THE SCHOOL DISTRICT OF PALM BEACH COUNTY, FLORIDA

CONSTRUCTION PREQUALIFICATION PROGRAM

Construction Purchasing Department
3661 Interstate Park Rd. N., Suite 233
Riviera Beach, FL 33404

Please submit this application via e-mail to the Construction Contractor Prequalification Program at: **Prequal@palmbeachschools.org.**

Pursuant to State Requirements for Educational Facilities, Chapter 4, Section 4.1 "Prequalification of Contractors for Educational Facilities Construction", Prequalification applies to Bids (Invitations to Bid), RFP (Request For Proposal), Construction Management at Risk (CMAR), Design/Build (D/B) and any other Construction Services for a Construction Project with an estimated construction budget of $300,000 or more. The criteria established for Prequalification are in accordance with Chapter 489, Florida Statutes (SREF) 2014, School Board 7.08, and all other applicable rules, regulations, and procedures

THE SCHOOL DISTRICT OF PALM BEACH COUNTY, FLORIDA

CONSTRUCTION PREQUALIFICATION PROGRAM

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Date of Application Submittal: _____

☐ **New Applicant** ☐ **Renewal Applicant**

THE SCHOOL DISTRICT OF PALM BEACH COUNTY, FLORIDA

CONSTRUCTION PREQUALIFICATION PROGRAM

SECTION 1 VENDOR INFORMATION

Classification(s): Specify one or more construction classification codes from the following list in which you wish to apply and hold a valid license.

SDPBC CONSTRUCTION CLASSIFICATION CODES & REQUIRED LICENSE:

- ☐ **CS/SD:** Construction Services and Site Development (General Contractor/Building Contractor)
- ☐ **DS:** Demolition Services (General Contractor)
- ☐ **ES:** Electrical Services (Electrical Contractor)
- ☐ **FA:** Fire Alarm System Services (Electrical Contractor or Alarm System Contractor)
- ☐ **HV:** HVAC Services (Mechanical Contractor or A/C Contractor - Class A or B)
- ☐ **PS:** Painting Services
- ☐ **RS:** Roofing Services (Roofing Contractor)
- ☐ **UU:** Utility and Underground Excavation Services (Underground Utility Contractor)

Applicant Information:

Legal Business Name:_____ DBA: _____

Address:_____

Phone:_____ Email:_____

Contact Person for Application:_____

Main Contact Email:_____

FEIN#:_____ State of Incorporation:_____ Date of Incorporation_____

Type of Organization

☐ Corporation ☐ Partnership

☐ LLC ☐ Sole Proprietorship

Name & Title of Principle Officer: _____

Name & Title of Principle Officer(s): _____

Name of Qualifying Agent (s):_____

Name of Finanancially Responsible Officer(s):_____

If Partnership, list the names and addresses of all Partners: _____

_____

_____

If Sole Proprietorship, list the name and address of Owner: _____

_____

Has the Owner, Partner, or any Principal of the applicant declared bankruptcy?

☐ Yes ☐ No

If yes, please provide dates and description.

_____

List any and all subsidiaries and/ or holding companies.

_____

List other Public Agencies the applicant is currently prequalified with.

Agency Name	**Qualified Trade**	**Expiration Date**	**Approved Amount**

SECTION 2 SBE CERTIFICATION

Does the applicant hold a current certification as an SBE or M/WBE vendor by the **School District of Palm Beach County?**

☐ SBE
☐ M/WBE

☐ Not Applicable

The School District of Palm Beach County is committed to maximizing opportunities for certified Small Business Enterprises (SBE). To ensure a diverse and competitive vendor base, the following expectations apply to all future construction solicitations:

