

## EXECUTIVE SUMMARY

### Pre-Qualification of Contractors Superintendent's Recommendations Regarding Pre-Qualification Certification

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State statutes, regulations, and School Board policy allow contractors that wish to pursue work with the District the opportunity to pre-qualify. These requirements mandate that a contractor is pre-qualified, at the time of the bid opening, and that the School Board acts on a pre-qualification application within sixty (60) days. State regulations and School Board policy require that the School Board act on appeals within thirty (30) days.

The pre-qualification application process is in accordance with State Requirements for Educational Facilities (SREF) Chapter 4, Section 4.1(1), F.S. 1013.46, and School Board Policy 7003.1. Procurement & Warehousing Services Department (PWS) administers compliance in accordance with SREF and School Board policy requirements. The criterion for pre-qualification is based on the single bid limit amount of the largest successfully completed project of similar size and scope. The aggregate bid limit amount is determined by the company's surety bonding or its audited financial information. Staff within the PWS reviews the applications, make recommendations, and facilitates Qualification Selection Evaluation Committee (QSEC) meetings. QSEC considers staff's recommendations and then forwards its recommendations to the Superintendent.

The pre-qualification report provides data on the total number of pre-qualified companies by type of license, new applications, renewal applications, and revoked applications.

The School Board then considers the Superintendent's recommendations. Such recommendations may include:

Issue Pre-Qualification Certification: This is the initial certification for a contractor who is not currently certified or whose certification has expired or has been revoked and has met the eligibility criteria.

Issue Pre-Qualification Re-Certification: This is an annual renewal certificate for a contractor who is currently certified and has met the eligibility criteria.

Issue Recommendation to Not Certify: This is the denial of the initial certification for a Contractor who has not met the eligibility criteria.

Issue Recommendation to Not Re-Certify: This is the denial of the annual renewal certificate for a contractor who is currently certified and has not met the eligibility criteria.

Issue Recommendation to Increase Limits: This is the approval of the request to increase the bonding limits for a contractor who is currently certified and has met the eligibility criteria.

Deny Request to Increase Limits: This is the denial of the request to increase the bonding limits for a contractor who is currently certified and has not met the eligibility criteria.

Suspend or Revoke Certification: This is the suspension for a specified period of time or revocation of the pre-qualification certificate of a contractor for a good cause as outlined in School Board Policy 7003.1 and SREF Chapter 4, Section 4.1.

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Adhere to Modify or Reverse Prior School Board Suspension or Revocation of Certification: This is the School Board's response to a contractor's request for reconsideration of a suspension or revocation of its pre-qualification certificate as outlined in School Board Policy 7003.1.

During the renewal process, contractors may not submit a renewal application within the time allowed by SREF. The applicable licenses will be automatically revoked. No action is required by QSEC, the Superintendent, or the School Board.

Automatic Revocation of Certification: The pre-qualification certificate for a firm that has failed to submit its renewal application, which includes a new statement or verification of bond capacity, after at least thirty (30) days written notice, is automatically revoked in accordance with SREF Chapter 4, Section 4.1(1)(e)1. PWS staff sends several reminders to submit a renewal application to pre-qualified contractors beginning ninety (90) days prior to the expiration date of the certification.

The three (3) contractor licenses, Cunano Builders, Corp. State General, Cunano Builders, Corp. State Roofing, and Mr. Glass Doors & Windows, Inc. State Certified Specialty Contractor, are being automatically revoked.