

**CITY OF JACKSONVILLE**  
**Pre-Qualifying Procedures**  
for **Demolition and related Site Clearance** projects  
not to exceed \$500,000.00

**Effective: February 01, 2001**

**POLICY STATEMENT:**

The City of Jacksonville (City) shall establish and implement such procedures as may be required to comply with statutory provisions applicable to the compilation and maintenance of a current list of Pre-Qualified Bidders (PBL) from which awards, if any, are made for specific types of projects.

**OBJECTIVES:**

- To establish uniform procedures whereby potential bidders may pre-qualify for demolition and related site clearance work for the City of Jacksonville not estimated to exceed \$500,000.00.
- To establish a list of pre-qualified bidders from which awards will be made.
- To ensure that the City receives high quality performance by awards to pre-qualified bidders.

**ASSIGNMENT OF RESPONSIBILITY:**

The Procurement Division of the City of Jacksonville is responsible for maintenance and implementation of this procedure. All using agencies are responsible for compliance herewith.

**PROCEDURES:**

**1. PRE-QUALIFIED BIDDERS LIST**

- A. The City is authorized by Ordinance(s) to maintain a current list of pre-qualified bidders, from which a successful bidder should come if an award is to be made in the following categories and exceeds the threshold stated above.
1. Demolition and related Site Clearance - Demolition of Buildings, including multiple level structures ***exceeding*** 3 stories and/or 50 feet in height.
  2. Demolition and related Site Clearance - Demolition of Buildings, including multiple level structures ***not to exceed*** 3 stories and/or 50 feet in height.
- B. The Pre-qualified Bidders List will be an alpha/numeric list of all bidders who request to be placed thereon, and who have submitted information which documents the bidder's qualifications and experience to justify recommendation for the inclusion of a said bidder on the Pre-Qualified Bidders List.

Pre-Qualifying Procedures (contd.)

- C. The Pre-qualified Bidders List will be maintained by the Procurement Division. All inclusion requests shall be forwarded to Procurement for appropriate processing. Users can obtain a list of pre-qualified bidders from Procurement.

**2. Pre-qualification Package**

- A. A contractor desiring to be placed on the Pre-Qualified Bidders List must seek application through the Procurement.
- B. The Pre-qualification package contains the following information and forms:
  - 1. An application for inclusion on the Pre-Qualified Bidders List.
  - 2. A listing of the City of Jacksonville's categories of demolition and related site clearance
  - 3. A questionnaire including (but not limited to) the following information:
    - a. Copies of any local, state or federal occupational licenses relevant to the City's projects;
    - b. The name of all surety company(s).
    - c. Completing the pre-qualification package does not guarantee that the company will receive an Invitation To Bid, or a contract from the City of Jacksonville, nor does it imply that the company has any type of procurement relationship with the City either now or in the future, further, the City reserves the right to reject all bids when it is in the best interest of the City.

**3. Processing of Pre-Qualification Bidder's List:**

Upon receipt of the completed application, Procurement shall:

- A. Forward all technical experience data to the City's Division responsible for such anticipated area of bidding for review in accordance with established policies and procedures.
- B. If the proposed bidders' request is recommended, the applicant will be notified and simultaneously the Chief of Procurement will maintain a current pre-qualified bidders list in Procurement.
- C. If request is denied, the applicant will be notified in writing and may not re-apply for six (6) months from the date of denial. The contractor shall have the right to have the determination reviewed by the Awards Committee, provided that no decision by the Awards Committee adverse to a determination by the Chief of Procurement and Supply under this subsection shall be construed or considered as the awarding of a contract to the contractor nor a limitation on the discretion of the Chief of Procurement and Supply to remove the contractor from the bidders' list for later defaults.

Pre-Qualifying Procedures (contd.)

- D. The City may accept reciprocal pre-qualified bidders from JEA and from the Florida Department of Transportation upon receipt of a completed application. The City reserves the right of acceptance mentioned above based on review of the completed application.
- E. If a special category or major project requiring pre-qualification is being proposed, approval by the City of the special category and pre-qualified bidders will be obtained in advance of bid opening.

**4. Evaluation:**

Evaluation of the pre-qualification process is as follows:

- A. Technical:

Experience information provided within may be verified by contact with the firm(s) or person(s) for which the contractor has performed similar work.