- **Preference for Certified Vendors:** Vendors holding a current SBE certification from the School District of Palm Beach County may receive preference during the evaluation of Invitations to Bid (ITB) and Requests for Proposals (RFP)
- **Contract Participation Goals:** For vendors not certified as an SBE, the District establishes specific SBE participation goals for most projects. In these instances, the prime contractor is required to hire District certified SBE subcontractors to perform a designated percentage of the total contract value
- **Ongoing Compliance:** Evidence of meeting these goals is monitored throughout the project life cycle by the Office of Small Business Development. For more information on becoming SBE certified please visit: https://www.palmbeachschools.org/departments/small-business-development

END SECTION

SECTION 3 BONDING COMPACTITY

Per Board Policy 7.08, to qualify, the applicant must have a minimum bonding capacity of $300,000.00 or greater, for contract awards. This must be documented within the application submission. "Exhibit F" is required with a Surety Letter from the Bonding Agency, along with the "Power of Attorney" completed and signed with current dates at the time of the application submission. The Bonding Agency must have a rating of A- or better, and a Financial Size Category of IV or better according to the most recent Bond in effect by the A.M. Best Company.

Single Project Bonding Capacity Amount: $_____

Aggregate Capacity Amount $_____

Has the firm ever failed to complete a project that required a Performance Bond or a Payment of Material and Labor Bond (or equivalent) to be enacted?

☐ Yes
☐ No

If yes, please provide the circumstances, including the Project Owner's name, Project name, date, and value.

_____

_____

END SECTION

SECTION 4 LITIGATION DISCLOSURE

As required by **School Board Policy 7.08 item 4.C.:**

Vii Disclose all pending and resolved construction-related litigation and claims within the five (5) year period ending with the date the applicant contractor submits its prequalification application for the following:
All construction-related insurance claims;

- Actions filed by the applicant contractor against an owner, engineer, architect, contractor, subcontractor, material-man, or supplier;
- Actions filed by an owner, engineer, architect, contractor, subcontractor, material-man, or supplier against the applicant contractor;
- All pending and resolved litigation, claims, charges, investigations, whether civil or criminal in nature, related to fraud, false statement, or misrepresentation in connection with the applicant contractor's obtaining or performance of any construction-related contract;
- All pending and resolved litigation, claims, charges, investigations, whether civil or criminal in nature, related to fraud, false statement or misrepresentation in connection with the applicant contractor's obtaining or performance of any construction-related contract.
-

Viii For purposes of this section, a claim includes lawsuits, administrative hearings, and arbitrations.

- If a contractor has no pending or resolved construction-related litigation claims listed above within the five (5) year period, it MUST state N/A.
- For all resolved litigation claims listed above, provide evidence of final judgment demonstrating satisfactory resolution of the filed claim. Please attach additional pages and back up if needed.
- If applicable, an adjudication/finding of guilt, adjudication withheld, a guilty plea or plea of nolo contendere must be stated in applicant's response. An adjudication/finding of guilt, adjudication withheld, a guilty plea or a plea of nolo contendere may result in the Superintendent or designee rejecting the contractor for prequalification.

Failure to disclose any claim or to provide any of the information required in this section will result in the Superintendent or designee rejecting an applicant's prequalification application.

Please provide the following information for each claim. Use multiple pages as needed, or an optional spreadsheet containing items 1-4.

1. Name the Plaintiff, Defendant, case number, and date filed.

   _____

   _____

2. Provide the name, address, and telephone number of the attorneys representing both Parties.

   Plaintiff: _____

   Defendant:_____

3. In your own words describe the claim.

   _____

   _____

4. Current status of each claim.

   _____

   _____

END SECTION

SECTION 5 PROJECT EXPERIENCE

*****NEW APPLICANTS ONLY*****

Project Experience 1 of 3

The applicant must provide at least three (3) projects of similar construction scope to the certifications the applicant is applying for. Each project must have a value of $300,000.00 or more and have been completed within the last three years, with full completion at the time of application submission.

