information, whether such disclosure is required by law or inadvertent in nature.
2. Preparing Firm
  - a. Firm Name: \_\_\_\_\_
  - b. Address: \_\_\_\_\_
  - c. Surety's Financial Size: \_\_\_\_\_
  - d. Surety's A.M. Best Identification Number: \_\_\_\_\_
  - e. Agent Name: \_\_\_\_\_
  - f. Address: \_\_\_\_\_
  - g. Date Financial Statement prepared: \_\_\_\_\_
3. Is the attached financial statement for the applicant organization in the same as the organization named in Section 1 above?      Yes      No
  - a. If not, explain the relationship and financial responsibility of the organization whose financial statement is provided (e.g. parent-subsiary). \_\_\_\_\_
  - b. Will the organization whose financial statement is attached, act as guarantor of the contract for construction?      Yes      No

Leon County Schools - RFQ # 338-2015

SECTION 7 – SIGNATURE

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

The Undersigned certifies under oath that the information provided herein is true and sufficiently complete so as not to be misleading.

Dated the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

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

By: \_\_\_\_\_ Title: \_\_\_\_\_  
(Print Name)

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

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,  
by \_\_\_\_\_, as \_\_\_\_\_  
(Name) (Title)  
of \_\_\_\_\_  
(Firm)

(Affix Notary Stamp or Seal)

\_\_\_\_\_  
Notary Public, State of Florida

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

Commission Number: \_\_\_\_\_

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



**SECTION 8 – CHECKLIST**

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

Cover Sheet

**Section 1**

General Information

**Section 2**

Organization

**Section 3**

Licensing

Florida certified general or building contractors license

Business occupational license

Other trade category licenses

**Section 4**

Experience

Claims and suits explanation (if applicable)

List of major construction projects within 5 years

List of key individuals

(Construction experience and current obligations)

**Section 5**

References, Bonding, & Insurance

Surety Letter

Certificates of Insurance

Workers Compensation

General Liability

Auto & Property Damage

**Section 6**

Financial Information

**Section 7**

Signature (original signature & notarized)

**Section 8**

Attachments

Public entity crime statement affidavit

**Section 9 - (if applicable)**

Provide a separately marked and sealed envelope titled;

**"SECTION 9 - CONTRACTOR FINANCIAL INFORMATION"**

*(Include an additional copy of cover sheet on sealed envelope)*



## **Part VIII - Exhibits**

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The following pages include the applicable exhibits for prequalification. The exhibits are available in PDF format and can be downloaded from the LCSB website at;

<http://www.leon.k12.fl.us/public/business/purchasing/FacilitiesConstructionRFQ.html>

- EXHIBIT A – AFFIDAVIT
- EXHIBIT B – SWORN STATEMENT UNDER SECTION 287.133(A), FLORIDA  
STATUTES, ON PUBLIC ENTITY CRIME
- EXHIBIT C - PERFORMANCE REFERENCE SURVEY
- EXHIBIT D - CERTIFICATE (FOR REFERENCES)
- EXHIBIT E - AFFIDAVIT FOR JOINT VENTURE
- EXHIBIT F - DEBARMENT

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AFFIDAVIT FOR CONTRACTOR PREQUALIFICATION CERTIFICATION APPLICATION  
DIVISION OF FACILITIES & CONSTRUCTION  
LEON COUNTY SCHOOLS

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

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

I hereby declare and affirm that I am the \_\_\_\_\_  
(Title)

of \_\_\_\_\_  
(Company)

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

(Corporate Seal), if appropriate

\_\_\_\_\_  
Name of Owner or Officer (Printed)

\_\_\_\_\_  
Owner or Officer (Signature)

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_,

20\_\_\_\_, by \_\_\_\_\_, as \_\_\_\_\_ of  
(name) (title)

\_\_\_\_\_  
(firm)

(Affix Notary Stamp or Seal)

\_\_\_\_\_  
Notary Public, State of Florida

Print Name:

Commission Number:

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

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**SWORN STATEMENT UNDER SECTION 287.133(3)(a), FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES**  
**DIVISION OF FACILITIES & CONSTRUCTION**  
**LEON COUNTY SCHOOLS**

**(To be signed in the presence of a notary public or other officer authorized to administer oaths.)**

Before me, the undersigned authority, personally appeared \_\_\_\_\_, who, being by me first duly sworn, made the following statements:

The business address of

\_\_\_\_\_  
(enter firm name)

Is;      Applicant Business Name: \_\_\_\_\_ (firm)  
            Mailing Address: \_\_\_\_\_ (address)  
            City, State, Zip Code: \_\_\_\_\_ (City, State, Zip)

My relationship to

\_\_\_\_\_  
(enter firm name)

Is; \_\_\_\_\_  
(relationship such as sole proprietor, partner, president, vice president, etc.)

