
PRE-QUALIFICATION APPLICATION

FOR

**CITY OF JACKSONVILLE
CONSTRUCTION WORK EXCEEDING
\$500,000.00**

Revised: August 2009

PLEASE SUBMIT ORIGINAL AND ONE (1) COPY TO:

**CITY OF JACKSONVILLE
214 N. HOGAN STREET, 8th Floor
JACKSONVILLE, FLORIDA 32202
ATTN: PROCUREMENT DIVISION**

COMPANY NAME: _____

DATE OF APPLICATION: _____

**JOHN PEYTON
MAYOR**

**MICHAEL CLAPSADDLE, CHIEF
PROCUREMENT DIVISION**

GENERAL INFORMATION

THIS APPLICATION PACKAGE IS FOR PRE-QUALIFYING WITH THE CITY OF JACKSONVILLE FOR **CONSTRUCTION WORK IN EXCESS OF \$500,000.00**

Completion of this application will give your company the opportunity to pre-qualify with the City of Jacksonville (City) and be included in our vendor database. This will allow your company to be considered for future construction bid awards and possibly future construction business with the City. However, completing this application does not guarantee your company will receive an Invitation to Bid or a contract from the City, nor does it imply that your company has any type of procurement/contractual relationship with the City now or in the future. Information provided by your company will be treated in a reasonable manner and will be subject to disclosure pursuant to the laws of the State of Florida.

The Procurement Division is the division of the City of Jacksonville with responsibilities that include the procurement of construction and services for the use by the City and its independent agencies. The Procurement Division facilitates the selection of entities to provide construction and services based on evaluation of best price, quality, and service.

The Procurement Division is committed to the growth and development of the City. Concurrent with this policy, our division conducts its procurement activities and formal bid processes in a competitive environment that fosters equal opportunity for qualified companies to provide services that meet our requirements.

If you should have any questions regarding this application package, please call Robert Wicker at (904) 630-1170 or send email to Rwicker@coj.net .

GENERAL INFORMATION (CONTINUED)

Please be advised that this application must be completed within itself 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 City shall act upon the application for pre-qualification within thirty (30) days from the date it is stamped by the Procurement Division.

In the event the City finds the application to be incomplete or does not contain the information requested for processing, the City shall require in writing that the applicant provide the necessary information. If the requested information is not furnished to the Procurement Division within thirty (30) days of the written request, the application shall be rejected without prejudice to re-apply.

IF YOU BELIEVE YOUR COMPANY CAN ALSO MEET THE REQUIREMENTS FOR A JACKSONVILLE SMALL EMERGING BUSINESS (“JSEB”) AND DESIRE TO BE CERTIFIED AS SUCH, PLEASE CONTACT THE FOLLOWING OFFICE FOR PROPER CERTIFICATION FORMS:

**Equal Business Opportunity Office
City of Jacksonville
214 N. Hogan Street, 8th Floor
Jacksonville, Florida 32202
Attention: EBO Office
PHONE: (904) 255-8840**

GENERAL INFORMATION (CONTINUED)

This application must include financial information, *as outlined in section 2(b) c of the Pre-qualifying Procedures*, for the latest one year period in which the applicant has been organized (i.e., calendar year, fiscal year).

Each item must be answered in full, and wherever explanation is requested it must be given in detail.

Failure to fill in any item will cause delay by having to return the application for completion.

Signatures are required on the following pages: 4, (11, 12, or 13, whichever applies)

If a corporation, affix seal where denoted on Affidavit for Corporation.

Do not use any substitute forms. No other form or statement will be accepted.

Provide complete answers. If sufficient space is not provided, insert additional pages.

Pre-qualified contractors that wish to remain on the Pre-Qualified Bidders 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. The Procurement Division shall review the notice and advise the contractor of its pre-qualification status.

This application is executed under penalty of perjury of the laws of the United States and State of Florida. Falsifying any information on the attached may be grounds for legal action against the contractor.

CATEGORY(S)/WORK CODES

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 \$500,000 and it is in the City's best interest to so award said contract(s).

Please check each or all of the categories in which your organization is applying for pre-qualification:

- _____ (1) Vertical Construction - new buildings, renovations to buildings, demolition of buildings, miscellaneous structures, parks, park improvements.

- _____ (2) Horizontal Construction - roads, bridges, drainage, sanitary sewer, water, landscaping, earthwork, and site work.