Please select the appropriate project relevance below:

- ☐ K-12 or Educational Organization
- ☐ Construction within the State of Florida
- ☐ Government Organization
- ☐ Educational or Government outside Florida

Project Experience #1

Project Name:_____

Project Address:_____

Reference Name:_____ Reference Phone:_____

Reference Email: _____

Architecture Firm Email:_____

Initial Contract Value:_____Change Order Value:_____

Total Contract Award:_____

Date Started:_____ Date Completed_____ Work Performed (own forces) _____%

Was the project on schedule? If no please provide an explanation as to why

☐ Yes ☐ No

_____

Were performance Bonds required? If so, what kind & how much?

☐ Yes ☐ No

_____

Type of work performed (disciplines, scope, etc.)?

_____

_____

Was an SBE Goal established? ☐ Yes ____% ☐ No

Was the goal met? If not please provide an explanation. ☐ Yes ☐ No

_____

SECTION 5 PROJECT EXPERIENCE

*****NEW APPLICANTS ONLY*****

Project Experience 2 of 3

The applicant must provide at least three (3) projects of similar construction scope to the certifications the applicant is applying for. Each project must have a value of $300,000.00 or more and have been completed within the last three years, with full completion at the time of application submission.

Please select the appropriate project relevance below:

- ☐ K-12 or Educational Organization
- ☐ Construction within the State of Florida
- ☐ Government Organization
- ☐ Educational or Government outside Florida

Project Experience #2

Project Name:_____

Project Address:_____

Reference Name:_____ Reference Phone:_____

Reference Email: _____

Architecture Firm Email:_____

Initial Contract Value:_____Change Order Value:_____

Total Contract Award:_____

Date Started:_____ Date Completed_____ Work Performed (own forces) _____%

Was the project on schedule? If no please provide an explanation as to why

☐ Yes ☐ No

_____

Were performance Bonds required? If so, what kind & how much?

☐ Yes ☐ No

_____

Type of work performed (disciplines, scope, etc.)?

_____

_____

Was an SBE Goal established? ☐ Yes ____% ☐ No

Was the goal met? If not please provide an explanation. ☐ Yes ☐ No

_____

SECTION 5 PROJECT EXPERIENCE

*****NEW APPLICANTS ONLY*****

Project Experience 3 of 3

The applicant must provide at least three (3) projects of similar construction scope to the certifications the applicant is applying for. Each project must have a value of $300,000.00 or more and have been completed within the last three years, with full completion at the time of application submission.

Please select the appropriate project relevance below:

- ☐ K-12 or Educational Organization
- ☐ Construction within the State of Florida
- ☐ Government Organization
- ☐ Educational or Government outside Florida

Project Experience #3

Project Name:_____

Project Address:_____

Reference Name:_____ Reference Phone:_____

Reference Email: _____

Architecture Firm Email:_____

Initial Contract Value:_____Change Order Value:_____

Total Contract Award:_____

Date Started:_____ Date Completed_____ Work Performed (own forces) _____%

Was the project on schedule? If no please provide an explanation as to why

☐ Yes ☐ No

_____

Were performance Bonds required? If so, what kind & how much?

☐ Yes ☐ No

_____

Type of work performed (disciplines, scope, etc.)?

_____

_____

Was an SBE Goal established? ☐ Yes ____% ☐ No

Was the goal met? If not please provide an explanation. ☐ Yes ☐ No

_____

APPLICATION INSTRUCTIONS

1. GENERAL INFORMATION: The School District of Palm Beach County ("District") invites qualified Contractors to apply for the District's Vendor Prequalification Program.

Pursuant to State Requirements for Educational Facilities, Chapter 4, Section 4.1 "Prequalification of Contractors for Educational Facilities Construction", Prequalification applies to Bids (Invitations to Bid), RFP (Request For Proposal), Construction Management at Risk (CMAR), Design/Build (D/B) and any other Construction Services for a Construction Project with an estimated construction budget of $300,000 or more.

