

**BOARD OF COUNTY  
COMMISSIONERS**

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Janet Long – Vice Chair  
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***PREQUALIFICATION OF CONTRACTORS***

Dear Interested Vendor:

We appreciate your interest in becoming pre-qualified with Pinellas County. Pre-qualification applies to prime contractors who are interested in bidding on construction projects for Pinellas County in excess of \$100,000 in the following categories:

- |                   |                               |
|-------------------|-------------------------------|
| 1. Bascule Bridge | 7. Mechanical                 |
| 2. Bridge Repair  | 8. Road, Street & Storm Sewer |
| 3. Building       | 9. Roofing                    |
| 4. Electrical     | 10. Water & Sanitary Sewer    |
| 5. Fixed Bridge   | 11. Well Drilling             |
| 6. Marine         |                               |

We are forwarding an application and W-9, complete both in full and return to my attention at: 400 S. Fort Harrison Ave, Annex Building – 6<sup>th</sup> FL, Clearwater, FL 33756

The pre-qualification process generally takes between thirty (30) and sixty (60) days. The Pre-qualification Committee meets bi-monthly beginning in February and their recommendations must be approved by the County Administrator prior to bidding on Pinellas County projects. For Pre-Qualification Committee meeting dates please visit our web site at: [www.pinellascounty.org/purchase](http://www.pinellascounty.org/purchase).

Pinellas County Purchasing will no longer register or notify FDOT certified vendors. FDOT certified vendors may continue to bid on Pinellas County contracts as per State Statute 336.41. It is the responsibility of the vendor to check our website (stated above) to view upcoming contracts for bid. No notification of upcoming contracts will be mailed to you. Proof of current FDOT certification will be required prior to the awarding of any contract proposed. Should you desire to pre-qualify in any of the categories listed above, as a Pinellas County vendor, you must complete the Pre-Qualification Application.

Please contact me if you have any questions regarding the application.

Sincerely,

Kathy Freeman  
Pre-Qualification Coordinator  
Phone : 727-464-4336  
Fax: 727-464-5531  
Email: [kfreeman@co.pinellas.fl.us](mailto:kfreeman@co.pinellas.fl.us)

**BOARD OF COUNTY COMMISSIONERS  
PINELLAS COUNTY, FLORIDA**



***CONTRACTORS APPLICATION FOR PREQUALIFICATION***

**Submitted on** \_\_\_\_\_,

**Company To Be Pre-Qualified:** \_\_\_\_\_

**Contact Person/Title:** \_\_\_\_\_

**Principal Office at:** \_\_\_\_\_

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

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_ **Fax Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Are you a company “Doing Business As”, a “Division Of” or a “Subsidiary Of”? If so please print name of company:**

\_\_\_\_\_

**REQUEST PRE-QUALIFICATION FOR THE FOLLOWING CATEGORIES:**

\_\_\_\_\_ **BUILDING**    \_\_\_\_\_ **ELECTRICAL**    \_\_\_\_\_ **MARINE**    \_\_\_\_\_ **MECHANICAL**

\_\_\_\_\_ **ROAD, STREET & STORM SEWER**    \_\_\_\_\_ **WATER & SANITARY SEWER**

\_\_\_\_\_ **ROOFING**    \_\_\_\_\_ **WELL DRILLING**

***BRIDGES:***

\_\_\_\_\_ **BASCULE BRIDGE**    \_\_\_\_\_ **FIXED BRIDGE**    \_\_\_\_\_ **BRIDGE REPAIR**

**PINELLAS COUNTY  
BOARD OF COUNTY COMMISSIONERS  
PURCHASING DEPARTMENT  
400 S. FORT HARRISON AVE - 6TH FLOOR  
CLEARWATER, FL 33756  
727-464-4336**

**PRE-QUALIFICATION OF PRIME CONTRACTORS**

Pre-qualification is for prime contractors only, and for construction projects in excess of \$100,000, in the categories of:

- |                   |                               |
|-------------------|-------------------------------|
| 1. Bascule Bridge | 7. Mechanical                 |
| 2. Bridge Repair  | 8. Road, Street & Storm Sewer |
| 3. Building       | 9. Roofing                    |
| 4. Electrical     | 10. Water & Sanitary Sewer    |
| 5. Fixed Bridge   | 11. Well Drilling             |
| 6. Marine         |                               |

Contractors shall be pre-qualified by the Pinellas County Board of County Commissioners, upon the recommendation of the Pre-Qualification Committee prior to submission of any bid. The Pre-Qualification Committee acts in an advisory capacity and shall make recommendations to the Board of County Commissioners (BCC).

