

THE SCHOOL DISTRICT OF PALM BEACH COUNTY, FLORIDA



NEW VENDOR

PREQUALIFICATION PROGRAM

Pursuant to State Requirements for Educational Facilities, Chapter 4, Section 4.1 “Prequalification of Contractors for Educational Facilities Construction”, Prequalification is applicable 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 is in accordance with Chapter 489, Florida Statutes, (SREF) 2014, School Board 7.08 and all other applicable rules, regulations and procedures.

The required method for receipt of New Vendor Application is via email sent to Construction Contractor Prequalification at: Prequal@palmbeachschools.org.

Contractors currently Prequalified with the School District of Palm Beach County are required to submit a Renewal Application each year to maintain the Prequalified status.

THE SCHOOL DISTRICT OF PALM BEACH COUNTY, FLORIDA



**APPLICATION FOR
NEW VENDOR
PREQUALIFICATION PROGRAM**

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

**The required method for receipt of New Vendor Application is via e-mail sent to
Construction Contractor Prequalification at:
Prequal@palmbeachschools.org.**

THE SCHOOL DISTRICT OF PALM BEACH COUNTY, FLORIDA



**APPLICATION FOR NEW
VENDOR PREQUALIFICATION PROGRAM**

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INSTRUCTIONS FOR SUBMITTAL OF APPLICATION

- 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 is applicable 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 is 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:** This Application applies only to those firms that have not previously submitted an Application for Prequalification or have a Prequalification that has expired. Vendors that have previously applied and/or have been recommended to the School Board need not apply as their application has already been reviewed and processed. Vendors must be prequalified prior 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 application is received by the District. 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 5 OF THIS PACKET.** The required method for receipt of new/renewal applications is via e-mail to PREQUAL@PALMBEACHSCHOOLS.ORG. Completed applications, meeting all requirements for submittal which includes the fully completed application form and attached documents outlined in the application packet, will be processed within sixty (60) days of receipt of the application.

Applications must be received prior to the first business day of each month to be eligible for processing and potential recommendation for approval by the School Board at a following month's School Board Meeting. Applications received after each established cut-off date, including application received with incomplete or missing submittal requirements, will be added to a subsequent review and approval process.

The Construction Disciplines to be subject to this Prequalification Process are as follows:

- **CS/SD: Construction Services and Site Development (General Contractor or 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 (Palm Beach County Certificate of Competency)**
- **RS: Roofing Services (Roofing Contractor)**
- **UU: Utility and Underground Excavation Services (Underground Utility Contractor)**

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 his designation, shall be typed or printed below his signature. A Proposal by a person who affixes to his signature the word "President", "Secretary", "Owner" or other designation without disclosing his 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.

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

- 1. Application for Prequalification (Parts 1 - 6) Pages 7-13 of this Packet**
- 2. Public Entity Crime Certification - Exhibit A**
- 3. Affidavit of Truth - Exhibit B**
- 4. Certificate of Insurance (evidencing required coverage) - Exhibit C**
- 5. Disclosure of Discrimination Complaints Statement - Exhibit D**
- 6. Disclosure of Disqualifying Crimes Statement - Exhibit E**
- 7. Letter of Intent from Bonding Agent/Surety - Exhibit F**
- 8. Beneficial Interest and Disclosure of Ownership - Exhibit G**
- 9. Certificate of Incorporation ACTUAL CERTIFICATE – USE FOLLOWING LINK TO ORDER: www.SunBiz.org - Current Year**
- 10. Contractor's Licenses for each Construction Discipline - Current Year**
- 11. Business Occupational License/Tax Receipt - USE FOLLOWING LINK TO ORDER: <https://www.pbctax.com/services/local-business-tax-services> - Current Year**

- 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:
- a. is incomplete, or
 - b. does not substantiate their ability to be successful in carrying out the performance of the work, or
 - c. 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
 - d. that 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 contractor's litigation history will result in the School Board, through their designee, rejecting an Application for Prequalification.**

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 set forth 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 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, and all other groups who seek to influence the decision of a Board member or District personnel on the approval of an Application Package.