The criteria established for Prequalification are in accordance with SREF, Florida Statutes Ch. 489, School Board Policy 7.08, and all other applicable rules, regulations, and procedures. Contractors shall be prequalified by the Board to be eligible to offer a Bid or submit a Proposal in response to an ITB/RFP. A Contractor shall be approved for bonding capacity not less than the established Construction Budget for the Project for which the Contractor is submitting a Bid or Proposal.

2. INSTRUCTIONS FOR SUBMITTAL: Vendors must be prequalified before submittal of a Bid/Proposal to be eligible for Award. Firms are not required to be prequalified to act as subcontractors.

It is the sole responsibility of the applicant to ensure the District receives the application. Incomplete, inaccurate, or omission of information may be cause for rejection of an application or may delay processing of the application through approval by the School Board. ALL VENDOR INFORMATION MUST BE COMPLETED AND SAVED AS ONE (1) OPTIMIZED PDF FILE INCLUDING ALL EXHIBITS AS LISTED ON PAGE 2 OF THIS PACKET. The required method for submitting new/renewal applications is email to PREQUAL@PALMBEACHSCHOOLS.ORG. Completed applications, meeting all requirements for submittal, which include the fully completed application form and attached documents outlined in the application packet, will be processed within sixty to ninety (60 to 90) days of receipt of the application.

Each Proposer shall use the Forms and Exhibits contained in this Application. Proposals containing any conditions, omissions, unexplained erasures, alternates, items not called for, or irregularities of any kind may be rejected. The School Board reserves the right to waive minor irregularities in the Proposals, or to reject all Proposals.

In every case, the name of the person signing and their designation shall be typed or printed below their signature. A Proposal by a person who affixes to their signature the word "President", "Secretary", "Owner", or other designation without disclosing their principal may be held to be the Proposal of the individual so signing. Satisfactory evidence of the authority of an officer, owner, attorney, or other person signing for a corporation and for an owner, attorney, etc., signing for a partnership or an individual shall be furnished.

3. QUALIFICATIONS: A **complete** application must be submitted in order to be considered for prequalification. Applicants may have their application rejected if the application is:

- is incomplete, or;
- does not substantiate their ability to be successful in carrying out the performance of the work, or;
- Reveals, within the five (5) year period ending with the date the contractor submits its prequalification application, that the contractor has been convicted, is or has been under investigation, or has a pending civil or criminal claim related to fraud, false statement, or misrepresentation in connection with the contractor's obtaining or performance of any contract, or;
- The contractor has a systemic pattern of litigation activity. Failure to disclose any investigation, claim, or suit or to provide any requested information in connection with the contractor's litigation history will result in the School Board, through its designee, rejecting an Application for Prequalification.

The following documents are Required Documents for the Application Package to be considered responsive and accepted for consideration for Prequalification:

- Application for Prequalification (Pages 3-10 New App or Pages 3-7 Renewal App)
- Public Entity Crime Certification - Exhibit A
- Affidavit of Truth - Exhibit B
- Certificate of Insurance (evidencing required coverage) - Exhibit C
- Disclosure of Discrimination Complaints Statement - Exhibit D
- Disclosure of Disqualifying Crimes Statement - Exhibit E
- Letter of Intent from Bonding Agent/Surety - Exhibit F
- Beneficial Interest and Disclosure of Ownership - Exhibit G
- Certificate of Status, to order visit: www.SunBiz.org - Current Year
- Contractor's Licenses for each Construction Discipline - Current Year
- Current W9 Form
- Business Occupational License/Tax Receipt to order visit: https://www.pbctax.com/services/local-business-tax-services - Current Year

No bid or proposal for school construction shall be accepted from a contractor whose certificate has been revoked, suspended, expired, or declared delinquent. Prequalified Contractors must be capable of fulfilling specific project requirements for bonding, insurance, staffing, completion dates, and work quality.

4. APPLICATION MODIFICATION: Modification of the Application Package will be accepted from Proposers if addressed to the Owners, at the place where Proposals are to be received. Modifications shall be in writing. The requirements outlined in Section 2 pertaining to signatures on Proposals shall be applicable to the signatures on all modifications.