**INSTRUCTIONS**

1. Applications should be submitted at least 60 days prior to a scheduled meeting.
2. Financial capability is a primary concern in determining whether a firm is qualified. For both initial applications and renewals, complete financial statements prepared by the contractor or a Certified Public Accountant must be provided and must include the balance sheet and income statement. The financial statements must be for the previous year-end and within nine months of the application/renewal date. The financial statements must also include *all notes and schedules*. No interim statements will be accepted. Please include a copy of your most recent Surety/Bonding Letter. However, performance bonding will not be considered in lieu of financial statements.
3. **Ceiling Bid Limitations Are As Follows:**
  - ⇒ \$5,000,001 and up: based on **AUDITED** financial statements by Certified Public Accountant.
  - ⇒ \$1,000,001 up to 5,000,000: based on **REVIEWED** financial statements prepared by a Certified Public Accountant.
  - ⇒ \$200,001 up to \$1,000,000: based on **COMPILED** financial statements prepared by a Certified Public Accountant.
  - ⇒ \$100,000. to \$200,000: based on financial statements **not** prepared by a Certified Public Accountant.
4. The application must be plainly completed and legibly prepared in ink or typewritten. Failure to provide complete information will delay processing and approval.
5. Each item must be complete and explanations must be given in detail. If additional space is required you may insert pages as needed.

## Pre-Qualification of Prime Contractors Instructions - Continued

6. The applicant's complete year-end financial statements prepared by a CPA (Certified Public Accountant) must be submitted (See #3 on Page 2). A complete year-end financial statement prepared by the company will be accepted but will result in a lower limit. These statements must include the balance sheet and income statement. **The Pre-Qualification Committee will not consider your application if anything less than the most current, complete year-end financial statement is submitted.** Include a copy of the most recent Surety/Bonding Letter.
7. Application must be signed in two (2) places:
  - Statements authorizing the committee to investigate (page 8)
  - Affidavit for individual, partnership, or corporation (page 9)
8. Provide proof of certification (license) in the categories you are requesting pre-qualification in. (See page 5 for license requirements in each category).
9. Include your application check in the amount of **\$50.00**, payable to the Pinellas County Board of County Commissioners.
10. **Evidence of Performance (References):**  
Previous job experience and performance is a primary criteria considered in determining qualification. A contractor\* must show evidence of having completed, satisfactorily, construction of similar work within the past eighteen (18) months. A minimum of four references are required matching the categories you checked on page 2. Include the date completed, nature and size of the project, a contact name and complete address as well as a fax number/email address for the contact person. A blank Project Reference form can be found on page 11 of this application. The references must be for projects \$100,000 or above, completed within the last 18 months.  
  
\*A contractor for the purpose of this application shall mean:
  - a). The entity that is providing evidence of completed construction work.
  - b). The entity which must post the bond.
  - c). The corporation or partnership applying for pre-qualification or renewal of pre-qualification.
  - d). A corporation or partnership which is comprised of at least half of the same corporate principals or partners who were with the firm at the time the listed projects were satisfactorily completed.
11. **Personnel:**  
A resume for all supervisory personnel to be engaged on Pinellas County projects must be submitted.
12. **Application from Non-Florida Corporations:**  
Businesses incorporated or organized in a State other than Florida must obtain a permit to do business in Florida prior to submitting their application. Foreign corporations qualify to do business in Florida subject to Florida Statutes (does not apply to general partnerships). Evidence of a valid permit must accompany each application.

## Pre-Qualification of Prime Contractors Instructions - Continued

### 13. **Category Definitions:**

Certification from the Florida Construction Industry Board for General Contractors is required for the following categories. Proof of a valid, current license must be provided with the initial application for pre-qualification and each year thereafter as a part of renewal.

#### **Road, Street and Storm Sewer**

Requires a General Contractors License OR Underground Utility License

The construction and/or rehabilitation of major and local County roads. The installation and/or repair of storm sewer systems including under drains and related structures.

#### **Building**

Requires a Building Contractors License AND/OR a General Contractors License

The construction, remodeling and/or repair of County facilities up to three (3) stories in height requires a Building Contractors License. The construction or structural repair of a building exceeding three (3) stories in height requires a General Contractors License.

#### **Well Drilling**

Must have a license from the Florida Water Management District.

#### **Water and Sanitary Sewer**

Requires a Class A General Contractors License OR an Underground Utility Contractor License.

The installation and/or repair of water and sanitary sewer.

#### **Roofing**

Requires a Roofing Contractor License.

#### **Marine**

Requires a General Contractor License OR a Marine Specialty Contractor License.

Includes all marine related construction, i.e. sea walls, boat ramps, docks, etc. With the exclusion of bridges as defined herein.

#### **Electrical**

Requires a General Contractors License OR Certified Electrical Contractor License.

Has the experience and knowledge to install, repair, alter, add to, or design electrical wiring, fixtures, appliances, apparatus, raceways and conduit, including the electrical installations and systems within plants and substations and ALL alarm systems and specialty categories.