**5. Project Specifications and Awards:**

The City shall stipulate the type of project involved and identify specific qualifications required of bidders.

- A. Upon solicitation of bids, any prospective bidder obtaining bid documents, not then on the pre-qualified bidders list, must submit the pre-qualifying information in the appropriate form and be approved by the City as a pre-qualified bidder prior to the bid opening date. The City shall act upon the application for qualification within thirty (30) days after it is date stamped by the Procurement and Supply Division. This does not guarantee pre-qualification status (*see 5(B)*).
- B. Bids received from bidders not on the Pre-Qualified Bidder's List on the date of bid opening shall not be evaluated. Such bids shall be returned to the bidder.
- C. The fact that a company is on the pre-qualified bidders list does not obligate the City to make an award to that company if it submits a low bid which is unresponsive to the bid specifications. The City reserves the right to reject all bids when it is in the best interest of the City.

**6. Notification:**

- A. Each contractor is subject to reevaluation for contractual compliance, financial and managerial status at any time including upon the solicitation of bids.
- B. Each contractor requesting to be placed on the pre-qualified bidders list shall be advised in writing by the Procurement Division of approval or denial.
- C. Each contractor that wishes to remain on the Pre-Qualified Bidder's List shall submit a notice of intent together with any change in the organization's financial or managerial status within sixty (60) days of the pre-qualification expiration date.

**7. Purge Policy:**

- A. Contractor whose correspondence from the City cannot be delivered by U.S. Mail will be removed from the Pre-qualified Bidders List.
- B. Any contractor removed from the list under the purge policy may reapply for inclusion on the list at any time by written request and explanation. It may be required that the bidder complete a new pre-qualification package.
- C. Contractors on the Pre-Qualified Bidders List for categories, which are deleted or changed in scope, will be mailed notice of such action.
- D. The Procurement and Supply Division will maintain the purge list under this policy.

**8. Removal for Cause:**

- A. Contractors shall be removed from the pre-qualified bidders list under (but not limited to) the following circumstances:
  - 1. The contractor is included on the State of Florida Convicted Vendor List pursuant to Section 287.133 (3) (d), Florida Statutes (Procurement and Supply Division has the responsibility to monitor this list and compare with the Pre-Qualified Bidders List for possible action).
  - 2. The contractor is convicted of a public entity crime within the past three years; unless this provision is waived, by ordinance, by City Council (**Section 126.104, Ordinance Code, as reenacted by Ordinance 92-962-1098**).
- B. Contractor(s) shall be removed from the Pre-Qualified Bidders List for unsatisfactory performance on a City contract. The criteria that shall be utilized in judging a contractors responsibility shall be consistent with the criteria set forth in section 126.202(g) of the Purchasing Code. Failure to comply with any criteria may be sufficient for the City to determine that it is in the City's best interest to remove said contractors from the Pre-Qualified Bidders List.
- C. Procurement will prepare a letter to remove the contractor from the Pre-Qualified Bidders List or from specific pre-qualified categories. Contractors will be given prior notice by Procurement Division of the intended removal.
- D. Contractors subject to removal from the Pre-Qualified Bidders List will be notified in writing of the action by the Procurement Division, but failure to receive notification shall not prohibit removal.

**9. Restoration of Contractors to the Pre-Qualified Bidders List:**

The following guidelines apply to contractors removed from the Pre-Qualified Bidders List that desire to reapply:

- A. A contractor removed from the PBL under Section 8.A.(1) may reapply upon removal from the State of Florida Convicted Vendor List.

Pre-Qualifying Procedures (contd.)

- B. A contractor removed from the PBL under Section 8.A.(2) may reapply three (3) years after successful completion of any sentence.
- C. A contractor removed from the PBL under Section 8.B. may reapply no sooner than the specified term of removal, and must present evidence of satisfactory performance under similar contracts to be considered for approval.

**10. Records**

The Procurement Division shall maintain records of contractors removed from the Pre-Qualified Bidders List, as required by Public Records Law.

**11. Independent Agencies**

All Independent Agencies, Boards, and Authorities of Duval County are authorized to promulgate their own rules and procedures for pre qualification, which may be administered or overseen by the authority of the Procurement Division of the City of Jacksonville.