5. WITHDRAWAL OF APPLICATIONS: Applications may be withdrawn on written request received from the applicant. Such a request shall be properly signed in accordance with the requirements pertaining to signatures contained in section 2.

6. LOBBYING: Applicants are hereby advised that lobbying is not permitted with any District personnel or Board members related to or involved with Vendor Prequalification. All oral or written inquiries must be directed through the Construction Purchasing Department.

Lobbying is defined as any action taken by an individual, firm, association, joint venture, partnership, syndicate, corporation, or any other group that seeks to influence the decision of a

Board member or District personnel on the approval of an Application Package.

Any applicant or any individual who lobbies on behalf of the proposer during the time specified may result in rejection or disqualification.

7. PROCEDURE FOR PREQUALIFICATION: Procedures and criteria for prequalifying responsive and responsible Contractors for school construction projects for the School District of Palm Beach County have been established in accordance with Section 235.31, Florida Statutes, and State Requirements for Educational Facilities.

Applications will be reviewed by a Committee comprised of District employees duly assigned to evaluate those applications. After examination and evaluation of the submitted applications, the Committee shall recommend to the Director of Purchasing the acceptance or rejection of each applicant.

The Committee will evaluate all applications and make recommendations for the type of project, dollar volume, and limits allowed within the scope of Prequalification. Contractors shall be prequalified by the Board on the basis of the information contained in their proposals and as recommended by the Director of Purchasing and the Superintendent of Schools.

8. PREQUALIFICATION PERIOD: District prequalified vendors may participate in Invitations to Bid and Request for Proposals for their applicable Disciplines for a **one (1) year period** from the date of approval of the vendor's certification by the School Board of Palm Beach County.

9. LETTER OF APPROVAL: A letter of Approval shall be sent to all applicants who are Board-approved as Prequalified Vendors. The letter will include:

- A statement indicating the effective dates during which the contractor may bid for applicable projects
- A statement establishing the classification of work that the contractor is approved to provide.
- A statement establishing the dollar value of work the contractor is approved to Bond

The School District reserves the right to revoke, suspend, and/or disqualify vendors who have been prequalified under this program for cause. Such action, if it occurs, will be taken at an administrative hearing at a publicly noticed time, date, and place. Firms that are suspended, revoked, or disapproved may not resubmit a new application during the period of suspension or revocation, or at least 12 months after the date of disapproval.

END OF SECTION

EXHIBIT A

THE SCHOOL BOARD OF PALM BEACH COUNTY

PUBLIC ENTITY CRIMES STATEMENT

SWORN STATEMENT UNDER SECTION 287.133 (3) (a) FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

This sworn statement is submitted to: _____
(print name of public entity)

By _____
(print individual's name and title)

for _____
(print name of entity submitting sworn statement)

whose business address is _____

_____

and (if applicable) its Federal Employer Identification Number (FEIN) is:

_____ (If entity has no FEIN, include the Social Security Number of the Individual signing this sworn statement.)

I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any proposal or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentations.

I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.

I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:

(1) A predecessor or successor of a person convicted of a public entity crime; or

(2) An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate**.**

EXHIBIT A

I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which submits proposals or applies to submit a proposal on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies.)

_____ Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to September 1, 1990.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to September 1, 1990.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to September 1, 1990. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (attach a copy of the final order)

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE DIRECTOR OF THE PURCHASING DEPARTMENT FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

_____
(Signature)

Sworn to and subscribed before me this _____ day of _____20_____.

Personally known _____ OR Produced identification _____
(Type of identification)

Notary Public - State of _____

My commission expires _____

_____
(Printed typed or stamped commissioned name of notary public)

EXHIBIT B

THE SCHOOL DISTRICT OF PALM BEACH COUNTY

AFFIDAVIT OF TRUTH

The undersigned swears that the foregoing statements are true and correct and include all material information necessary to identify and explain the operations of this firm as well as the ownership thereof. Further, the undersigned agrees to provide complete and accurate information regarding actual work performed on any projects, the payment therefore any proposed changes, misrepresentation will be grounds for terminating any contract, which may be awarded, and suspension or revocation of Prequalification certification.