#### **Mechanical**

Requires a General Contractors License OR Certified Mechanical Contractor License.

Contractor whose services are unlimited in the execution of contracts requiring the experience, knowledge and skill to install, maintain, repair, fabricate, alter, extend, or design central air-conditioning, refrigeration, heating and ventilating systems, including duct work in connection with a complete system. A "Mechanical Contractor" shall not perform work that involves potable water lines or connections, sanitary sewer lines, swimming pool piping and filters or electrical power wiring.

## **Pre-Qualification of Prime Contractors Instructions - Continued**

### **13. Category Definitions Continued:**

#### **Bridge:**

##### **Bridge Repair**

Requires General Contractors License OR Underground Utility License.

Including gunite, epoxy, latex modified shotcrete, pressure grouting and other nonstructural repair.

##### **Fixed Bridge**

Requires a General Contractors License OR Underground Utility License.

Bridges that include:

- curved steel girders
- multi-level roadways (three levels)
- includes cable stayed construction
- a bridge of conventional construction that is over a water opening
- concrete segmental construction
- includes steel truss construction

##### **Bascule Bridge**

Requires a General Contractors License OR Underground Utility License.

Bridges that include Bascule spans.

### **14. Request to Re-Apply**

If a significant change in the structure of the firm occurs, i.e. ownership, partnership, incorporation of a non-incorporated firm, etc., a new application will be required. A new application is not necessary when a change in the officers or the name of a corporation occurs, nevertheless, such information shall be submitted to the committee at the time of such change.

A new application may be required should the Pre-Qualification Committee have sufficient reason to feel that the finances or experience of a firm are less than at the time of its previous application or renewal.

### **15. Joint Ventures**

Pre-qualification will be required of each party involved in the formation of a joint venture involved in a construction project for Pinellas County.

### **16. Suspension/Revocation of Qualification**

Qualification may be suspended for a period of time specified by the BCC or revoked for cause. Such cause may include, but is not limited to the following:

- a). False statements in the application
- b). Contractor fails to submit information required by the Pre-Qualification Committee.
- c). Contractor's performance and payment record in connection with the contractor's work is unsatisfactory.
- d). Contractor becomes insolvent, files for court financial protection or is declared bankrupt.
- e). Financial ratios as evidenced by the financial statements fall below the minimum required for pre-qualification.
- f). Negative references.
- g). Significant lawsuit activity.

Reinstatement can be immediate if evidence is provided which reverses the cause(s) for revocation or suspension.

## **Pre-Qualification of Prime Contractors Instructions - Continued**

### **17. Wholly-Owned Subsidiaries**

**If separate financial statements for a wholly-owned subsidiary are not available, please furnish the Pre-Qualification Committee with the following:**

1. An agreement properly executed by the parent company in which they agree to indemnify Pinellas County from and against any liability and expense which may be incurred by reason of their subsidiary's failure to fully perform.
2. A resolution properly adopted and executed by the Board of Directors of the parent company verifying:
  - a. The power of said corporation to enter into contracts of surety and guaranty the legal relationship between the two corporations.
  - b. Proof that the corporate officers(s) executing the indemnity agreement has (have) such authorization.

All information, except financial documentation, submitted for the purpose of pre-qualification will be subject to the Florida Public Records Act. Section 119.07.

## STATEMENT AUTHORIZATION

The signatory of this application guarantee, as evidenced by the sworn affidavit required herein, the truth and accuracy of all statements and of all answers to interrogatories hereinafter made.

The undersigned hereby authorize(s) and request(s) any public official, engineer, architect, surety company, bank, depository, material or equipment manufacturer or distributor or any person, firm or corporation to furnish any pertinent information requested by the Pre-Qualification Committee deemed necessary to verify the statements made in this application or regarding the standing and general reputation of the applicant.

Company Name: \_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title of Person Signing

### **APPLICANT'S EXPERIENCE QUESTIONNAIRE**

#### **If a Corporation:**

When Incorporated: \_\_\_\_\_

In what State: \_\_\_\_\_

\_\_\_\_\_  
President's Name

\_\_\_\_\_  
Vice President's Name

\_\_\_\_\_  
Secretary's Name

\_\_\_\_\_  
Treasurer's Name

#### **If a Partnership:**

State whether partnership is general, limited or Association:  
\_\_\_\_\_

Name of Partners:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

1. How many years has your organization been in business as a general contractor under your present business name? \_\_\_\_\_
2. How many years experience in construction work has your organization had?
  - A. As a General Contractor? \_\_\_\_\_
  - B. As a Subcontractor? \_\_\_\_\_



### AFFIDAVIT FOR INDIVIDUAL

State of: \_\_\_\_\_ County of: \_\_\_\_\_

, being duly sworn, deposes and says that the foregoing financial statement, taken from his books, is a true and accurate statement of his financial conditions 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 experience questionnaire are correct and true as of the date of this affidavit.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

*Notary Public*

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### AFFIDAVIT FOR PARTNERSHIP

State of: \_\_\_\_\_ County of: \_\_\_\_\_,

being duly sworn, deposes and says that he is a member of the firm of \_\_\_\_\_ and that the foregoing financial statement, taken from the books of said firm, is a true and accurate statement of the financial condition of said firm as of the date hereof, 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.

