
**LAKE-SUMTER STATE COLLEGE
ADMINISTRATIVE PROCEDURE**

TITLE: Pre-qualification of Contractors for Educational Facilities

NUMBER: PRO 6-06

REFERENCE: Florida Statute 1001.64; 1013.46
State Board of Education Rule 6A-2.0010

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I. PURPOSE

Lake-Sumter State College shall pre-qualify construction contractors for a one-year period or for a specific project. The procedures for pre-qualifying construction contractors shall not be construed to restrict competition, prevent the submission of a bid, or prohibit the consideration of a bid submitted by a pre-qualified contractor. The use of these procedures shall not supersede any small business, woman-owned or minority-owned business-enterprise assistance program adopted by the College.

II. RESPONSIBILITY

Management of Pre-qualification of Contractors for Educational Facilities is under the

V. PROCEDURES

a. Criteria

1. Contractors shall be pre-qualified by Lake-Sumter State College based on the following criteria, and other criteria as determined to be appropriate by the College:
 - i. Proof that the contractor holds a contractor's license which authorizes the contractor to supervise the work within the scope of the construction project.
 - ii. Evidence that the contractor has financial resources to start up and follow through on projects and to respond to damages in case of default as shown by written verification of bonding capacity equal to or exceeding the amount of any project for which the contractor seeks pre-qualification. The written verification must be submitted by a licensed surety company rated excellent (A-or better) in the current A.M. Best Guide and qualified to do business within Florida. In the absence of such written verification, Lake-Sumter State College may require the contractor to provide a letter of credit in the amount of \$100,000.

4. Contractor trade categories and information regarding the state and local licenses and license numbers held by the contractor.
5. A list of projects completed within the past five (5) years, including dates, client, approximate dollar value, and size.
6. Certificates of insurance confirming current worker's compensation, public liability and property damage insurance as required by law.
7. A list of all pending litigation and all litigation within the past five (5) years, including an explanation of each. Litigation initiated by the contractor to protect the contractor's legal rights shall not be used as a basis for rejecting pre-qualification.
8. The completed application and financial information shall be attested to and signed by an authorized officer of the company, the owner, or sole proprietor, as appropriate, and the signature shall be notarized.
9. Applications that contain inaccurate information may be rejected and removed from further consideration.

Contractor Pre-qualification Review Committee - A Contractor Pre-qualification Review Committee shall review and evaluate applications and make recommendations to pre-qualify contractors for the type of project, dollar volume, and limits allowed within the scope of the pre-qualification.

c. **Issuance of Certificate**

In its sole discretion, the College District Board of Trustees may approve the issuance of a Certificate of Qualification valid for one (1) year or for a specific project. The Board shall receive and either approve or reject applications for pre-qualification within sixty (60) days after receipt by the Board's administrator.

d. **Renewal of Certificate**

Certificates not for a specific project shall be subject to an annual renewal process.

1. Financial statements or written verification of bonding capacity on file with the Board shall be updated annually. Failure to submit a new statement or verification of bonding capacity, after at least (30) days, shall automatically revoke a pre-qualification certificate.
2. The College may allow pre-qualified contractors to request a revision of their pre-qualification status at any time it is believed the dollar volume of work under contract or the size and complexity of projects should be increased if experience, staff size, staff qualifications, and other pertinent data justify the action.

e. **Delinquency**

The decision to declare a contractor delinquent may only be made by the President and must be ratified by the Board at its next regular meeting following such decision by the President. Should a contractor be determined to be delinquent, after notice and an opportunity for a fair hearing, the College shall notify the contractor and its surety, in writing, that the contractor is disqualified from bidding work with Lake-Sumter State

3. Substantial deviation from project time schedules after written notice of non-compliance.
4. Substantial or repeated failure to pay subcontractors after Lake-Sumter State College has paid the contractor for the work performed by the subcontractors and in accordance with approved requisitions for payment.
5. Substantial or repeated failure to provide the quality of workmanship compatible with the trades standards for the community after written notice of such failure.
6. Substantial or repeated failure to comply with the warranty requirements of previous contracts after written notice of such failure.
7. Failure to maintain the required insurance coverage after written notice of such failure.

f. See City Code 03n5