Executed by: _____

_____
Signature of Affiant

Sworn to and subscribed before me this _____ day of _____20_____.

Personally known _____ OR Produced identification _____ (Type of identification)

Notary Public State of: _____

My Commission expires: _____

_____
(Printed, typed or stamped commissioned name of notary public)

EXHIBIT C
REPLACE THIS PAGE WITH YOUR INSURANCE CERTIFICATE

SCHOOL DISTRICT OF PALM BEACH COUNTY

MINIMUM INSURANCE REQUIREMENTS FOR PREQUALIFICATION OF CONSTRUCTION CONTRACTORS

APPLICATION REQUIREMENT
Applicants shall include a valid Certificate of Insurance (COI) with their Vendor Prequalification Application as evidence of the minimum liability insurance coverages set forth below.

1. **COMMERCIAL GENERAL LIABILITY (CGL)**: CGL Insurance including Contractual Liability and products and completed Operations Insurance and shall be written on the most recent form of CG 00 01 or its insurance carrier equivalent (with no exclusions for subcontracted work).

    a. Coverage shall be for Bodily and Personal Injury and Property Damages. Limits of liability shall be set at One Million Dollars **($1,000,000.00)** per occurrence. CGL Insurance shall contain a general aggregate limit of Two Million Dollars **($2,000,000.00)** and, it shall apply separately to the Project (per Project aggregate) using the most recent form ISO CG2503 or the insurance carriers' equivalent.

2. **BUSINESS AUTOMOBILE LIABILITY**: Motor vehicle liability shall be required with limits of not less than One Million Dollars **($1,000,000.00)** including per occurrence for both Bodily Injury and Property Damage Combined Single Limit for owned, hired and non-owned automobiles. This coverage shall be an "Any Auto" form policy. The insurance must be an occurrence form policy. Business Auto Coverage shall be written on the most recent form of ISO form CA 00 01 or equivalent liability coverage.

3. **WORKERS COMPENSATION**: In compliance with Chapter 440, Florida Statutes, Employers' Liability shall have minimum limits of:

    a. **$500,000** - Bodily Injury by Accident for each accident
    b. **$500,000** - Bodily Injury by Disease, policy limit
    c. **$500,000** - Bodily Injury by Disease, each employee

The Applicant's Insurance Provider must meet the following minimum requirements: (1) Be authorized by subsisting certificates of authority issued to the companies by the Department of Insurance of the State of Florida or be eligible surplus lines insurers under Florida Statute 626.918; and (2) Must have a current rating of "A-" or better and a Financial Size Category of "VIII" or better according to the most recent rating in effect by the A.M. Best Company.

EXHIBIT D

THE SCHOOL DISTRICT OF PALM BEACH COUNTY

CONSTRUCTION PURCHASING DEPARTMENT

DISCLOSURE OF DISCRIMINATION COMPLAINTS STATEMENT

PROJECT NAME: **VENDOR PREQUALIFICATION PROGRAM**

ITB NO.: N/A **PROJECT NO.** N/A

Pursuant to School Board Policy 6.144 - Commercial Nondiscrimination and as part of its proposal, Bidder or Proposer shall provide to the School District a list of all instances within the past ten (10) years where a complaint was filed or pending against Bidder/Proposer in a legal or administrative proceeding alleging that Bidder or Proposer discriminated on the basis of race, gender, gender identity or expression, religion, national origin, ethnicity, sexual orientation, age, or disability against its subcontractors, vendors, suppliers, or commercial customers, and a description of the status or resolution of each such complaint, including any remedial action taken.