Firm Members Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

*Notary Public*

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### AFFIDAVIT FOR CORPORATION

State of: \_\_\_\_\_ County of: \_\_\_\_\_,

being duly sworn, deposes and says that he is (title) \_\_\_\_\_ of the \_\_\_\_\_, the corporation described in and which executed the foregoing condition; that the foregoing financial statement, taken from the books of said corporation, is a true and accurate statement of the financial conditions of said corporation as of the date thereof, and, that the statements and answers to the interrogatories of the foregoing experience questionnaire are true; as of the date of this affidavit.

Applicants Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

*Notary Public*

List Federal, State and/or Local agencies, Departments, Divisions, etc. your firm has performed work for in the category(s) for which you are requesting prequalification.

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What is the construction experience of the principal individuals of your organization? (Attach resumes if available.)

NAME	POSITION	Years Exp.	TYPE OF WORK	IN WHAT CAPACITY

## PRE-QUALIFICATION PROJECT REFERENCES

The Pre-Qualification Committee requires a MINIMUM of four references be verified . List verifiable references (completed within the past 18 months) for each category your company is pre-qualified in or is requesting to become pre-qualified in. Please complete each section requested including a fax number/email address for the contact person.

**All fields below must be completed**

1		2	
	COMPANY NAME (Owner of Project)		COMPANY NAME (Owner of Project)
	COMPANY CONTACT:		COMPANY CONTACT:
	ADDRESS:		ADDRESS:
	CITY/STATE/ZIP		CITY/STATE/ZIP
	CONTACTS FAX NUMBER:		CONTACTS FAX NUMBER:
	CONTACTS EMAIL:		CONTACTS EMAIL:
	WORK PROVIDED / DATE COMPLETED / PROJECT AMOUNT		WORK PROVIDED / DATE COMPLETED / PROJECT AMOUNT

  

3		4	
	COMPANY NAME (Owner of Project)		COMPANY NAME (Owner of Project)
	COMPANY CONTACT:		COMPANY CONTACT:
	ADDRESS:		ADDRESS:
	CITY/STATE/ZIP		CITY/STATE/ZIP
	CONTACTS FAX NUMBER:		CONTACTS FAX NUMBER:
	CONTACTS EMAIL:		CONTACTS EMAIL:
	WORK PROVIDED / DATE COMPLETED / PROJECT AMOUNT		WORK PROVIDED / DATE COMPLETED / PROJECT AMOUNT

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Joe Lauro, CPPO/CPPB  
Director

**All Pre-qualified Contractors**

Re: Non-Pre-qualified Construction projects

Pinellas County has many construction projects that are estimated under \$100,000.00. Upon reviewing the bid responses it has been determined that most of our pre-qualified contractors would rather not be notified of these construction jobs.

Please fill out the bottom portion of this memo and return it with your application.

☐ I do not wish to be notified for construction projects under \$100,000.00.

☐ Please notify us for all construction projects as applicable.

COMPANY'S NAME: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

If you are a person with a disability who needs any accommodation in order to participate in this proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Within two (2) working days of your receipt of this Prequalification Application, please contact the:

Office of Human Rights  
400 S. Ft. Harrison Ave., Ste. 300  
Clearwater, FL 33756.  
(727) 464-4062 (V/TDD)

**Request for Taxpayer  
Identification Number and Certification**

Give form to the  
requester. Do not  
send to the IRS.

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/ Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other ▶	
	<input type="checkbox"/> Exempt from backup withholding	
	Address (number, street, and apt. or suite no.)	
	City, state, and ZIP code	Requester's name and address (optional)
	List account number(s) here (optional)	

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number								
			+			+		

or

Employer identification number								
			+					

**Part II Certification**

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. person (including a U.S. resident alien).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

**Sign  
Here**

Signature of  
U.S. person ▶

Date ▶

**Purpose of Form**

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

**U.S. person.** Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

For federal tax purposes you are considered a person if you are:

- An individual who is a citizen or resident of the United States,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or

- Any estate (other than a foreign estate) or trust. See Regulations sections 301.7701-6(a) and 7(a) for additional information.

**Foreign person.** If you are a foreign person, do not use Form W-9. Instead, use the appropriate Form W-8 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

**Nonresident alien who becomes a resident alien.**

Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the recipient has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.