

EXECUTIVE SUMMARY

**Pre-Qualification of Contractors
Approval of Application and Issuance of Certification**

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

The Pre-Qualification Application process is in accordance with State Requirements for Educational Facilities (SREF) F.S. 1013.46 and Board Policy 7003.

*New Certification **Certified M/WBE and/or SBE

Staff within the Office of Facilities & Construction Contracts Department review the application, make recommendations, and facilitate Qualification Selection Evaluation Committee (QSEC) meetings. QSEC then considers staff's recommendations to the Superintendent.

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

Architectural Aluminum Inc.: Applicant's corporate name filed with the Division of Corporations differs from the corporate name on the documents required in the application that are specified in SREF Chapter 4.1 (c) and Policy 7003. Said documents include the contractor license, insurance certificates, letter of intent from surety, and Dun and Bradstreet Report. Therefore, the corporation seeking pre-qualification has not properly documented its compliance with SREF Chapter 4.1 (c) and Policy 7003.

Elevator Service, Repair & Modernization, Inc.: The applicant's Dun and Bradstreet Report indicates a rating of 5 for Payment Risk. This is the highest risk on the rating scale. QSEC has consistently recommended that applicants with the score of 5 not be Certified or Re-Certified. This is in accordance with SREF Chapter 4.1 (e) and Board Policy 7003.

Other 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is the initial certification for a contractor who is not currently certified or whose certification has expired, or has been revoked and has met the eligibility criteria.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.