Please check the appropriate box:

☐ **I, the undersigned Authorized Representative for the Bidder/Proposer, certify that the Bidder/ Proposer has not, within the past ten (10) years from the proposal due date, had any instances where a complaint was filed or pending against Bidder/Proposer in a legal or administrative proceeding alleging that Bidder/Proposer discriminated on the basis of race, gender, gender identity or expression, religion, national origin, ethnicity, sexual orientation, age, or disability against its subcontractors, vendors, suppliers, or commercial customers.**

☐ **The Bidder/Proposer, within the past ten (10) years from the Bid/Proposal due date, has had instances where a complaint has been filed or has a pending complaint against it in a legal or administrative proceeding alleging that the Bidder/Proposer discriminated on the basis of race, gender, gender identity or expression, religion, national origin, ethnicity, sexual orientation, age, or disability against one of its subcontractors, vendors, suppliers, or commercial customers.**

The Bidder/Proposer must provide a detailed description of each discrimination complaint and the status or resolution of each complaint, including any remedial action taken by the Bidder/Proposer.

BIDDER (firm name): _____

SIGNATURE OF AUTHORIZED REPRESENTATIVE: _____
An original manual signature is required

PRINT NAME & TITLE OF AUTHORIZED REPRESENTATIVE: _____

THE SCHOOL DISTRICT OF PALM BEACH COUNTY
CONSTRUCTION PURCHASING DEPARTMENT
DISCLOSURE OF DISQUALIFYING CRIMES STATEMENT

PROJECT NAME: VENDOR PREQUALIFICATION PROGRAM

ITB NO.: N/A **PROJECT NO.:** N/A

I certify that neither the Bidder nor its Principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in a procurement activity by the State of Florida or any Federal Government agency.

The Bidder understands and agrees that should it be discovered to be in violation of, or fail to disclose information regarding these clauses, it may be considered a material breach of the contract and may result in contract termination, debarment, and other sanctions.

BIDDER (Firm Name): _____

STREET ADDRESS: _____

CITY/STATE/ZIP _____

CONTACT PERSON _____

CONTACT PERSON'S ADDRESS: _____

TELEPHONE NO.: _____ **CELL NO.:** _____

EMAIL ADDRESS: _____

PROPOSER'S TAX PAYER IDENTIFICATION NUMBER: _____

NAME OF AUTHORIZED REPRESENTATIVE: _____

TITLE OF AUTHORIZED REPRESENTATIVE: _____

SIGNATURE OF AUTHORIZED REPRESENTATIVE: _____

DATE: _____

EXHIBIT F

REPLACE THIS PAGE WITH LETTER FROM BONDING COMPANY

THIS IS A SAMPLE LETTER.

NOTE: VENDOR SHALL OBTAIN LETTER ON OFFICIAL LETTERHEAD FROM SURETY/BONDING COMPANY WITH REQUIRED INFORMATION AS SHOWN BELOW.

RE: VENDOR PREQUALIFICATION PROGRAM SDPBC

The School Board of Palm Beach County
Attn: Construction Purchasing Department
3661 Interstate Park Rd. N., Suite 233
Riviera Beach, FL 33404

This is to advise that until further notice in writing to you, we agree to provide suretyship on behalf of _____ covering construction in the amount of $_____ for any single contract and $ _____ in the aggregate of outstanding contracts.

When more than one surety is included in this letter of intent, unless clearly indicated to the contrary on this letter of intent, and separate limit indicated for the surety on this letter of intent, each surety agrees that it shall be jointly and severally liable with the other sureties included in this letter of intent.

Our Best Ratings for performance and size are:

PERFORMANCE RATING: _____

FINANCIAL SIZE: _____

NAME OF SURETY: _____

BY: _____
Title

(Affix Seal)

SAMPLE LETTER

THE SCHOOL DISTRICT OF PALM BEACH COUNTY
PURCHASING

Beneficial Interest and Disclosure of Ownership Affidavit

Bid No. _____ Project No./Title _____

_____

Corporate Name _____

DBA (if applicable) _____ Tax FEIN No. _____

Before me, the undersigned authority, personally appeared, _____, ("Corporate Representative") this _____ day of _____ , 20 ____ , who, first being duly sworn, as required by law, subject to the penalties prescribed for perjury, deposes and says:

1) Corporate Representative has read the contents of this Affidavit, has actual knowledge of the facts contained herein, and states that the facts contained herein are true, correct, and complete.