Any applicant or any individuals that lobby on behalf of 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 type of project, dollar volume and limits allowed within the scope or 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 vendors 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 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 who are suspended, revoked, or disapproved may not resubmit a new application during the period of suspension or revocation, or at least 12 months within the date of disapproval.

END OF SECTION

Vendor Name: _____

Date of Application Submittal: _____



SCHOOL DISTRICT OF PALM BEACH COUNTY

APPLICATION FOR NEW VENDOR PREQUALIFICATION PROGRAM

VENDOR INFORMATION

The Vendor shall complete Items 1 - 6 of the Vendor Information in its entirety. The District reserves the right to request and review additional information as may be required to determine the vendor's qualifications.

1. **CLASSIFICATION(S):**

Specify one or more construction classification codes from the following list in which the vendor is applying for Prequalification. **Please note the required 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 (Palm Beach County Certificate of Competency)**
- RS: Roofing Services (Roofing Contractor)**
- UU: Utility and Underground Excavation Services (Underground Utility Contractor)**

2. VENDOR INFORMATION:

Corporate Name: _____

Address: _____

City/State/Zip: _____

Phone: _____ **Email:** _____

Contact Person for Application: _____

Contact Person Email: _____

Type of Organization (check one below):

_____ Corporation _____ LLC _____ Partnership _____ Sole Proprietor

If Corporation, State of Incorporation: _____

Date of Incorporation: _____

If Out-of-State Corporation, currently authorized to do business in the State of Florida; provide date and proof of such authorization: _____

FEIN NO.: _____

NAME AND TITLE OF PRINCIPAL OFFICERS:

Name/Title: _____ Date Elected: _____

Name of Qualifying Agent(s) and Date Elected:

Name/Title: _____ Date Elected: _____

Name of Financially Responsible Officers:

Name/Title: _____ Date Elected: _____

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, provide dates and particulars:

List any and all subsidiaries and/or holding companies.

List other Public Agencies the Applicant is currently prequalified and provide proof of current prequalified status (letter, certificate, etc.).

AGENCY NAME	TRADE IN WHICH QUALIFIED	EXPIRATION DATE	AMOUNT APPROVED

3. LITIGATION DISCLOSURE:

Disclose **all pending and resolved** construction-related litigation and claims, including but not limited to insurance claims, actions against or by an owner, engineer, architect, contractor, subcontractor, materialman or supplier within the **five (5) year period** ending with the date the contractor submits its prequalification application. **Failure to disclose any claim, or to provide any requested information in connection with a contractor's litigation history will result in the Superintendent or designee rejecting an Application for Prequalification.** For purposes of this disclosure requirement, a claim includes, lawsuits, administrative hearings and arbitrations. Disclose 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 contractor's obtaining or performance of any contract within the five (5) year period ending with the date the contractor submits its prequalification application. An adjudication of guilt or adjudication withheld; guilty plea; nolo contendere and admission of liability may result in the Superintendent or designee rejecting the contractor for prequalification. Failure to disclose any claim, or to provide any requested information in connection with a contractor's litigation history will result in the Superintendent or designee rejecting an application for prequalification. For purposes of this disclosure requirement, a claim includes, lawsuits, administrative hearings and arbitrations.

Provide the following information for each case/claim. If not applicable, please indicate as N/A. Please attach additional pages if needed. For each claim which the Applicant is named as the Defendant, provide evidence of final judgment demonstrating satisfactory resolution of the claim filed:

- a. Name the Plaintiff, Defendant, case number and date of each claim filed.

- b. Provide the name, address, telephone number of the attorneys representing the Plaintiff and Defendant.

- c. Provide a description of the claim.

- d. Current status of each claim.

4. BONDING CAPACITY: "Exhibit F" Letter of Intent from Bonding Agency must be with Application

Single Project Capacity (dollar amount): \$ _____

Aggregate Capacity (dollar amount): \$ _____

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

No_____ Yes_____

If yes, provide circumstances including Owner Name, Project Name, Project Date and Value.

