



# Pre-Qualification to Bid on Clearwater Construction Projects Application

## Contractor Information:

Company Name:							
Contact Name and Title:							
Mailing Address:							
City:				State:		Zip Code:	
Contact Phone Number:		Ext.:		Fax Number:			
E-mail Address:							
Company Website:							
Type of Organization (Individual, Corporation, Partnership, etc.):							
Number of Full time employees directly on applicant's payroll:							
Date, organization began under present name:							

## Other names and dates organization has existed as:

	From:		To:	
	From:		To:	

## List of Organization Leadership (President, Vice President, Secretary, Treasurer, Partners, etc.):


## Licenses:

Contractor's License Number (attach copy):	
Individual Holding License:	
Classification of License:	
PCCLB Registration (required to submit bid):	

## References:


## Financial Information:

Present value and type of all construction and operational equipment directly owned by the applicant (Information may be obtained from most recent financial statement and include long term lease/purchase equipment):

Value:		Type:	
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## Projects History:

Has your firm ever failed to complete work awarded to you? If yes, provide information where and why?


## Applicant's Confirmation:

*The information in this application and all attachments included are true and correct to the best of my knowledge.*

Organization Name:			
Name and Title:		Date:	

## Bid Limits:

Pre-qualification to **bid limitation** is an amount of dollars **equal to the amount of the largest single construction project successfully completed by the Contractor**. Amount is limited to the particular construction categories in which the Contractor is approved to perform work.

Largest Single Project COMPLETED:			
Amount of Contract:		Start Date:	End Date:
Type of Work:			
Owner/Representative:			
Address:			
Phone Number:		Ext.:	
Email Address:			

Contractor may request an adjustment after successfully completing larger construction projects or providing evidence where two or more similar projects were completed by the Contractor at the same time. The combined amount of these simultaneous projects may be more than the largest single project accomplished to increase your bid limit. This amount will be considered as the pre-qualification amount up to an amount equal to 150% of the largest single project amount.

Pre-qualification amounts and categories may be limited as warranted by the City's experience with the Contractor's construction projects.

**Please attach a list of major projects active and completed within the past three years. Each project must include the type of work, contract dollar amount, start and completion dates, name and contact information of project representative.**

## Construction Categories:

Pre-qualification is limited to particular construction categories or construction activities in which the Contractor has successfully completed construction projects or extensive work in the category as part of larger project work.

**To receive approval in a particular construction category your application must contain documentation of successfully completed work experience in that category.** This documentation is to be included in your firm's attached completed project list.

In addition, **your application must exhibit that your firm has sufficient equipment, resources and employees on your firm's direct payroll to complete work as a prime contractor in each approved construction work category.** Contractors with an insufficient workforce or resources will not be approved and will not receive pre-qualification in particular work categories.

Following are the general categories of construction work available for contractor pre-qualification approval.

**Check all categories for which your firm is seeking pre-qualification approval:**

Asphaltic Concrete Resurfacing	Marine Construction
Brick Streets	Marine Dredging
Bridge Construction & Modification	Plumbing
Commercial Buildings	Roadways & Parking Lots
Commercial Swimming Pools	Sanitary & Storm Sewers
Concrete Flatwork (curbs, walks, courts, etc)	Sanitary Force Mains
Construction Management Services	Sanitary Pump Stations
Demolition	Specialty Concrete Repair & Coating
Design Build	Stormwater Management Construction
Electrical	Tennis Courts
Excavation / Site Work	Traffic Signalization
Fiber Optics	Urban Streetscape
Gunite Restoration	Wastewater Treatment Facilities
Horizontal Directional Drilling	Water / Reclaimed Distribution Mains
HVAC	Water Treatment Facilities
Industrial Painting	Well Construction
Instrumentation & Controls	Other:
Landscape & Irrigation	

## Instructions

To be eligible to bid for City of Clearwater construction projects a contractor must be pre-qualified with the Engineering Department's Construction Division. The purpose of pre-qualification is to provide the City with reasonable assurance that your organization has the financial assets, resources, work force and work experience to successfully complete construction contract agreements with the City.

**The pre-qualification process must be completed, and the Contractor's application approved a minimum two weeks (ten business days) prior to the bid opening date.**

If your company is interested in becoming pre-qualified or wishes to reapply for pre-qualification, please fill out the **Pre-Qualification Application**. For your application to be considered complete and to begin the approval process, you will need to submit **all the following items** via email:

- 1. Pre-Qualification Application.**
- 2. Current Financial Statement** completed within the past year. City policy dictates that this item is not kept following the approval process. We do not make copies or retain this financial information. The file will be deleted following approval.
- 3. Three (3) Letters of Reference** on the owner's letterhead, written within the past three years, that includes the contractor's performance on a specific project. The letter should include a brief description of the project, start and end dates, dollar amount of contract and owner comments on the quality of workmanship and satisfaction of work completed.
- 4. List of major projects** active and completed within the past three years. Each project must include the type of work, contract dollar amount, start and completion dates, name and contact information of project owner representative.
- 5. Copy of all current contractor licenses.**

Pre-qualification status **lasts for three (3) years from approval date** and is limited to particular construction categories or construction activities in which the Contractor has successfully completed construction projects or extensive work in the category in conjunction with larger project work. Included in the application are the general categories of construction work which are available for contractor pre-qualification approval by the City of Clearwater. **Check all categories for which your firm is seeking pre-qualification approval.**

To receive approval in a particular construction category, your application must contain documentation of successfully completed work experience in that category. This documentation is to be included in your firm's completed project list.

In addition, your application must exhibit that your firm has sufficient equipment, resources, and employees on your firm's direct payroll to complete work as a prime contractor in each approved construction work category. Contractors with an insufficient work force or insufficient resources will not be approved for pre-qualification or will not receive pre-qualification in particular work categories.

**It is the responsibility of the Contractor to confirm pre-qualification status before a bid opening.**

If you have any questions during this process, please contact the Engineering Contracts Procurement Specialist at (727) 444-8212. Please return the application and submittal items **by email** to Marina.Tsongranis@myclearwater.com.

Marina Tsongranis  
Contracts Procurement Specialist  
City of Clearwater  
Engineering Department  
PO Box 4748  
Clearwater FL 33758-4748

**NOTE: There could be project-specific requirements (i.e. licensure, registration, certification, etc.) necessary to bid on projects. It is important to read bid documents carefully.**