- _____ (3) Marine construction - fender systems, docks, bulkheads, shore protection, dredging and disposal of dredge material, to include repair and/or maintenance of the same.

- _____ (4) Mechanical - heating, ventilation, air conditioning installation/repair, fire protection installation, electrical, and plumbing.

- _____ (5) Environmentally Sensitive Park Projects -- *within areas designated by the City as environmentally sensitive*; new buildings, renovations to buildings, demolition of buildings, miscellaneous structures, parks, park improvements, boat ramps, docks, canoe and kayak launches, roads, bridges, drainage, parking lots, sanitary sewer, water, electrical utility construction, landscaping, earthwork, and site work

The undersigned hereby authorize(s) and request(s) any person, firm or corporation to furnish any and all information requested by the City of Jacksonville, which the City deems necessary to verify the statements made in this application or regarding the past performance of the applicant.

DATED AT _____
Name of Organization

This _____ day of _____, 20 _____ By: _____
Name and Title

Officer's Signature

APPLICANT PROFILE

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

PRE-QUALIFICATION APPLICATION

Entity Name: _____

Entity Address: _____

City _____ State _____ Zip _____ - _____

Phone Number (____) _____ - _____ Contact Name: _____ Title _____

Entity Classification: Corporation _____, Partnership _____, Sole Proprietorship _____, Other _____ (please explain)

(If a 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 in category(s) applied for has your organization had as a:
(A) Prime Contractor _____ (B) Subcontractor _____
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:

FIRST NAME	MI	LAST	TITLE	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 AND ADDRESS	STATES QUALIFIED IN	Explain in detail your connection and whether or not this entity is Pre-qualified with The City of Jacksonville

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 be 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 7 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 construction 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 construction or services to the City of Jacksonville within the past 12 months?

Yes _____ No _____

If yes, what was the total revenue in whole dollars generated from the City of Jacksonville in the past 12 months?

\$ _____

15. Provide your total gross revenue for last three (3) years. Start with the most current year. Please enter whole numbers only.

Gross Revenue: \$ _____ .00 Year: _____ (Most current)

Gross Revenue: \$ _____ .00 Year: _____

Gross Revenue: \$ _____ .00 Year: _____

16. Total number of full time, regular employees in your company: _____

If this number has changes in the past 2 years, please explain _____

17. Claims/Litigations

1. Has your organization ever filed suit or a formal claim against a project owner (prime or subcontractor)?

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 attorneys representing all parties
- Name(s) of the project owner(s)/manager(s) to include address and phone number

17a. Liquidated Damages

1. Has a project owner ever withheld liquidated damages from your final payment for failure to complete a contract on time?

Yes _____ No _____ If yes, please explain in detail _____

18. CONSTRUCTION EXPERIENCE

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

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

19. SURETY INFORMATION

List the name, address, and telephone number of your Payment/Performance Bonding Company(s) for the past 7 years. (Attach addition sheet(s) if needed)

COMPANY NAME	ADDRESS	PHONE #	AGENT
1.			
2.			

If for any reason you have had a bond request rejected, please explain why _____

List your ***TOTAL*** Bonding capacity \$ _____
 (Attach a letter from your bonding company verifying capacity.)

What amount of your total capacity is currently unencumbered? \$ _____

Have you ever abandoned a job, been terminated, or had a performance/surety bond called to complete a job?

Yes _____ No _____ If yes, please explain in detail _____

20. LICENSES

Please attach copies of all local, state, or federal licenses that your organization holds that are required for the category(s) applied for.

(Note: Copies must be attached to application for processing.)

CONTRACTS ON HAND

21. Give full information about contracts on hand that pertain to the category(s) applied for, whether prime or subcontracts, regardless of its location and with whom contracted.

1	2	3	4	5	6	7
CLASSES OF WORK CODE*	PROJECT, OWNER, AND LOCATION OF WORK YOU ARE PERFORMING	CONTRACT (OR SUBCONTRACT) AMOUNT	AMOUNT SUBLET TO OTHERS	BALANCE OF CONTRACT AMOUNT	AS PRIME CONTRACTOR	AS SUB-CONTRACTOR
		\$	\$	\$	\$	\$
Totals					\$	\$

IMPORTANT: If attachments are used the Total of Columns 6 and 7 must be filled in and must agree with related attachment(s) if furnished

* Give sufficient detail for the City to evaluate your experience in the types of work you are requesting pre-qualification to perform (i.e.: Vertical, Horizontal, Mechanical, Marine)