5. EXPERIENCE:

For **each construction discipline applied**, provide **at least three (3) projects of similar construction scope, each with a value over \$300,000, completed within the last three (3) years**. Provide projects based on the following criteria in descending order: 1) K-12 or other Educational Construction Experience; 2) Construction within the State of Florida; 3) Construction for Governmental or Educational Organization; 4) Construction of Educational and/or Public Facilities in other states. **Please provide a response for all questions.**

Applicant may provide additional experience on separate sheets and attached to this form, but MUST include all of the information in the same format as below. Applicants may include a letter of recommendation for each project listed.

PROJECT EXPERIENCE #1:

Project Name: _____

Project Location (Address, City, State, Zip): _____

Contact Name: _____ Contact Email: _____

Contact Phone Number: _____ Extension: _____

Contract Dollar Value: _____ Architect Name: _____

Was Project Completed on Schedule? Yes___ No___ Date Started: _____ Date Completed: _____

Percentage of Work Completed by Company: _____ Were Bonds Required? _____

If so, what type and how much: _____

Type(s) of Work Performed (name disciplines, scope of work, etc.):

Other Performance Factors: _____

Was there an M/WBE Business Goal established? _____ Percentage Amount required? _____

What was the actual M/WBE percentage based on contract dollars? _____

PROJECT EXPERIENCE #2:

Project Name: _____

Project Location (Address, City, State, Zip): _____

Contact Name: _____ Contact Email: _____

Contact Phone Number: _____ Extension: _____

Contract Dollar Value: _____ Architect Name: _____

Was Project Completed on Schedule? Yes ___ No ___ Date Started: _____ Date Completed: _____

Percentage of Work Completed by Company: _____ Were Bonds Required? _____

If so, what type and how much: _____

Type(s) of Work Performed (name disciplines, scope of work, etc.) _____

Other Performance Factors _____

Was there an M/WBE Business Goal established? _____ Percentage Amount required? _____

What was the actual M/WBE percentage based on contract dollars? _____

PROJECT EXPERIENCE #3:

Project Name: _____

Project Location (Address, City, State, Zip): _____

Contact Name: _____ Contact Email: _____

Contact Phone Number: _____ Extension: _____

Was Project Completed on Schedule? Yes ___ No ___ Date Started: _____ Date Completed: _____

Contract Dollar Value: _____ Architect Name: _____

Percentage of Work Completed by Company: _____ Were Bonds Required? _____

If so, what type and how much: _____

Type(s) of Work Performed (name disciplines, scope of work, etc.) _____

Other Performance Factors: _____

Was there an M/WBE Business Goal established? _____ Percentage Amount required? _____

What was the actual M/WBE percentage based on contract dollars? _____

6. CERTIFICATION:

Is the applicant certified as an **SBE OR M/WBE** by the **School District of Palm Beach County**?

_____ **SBE and/or** _____ **M/WBE**

Yes _____ (If yes, attach a copy of the certificate)

No _____

Please identify **M/WBE** designation: _____

(African American, Hispanic American, Asian American, Native American, Woman Owned or Service Disabled Veteran)

END OF SECTION



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)

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)

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.



**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: _____

ITB NO.: _____

PROJECT NO.: _____

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.

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)



THE SCHOOL DISTRICT OF PALM BEACH COUNTY
Beneficial Interest and Disclosure of Ownership Affidavit

Bid No. N/A Project No./ Title VENDOR PREQUALIFICATION PROGRAM

Corporate Name _____

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 5% or more of the beneficial interest in the disclosing entity: (If more space is needed, attach separate sheet)

A. Persons or corporate entities owning 5% or more:

Table with 3 columns: Name, Address, Percentage. Contains 2 empty rows for data entry.

B. Persons or corporate entities who hold by proxy the voting power of 5% or more:

Table with 3 columns: Name, Address, Percentage. Contains 2 empty rows for data entry.

C. Stock held for others and for whom held:

Table with 3 columns: 1. Name / 2. From Whom Held, Address, Percentage. Contains 6 rows for data entry.

CORPORATE REPRESENTATIVE

By: _____

SWORN TO and subscribed before me this _____ day of _____, 20 __, by _____ Such person(s) (Notary Public must check applicable box).

[] is/are personally known to me. [] produced a current driver license(s). [] produced _____ as identification.

(NOTARY PUBLIC SEAL)

Notary Public

(Print, Type or Stamp Name of Notary Public)