1. I understand that a public entity crime as defined in Section 287.133 of the Florida Statutes includes 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 in Florida or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or such an agency or political subdivision and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
2. I understand that "convicted" or "conviction" is defined by the statute to mean 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 guilty or nolo contendere.
3. I understand that "affiliate" is defined by the statute to mean (1) a predecessor or successor of a person or a corporation 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, or (3) those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate, or (4) a

person or corporation who knowingly entered into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months.

4. Neither the bidder or contractor nor any officer, director, executive, partner, shareholder, employee, member or agent who is active in the management of the bidder or contractor nor any affiliate of the bidder or contractor has been convicted of a public entity crime subsequent to July 1, 1989.

\_\_\_\_\_  
Signature (undersigned authority)

\_\_\_\_\_  
Date

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_,

20\_\_\_\_, by \_\_\_\_\_, as \_\_\_\_\_ of  
(name) (title)

\_\_\_\_\_  
(firm) Affix Notary Stamp or Seal

\_\_\_\_\_  
Notary Public, State of Florida

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

Commission Number: \_\_\_\_\_

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



**PERFORMANCE REFERENCE SURVEY FORM FOR CONSTRUCTION SERVICES**

**DIVISION OF FACILITIES & CONSTRUCTION**

**LEON COUNTY SCHOOLS**

The Leon County School district is currently evaluating qualifications of various firms for prequalification to competitively bid on school projects and the below listed firm has listed you as a reference as having performed construction contract services for your organization. Please take a few moments to complete the following survey and E-MAIL: [davissy@leonschools.net](mailto:davissy@leonschools.net) to Sandra Davis, Contract Administrator with the Facilities & Construction Department -fax (850)617-5901 within five (5) days of receipt. Your assistance in providing this information is greatly appreciated.

To be completed by the Firm Being Referenced:

<Enter Firm Name Here>

This section to be completed by Reference Provider:

What specific serviced did this firm provide?

\_\_\_\_\_

Was the firm responsible to your needs and requests? Yes \_\_\_ No \_\_\_

Was good communication maintained by the firm? Yes \_\_\_ No \_\_\_

Was the firm proactive in resolving problems and disputes? Yes \_\_\_ No \_\_\_

Was the staff professional and knowledgeable? Yes \_\_\_ No \_\_\_

Were the services completed on time and within budget? Yes \_\_\_ No \_\_\_

Has this firm ever been awarded a repeat contract by your organization for similar services?

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

Would you award a contract to this firm again for similiar services? Yes \_\_\_ No \_\_\_

How would you rate the overall performance of the firm?

\_\_\_ Excellent      \_\_\_ Very Good      \_\_\_ Satisfactory      \_\_\_ Unsatisfactory

Comments:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name Person providing info: \_\_\_\_\_ Title: \_\_\_\_\_

Company/Agency: \_\_\_\_\_ Phone: \_\_\_\_\_

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**AFFIDAVIT OF JOINT VENTURE**  
**DIVISION OF FACILITIES & CONSTRUCTION**  
**LEON COUNTY SCHOOLS**

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

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

Before me, the undersigned authority, personally appeared \_\_\_\_\_ and  
\_\_\_\_\_ (hereinafter referred to as "Affiants"), who being first respectively duly  
sworn, depose and say:

1. Affiants, as officers or principals of the undersigned entities, are representatives of the Joint Venture known as, \_\_\_\_\_ located at \_\_\_\_\_ and are duly authorized to file this affidavit on behalf of the Joint Venture.
2. Affiants state that the Joint Venture is registered or certified to engage in the construction business in the State of Florida and bears the registration or certificate no. \_\_\_\_\_ dated \_\_\_\_\_ And issued by \_\_\_\_\_.
3. Affiants are filing this Affidavit of Joint Venture as required for Contractor Prequalification Certification to bid on Leon County School Board project

Project Name \_\_\_\_\_

Project Number \_\_\_\_\_

4. A true copy of the Joint Venture Agreement is attached as Exhibit "A." Said Joint Venture Agreement is in full force and effect and has not been modified, amended, changed, or rescinded in any manner. Furthermore, the sole parties having interest in said Joint Venture are Affiants and the entities which they represent, are as indicated, below.