AFFIDAVIT FOR CO-PARTNERSHIP

State of _____ County of _____ ,
_____ Is a member of the firm of

being duly sworn, states and says that the foregoing financial statements are a true and accurate statement of the financial position of said firm as the of date thereof, and that the answers to the interrogatories contained therein are true; and, that the statements and answers to the interrogatories of the foregoing experience questionnaire are correct and true as of the date of this affidavit; and, that he understands that the intentional inclusion of false, deceptive or fraudulent statements on this application constitutes fraud; and, that the City of Jacksonville, Florida considers such action on the part of the applicant to constitute good cause for denial, suspension or revocation of Pre-Qualification status for construction projects exceeding \$500,000. with the City of Jacksonville, Florida.

APPLICANT SIGNATURE

Sworn to before me this _____ day of _____ , 20 ____ by _____
(Name of affiant)

He/She is personally known to me or has produced _____ as identification.

SIGNATURE OF NOTARY

NOTARY'S PRINTED NAME

EXPIRATION OF NOTARY'S COMMISSION

AFFIX SEAL HERE:

AFFIDAVIT FOR INDIVIDUAL

State of _____ County of _____ ,
_____ being duly sworn, states and says that

the foregoing financial statements are a true and accurate statement of the financial position as of the date thereof, and that the answers to the interrogatories contained therein are true; and, that the statements and answers to the interrogatories of the foregoing questionnaire are correct and true as of the date of this affidavit; and, that he understands that the intentional inclusion of false, deceptive or fraudulent statements on this application constitutes fraud; and, that the City of Jacksonville, Florida considers such action on the part of the applicant to constitute good cause for denial, suspension or revocation of Pre-Qualification status for construction projects exceeding \$500,000. with the City of Jacksonville, Florida.

APPLICANT SIGNATURE

Sworn to before me this _____ day of _____ , 20 ____ by _____
(Name of affiant)

He/She is personally known to me or has produced _____ as identification.

SIGNATURE OF NOTARY

NOTARY'S PRINTED NAME

EXPIRATION OF NOTARY'S COMMISSION

AFFIX SEAL HERE:

AFFIDAVIT FOR CORPORATION

State of _____ County of _____ ,
_____ is (title) _____
of the _____

(a corporation described herein) being duly sworn, deposes and says that he is familiar with the books of the said corporation showing its financial position; that the foregoing financial statements are true and accurate statements of the financial position of said corporation as of the date hereof; and, that the statements and answers to the interrogatories of the foregoing experience questionnaire are correct and true as of the date of this affidavit; and, that he understands that the intentional inclusion of false, deceptive or fraudulent statements on this application constitutes fraud; and, that the City of Jacksonville, Florida considers such action on the part of the applicant to constitute good cause for denial, suspension or revocation of Pre-Qualification status for construction projects exceeding \$500,000. with the City of Jacksonville, Florida.

APPLICANT SIGNATURE

Sworn to before me this _____ day of _____, 20 ____ by _____
(Name of affiant)

He/She is personally known to me or has produced _____ as identification.

SIGNATURE OF NOTARY

NOTARY'S PRINTED NAME

EXPIRATION OF NOTARY'S COMMISSION

AFFIX SEAL HERE:



**PRE-QUALIFICATION
APPLICATION
CHECKSHEET**



DID YOU REMEMBER TO:

- READ THE GENERAL CONDITIONS?
- SELECT THE CATEGORY(S) IN, WHICH YOU ARE APPLYING?
- SIGN AND DATE PAGE 4 ?
- ANSWER EVERY QUESTION COMPLETELY?
- ATTACH LETTER FROM BONDING COMPANY?
- ATTACH REQUIRED LICENSES?
- ANSWER #22 (WORK HISTORY) TO INCLUDE FIVE (5) COMPLETED PROJECTS, FOR EACH CATEGORY APPLIED, EXCEEDING \$50,000. IN WHICH 1 EXCEEDS \$500,000?
- ATTACH ADDITIONAL SHEET(S) DETAILING CLAIM/LITIGATION HISTORY?
- SIGN THE APPLICABLE AFFIDAVIT?
(PAGE 11, 12, OR 13)
- SUBMIT FINANCIALS AS OUTLINED IN SECTION 2(b)c OF THE PRE-QUALIFICATION PROCEDURES?

****** THANK YOU FOR YOUR INTEREST IN PRE-QUALIFYING WITH ***
THE CITY OF JACKSONVILLE***