

CITY OF JACKSONVILLE
Pre-Qualifying Procedures
for Construction Projects exceeding \$500,000.00
Revised : August 2009

Effective: January 01, 1999

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 construction work for the City of Jacksonville in excess of any project estimate of \$500,000.00 or more.
- 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 City of Jacksonville's Procurement Division 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). Vertical construction - new buildings, renovations to buildings, demolition of buildings, miscellaneous structures, parks, park improvements.

Pre-Qualifying Procedures (contd.)

- (2). Horizontal construction - roads, bridges, drainage, sanitary sewer, water, landscaping, earthwork, and site work.
 - (3). Marine - 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.
- 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.
- C.** The Pre-qualified Bidders List will be maintained by the Procurement Division. All inclusion requests shall be forwarded to the Department of Procurement for appropriate processing. Users can obtain a list of pre-qualified bidders from the Procurement Division or by visiting the Procurement web page at www.coj.net .

2. Pre-qualification Package

- A.** A contractor desiring to be placed on the Pre-Qualified Bidders List must seek application through the Procurement Division.
- 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 construction, reconstruction and repair work for which Procurement Division maintains a pre-qualified bidder file; contractors must indicate category(s) of work applied for;
 - (3). A questionnaire including (but not limited to) the following information:

Pre-Qualifying Procedures (contd.)

- (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) Submit one of the following financial document(s) for the latest one year period in which the company has been organized:
 - (1). Copy of Report of Independent Auditor or Report of Independent Certified Public Accountant that references the audit of balance sheets, statement of income, statement of retained earnings, and statement of cash flow.
 - (2). Copy of Independent Accountant's Review Report accompanied with financial statements to include; balance sheets, statement of income, statement of retained earnings, and statement of cash flow.
- (d) Interim financial statements may be requested for additional financial review.
- (e) 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, the Procurement Division shall:

- A.** Forward all technical, financial and experience data to the City's Division responsible for such anticipated area of bidding for review in accordance with established policies and procedures.
- B.** The Procurement Division will forward all financial data to the Budget Division for review in accordance with Ordinance #96-502-687.
- C.** If the proposed bidders' request is recommended, the applicant will be notified and simultaneously the Chief of the Procurement Division will forward the company name to the Director of Public Works.
- D.** If request is denied, the applicant will be notified in writing and may not re-

Pre-Qualifying Procedures (contd.)

apply for six (6) months from the date of denial. The contractor shall have

the right to have the determination reviewed by the General Government Awards Committee (GGAC), provided that no decision by the GGAC adverse to a determination by the Chief of the Procurement Division 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 the Procurement Division to remove the contractor from the bidders' list for later defaults.

- E. The City may accept reciprocal pre-qualified bidders from the 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.
- F. 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 includes two areas (technical and financial) as follows:

A. Technical:

- (1) Requirement to have successfully completed five (5) projects, exceeding \$50,000, in the last five years, and shall include at least one (1) completed project exceeding \$500,000 (see 4(2) below). Completed projects listed shall pertain to each category(s) applied for. Any in progress projects listed would be in addition to the five (5) completed projects required.
- (2) In lieu of the one (1) completed project exceeding \$500,000 applicants may submit resume(s) of current staff that have served, at any time, in a principal supervisory or project manager status for project(s) valued at a minimum \$500,000 and a minimum of five (5) years experience in that capacity. In addition, the applicant may have satisfied this requirement through a subcontract or a joint venture, please list this information in the work history section of the application.
- (3). Company must have been doing business under the same name for at east three years or provide documentation in writing that a change of name had no effect on the structure of the organization, management or ability of the applicant to perform satisfactorily.

Pre-Qualifying Procedures (contd.)

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

B. Financial:

- (1) The financial information submitted by the contractor will be reviewed by the Procurement Division for completeness and forwarded to the Budget Division for evaluation.
- (2) The Budget Division will review the financial data. The Budget Division may recommend approval of an applicant subject to receipt of additional financial statements as requested. In such case the Procurement Division will notify the applicant of the requirement to submit such additional information.
- (3) Any history of rejection by a surety or claims against said bond may be grounds for denial.

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 30 days after it is date stamped by the Procurement 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 responsive 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

Pre-Qualifying Procedures (contd.)

bids.

- B.** Each contractor requesting to be placed on the pre-qualified bidders list shall be advised in writing by the Department of Procurement 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 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 that are deleted or changed in scope will be mailed notice of such action.
- D.** The Procurement 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 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 126.201(e) 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

Pre-Qualifying Procedures (contd.)

Bidders List.

- C. The Procurement Division 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. The Director of Public Works will be notified of any and all actions in this area.
- 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.
- B. A contractor removed from the PBL under Section 8.A.(2) may reapply three 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.