Signature \_\_\_\_\_  
By: (Print Name): \_\_\_\_\_  
Title: \_\_\_\_\_  
Name of Organization \_\_\_\_\_

Signature \_\_\_\_\_  
By: (Print Name): \_\_\_\_\_  
Title: \_\_\_\_\_  
Name of Organization \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_,

20\_\_\_\_, by \_\_\_\_\_, as \_\_\_\_\_ of  
(name) (title)

\_\_\_\_\_  
(firm)

(Affix Notary Stamp or Seal)

\_\_\_\_\_  
Notary Public, State of Florida  
Print Name: \_\_\_\_\_  
Commission Number: \_\_\_\_\_  
My Commission Expires: \_\_\_\_\_

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## FREQUENTLY ASKED QUESTIONS ABOUT DEBARMENT

### What is "Debarment, Suspension, Ineligibility, and Voluntary Exclusion"?

These terms refer to the status of a person that cannot contract with or receive grants from a federal agency.

In order to be debarred, suspended, ineligible, or voluntarily excluded, you must:

- Have had a contract or grant with a federal agency, and
- Have gone through some process where the federal agency notified or attempted to notify you that you could not contract with the federal agency
- Generally, this process occurs where you, the contractor, are not qualified or are not adequately performing under a contract, or have violated a regulation or law pertaining to the contract.

### Why am I required to sign this certification?

You are requesting a contract with LCSB. Federal law (Executive Order 12549) requires LCSB to ensure that persons or companies that contract with LCSB are not prohibited from having federal contracts.

### What is Executive Order 12549?

Executive Order 12549 refers to Federal Executive Order Number 12549. The executive order was signed by the President of the United States and directed federal agencies to ensure that federal agencies, and any state or other agency receiving federal funds were not contracting or awarding grants to persons, organizations, or companies who have been excluded from participating in federal contracts or grants.

### What does the word "proposal" mean when referred to in this certification?

Proposal means a solicited or unsolicited bid, application, request, invitation to consider or similar communication from you to LCSB.

### What or who is "lower tier participant"?

Lower tier participant means a person or organization that submits a proposal, enters into contracts with, or receives a grant from LCSB, OR any subcontractor of a contract with LCSB. If you hire subcontractors, you should require them to sign a certification and keep it with your subcontract.

### What is a covered transaction when referred to in this certification?

Covered Transaction means a contract, oral or written agreement, grant, or any other arrangement where you contract with or received money from LCSB. Covered Transaction does not include mandatory entitlements and individual benefits.

|  |  |                         |                            |
|--|--|-------------------------|----------------------------|
| NAME   |  | DOING BUSINESS AS (DBA) |                            |
| STREET ADDRESS   |  | CITY, STATE, ZIP CODE   | FEDERAL EMPLOYER ID NUMBER |
| This certification is submitted as part of a request to contract. The applicable Procurement or Solicitation Number, if any, is _____  |  |                         |                            |
| <b>Instructions For Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion- -Lower Tier Covered Transactions</b>   |  |                         |                            |
| <p><b>READ CAREFULLY BEFORE SIGNING THE CERTIFICATION.</b> Federal regulations require contractors and bidders to sign and abide by the terms of this certification, without modification, in order to participate in certain transactions directly or indirectly involving federal funds.</p>   |  |                         |                            |
| <ol style="list-style-type: none"> <li>By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.</li> <li>The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.</li> <li>The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.</li> <li>The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal and voluntarily excluded as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.</li> <li>The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, I shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.</li> <li>The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion- -Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.</li> <li>A participant in a covered transition may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the LIST of Parties Excluded from Federal Procurement and Nonprocurement Programs.</li> <li>Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.</li> <li>Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.</li> </ol> |  |                         |                            |
| <b>Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion- - Lower Tier Covered Transactions</b>   |  |                         |                            |
| <p>The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently</p> <ol style="list-style-type: none"> <li>debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.</li> </ol> <p>Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective</p> <ol style="list-style-type: none"> <li>participant shall attach an explanation to this proposal.</li> </ol>   |  |                         |                            |
| BIDDER OR CONTRACTOR SIGNATURE   |  |                         | DATE                       |
| PRINT NAME AND TITLE   |  |                         |                            |