2) The following is a list of every "person" (as defined in Section 1.01(3), Florida Statutes to include individuals, children firms, associates, joint adventures, partnerships, estates, trusts, business trusts, syndicates, fiduciaries, corporations and all other groups and combinations) holding 10% or more of the beneficial interest in the disclosing entity: (If more space is needed, attach separate sheet)

A. Persons or corporate entities owning 10% or more:

Name	Address	Percentage

B. Persons or corporate entities who hold by proxy the voting power of 10% or more:

Name	Address	Percentage

C. Stock held for others and for whom held:

	1. Name / 2. From Whom Held	Address	Percentage
1.			
2.			

3) The persons or corporate entities listed in paragraph (2) of this Beneficial Interest Affidavit are not owned or controlled by, nor do they have their principal place of business in, the People's Republic of China, the Russian Federation, the Islamic Republic of Iran, the Democratic People's Republic of Korea, the Republic of Cuba, the Venezuelan regime of Nicolas Maduro, the Syrian Arab Republic or any other foreign country of concern set forth in Fla. Stat. 287.138.

4) Corporate Representative attests that the above-referenced entity does not use coercion for labor or services as set forth in Fla. Stat. 787.06 (Human Trafficking).

CORPORATE REPRESENTATIVE

By: _____

State of _____

County of _____

Sworn to (or affirmed) and subscribed before me by means of ◯ physical presence or ◯ online notarization, this _____day of _____, 20 ____, by _____as the _____for _____, who is ◯ personally known to me or ◯ has produced _____as identification.

_____
Notary Public

_____
Print Name

Revised 8/7/2026

PBSD 1997 (Rev. 6/04/2024)

Vendor Prequalification Submission Checklist

Application Sections

Section 1 – Vendor Information completed

- ☐ Construction classifications selected
- ☐ Officer/ownership information completed
- ☐ Bankruptcy disclosure completed (Check yes or no and provide a description if applicable)
- ☐ Other agency prequalification documentation is attached

Section 2 – Certifications completed

- ☐ SBE/M-WBE status indicated
- ☐ SBE participation disclosure completed (if applicable)

Section 3 – Bonding Capacity completed

- ☐ Single project capacity listed
- ☐ Aggregate capacity listed
- ☐ Bond history disclosure completed

Section 4 – Litigation disclosure completed

- ☐ Litigation backup attached
- ☐ "N/A" entered if no claims exist

Section 5 – Project Experience completed (new applicants only)

- ☐ Project #1
- ☐ Project #2
- ☐ Project #3

Required Exhibits

- ☐ Exhibit A – Public Entity Crimes Statement (notarized)
- ☐ Exhibit B – Affidavit of Truth (notarized)
- ☐ Exhibit C – Certificate of Insurance
- ☐ Exhibit D – Discrimination Complaint Disclosure
- ☐ Exhibit E – Disqualifying Crimes Statement
- ☐ Exhibit F – Surety Letter and Power of Attorney
- ☐ Exhibit G – Beneficial Interest/Ownership Affidavit

Supporting Documentation

- ☐ Current Certificate of Status
- ☐ Contractor licenses attached
- ☐ Business Tax Receipt attached
- ☐ Proof of current outside prequalification status attached (if applicable)
- ☐ Current W9 Form

Final Review Before Submission

- ☐ All signatures completed
- ☐ Notary sections completed
- ☐ Supporting documents attached & Combine into one optimized PDF
- ☐ File reviewed for completeness
- ☐ Email submitted to:Prequal@palmbeachschools.org