



The School Board of Miami-Dade County, Florida Department of Contractor Prequalification Frequently Asked Questions and Answers

Question 1: How long will the prequalification process take?

Answer: The prequalification application process is contingent on contractors submitting the fully executed required documents (originals and copies). Applications must be reviewed and approved by the Contractor Prequalification Review Committee (CPRC). The application is forwarded to the Superintendent, who makes a recommendation to the School Board for approval. The process is approximately 60 days.

Question 2: I have been a contractor with the District for several years, and have worked on several projects; however, my Prequalification Certificate has expired. I want to bid on a project but do not have enough time to go through the prequalification process. Will the District take into account my past construction history and allow me to bid on projects, while my application for certification is being processed?

Answer: An expired Prequalification Certificate is deemed invalid. State Statute and Board Rule prohibits contractors who are not pre-qualified to bid on construction and capital improvement projects. If you allow your certificate to expire, you must apply as new, and submit your documents to the District for prequalification processing.

Question 3: If my bond limits have been increased, will my bid limits be automatically increased?

Answer: No, in order to get an increase to your single bid limit amount, you must provide the following: A request on the company's letterhead to increase the single bid limit amount, an original signed and notarized affidavit, current contractor's license, insurance information to include, general liability, automobile and workers compensation insurance, two completed projects, with similar scope and financial size, within the past five years preceding the date of the application. Include copies of contracts or purchase orders for projects, Certificates of occupancy, completion, permits for projects or a letter indicating that your portion of the contract is completed, Evaluations from the owner, architect or engineer. The final decision is made by the Superintendent who makes a recommendation to the School Board, to approve the request for the increase. However, if your Aggregate bond limit increases, then we can increase your aggregate bid limit.

Question 4: What are the benefits to me keeping my Prequalification Status valid and continuous, if projects have already been awarded to contractors for the next two to three years?

Answer: The District may, at any time, change its policies and administrative approach. One of the goals of the prequalification department is to ensure that, should the opportunity arise, contractors seeking to secure projects are eligible, and have prequalification status to bid on those projects. Additionally, increased competition should result in better prices for the District.

Question 5: I have been working with the District for many years and have the repeated problems of prime contractors collecting their payment from the District, and not paying me and my employees for our work, even though the work has been satisfactorily done and is completed. What can the District do to help?

Answer: The District has policies and procedures in place. Secondly, each case must be factually documented and presented, so that the District may enforce its regulation and payment policies. The vendors can also submit a Vendor Feedback or Complaint Form to the OEO Compliance Department. Delinquency or suspension proceedings may be initiated against contractors who do not pay sub-contractors after receiving payment from the District. Upon completion of the process, the Board may suspend, for a specified period, or revoke, the contractor's prequalification certificate, thereby invalidating the contractor's ability to bid on future projects.

Question 6: If a company has a roofing license issued by the State of Florida, and the name of the company states a "mechanical company", can the company's prequalification application be denied based on the conflict in the name of the company and the license?

Answer: No. The role of the OEO Prequalification Department is to verify submissions of appropriate licenses and ensure applicants are prequalified in the appropriate disciplines.

Question 7: Can the Contractors Prequalification Review Committee (CPRC), reduce a company's bid limits, if that company has had, or is having construction problems with the District?

Answer: Yes, however, there is a process that has to be initiated and followed pursuant to State Required Educational Facilities (SREF) and Board Policy. The CPRC reviews all New, Renewals, and Increases and/or Decreases to bid limits. The decision to declare a contractor delinquent, or suspend or revoke its certificate can only be made by the Board, based on recommendations by the Superintendent.

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Question 8: Can an application be rejected if a company does not list The School Board of Miami Dade County Florida as the additional insured, on the Certificate of Insurance?

Answer: Companies are requested to list The School Board of Miami Dade County Florida under Certificate Holder, as a future good-faith effort. Only when the company has entered into a contractual agreement with the District, must they list The School Board of Miami Dade County Florida as the additional insured.

Question 9: Are companies seeking prequalification with bid limits of \$200,000 or below required to have bonding?

Answer: Bonding is waived on projects of \$200K and below. However, applicants must submit Audited financial statements for the past twelve months proceeding application submittal.

Question 10: If my surety company issues my company bonding for \$10M single, and \$40M aggregate, why would The School Board of Miami Dade County Florida potentially issue my company \$5M single, and \$40M aggregate bid limits?

Answer: Single bid limits are calculated in conjunction with final completed project amount(s), capabilities, and bond limits. The School Board sets single bid limits according to projects submitted by the applicant. The formula for calculating the single bid limit is as follows: The 1st largest project is doubled (2x) but cannot be greater than the applicant's Surety single bid limit.

Question 11: Can I be prequalified if I have never done any construction work on educational facilities?

Answer: Yes, the scope of your construction experience will be incorporated into the evaluation process of your application.

Question 12: I have done several projects for the School Board, over the past several years, and was never required to get prequalified.

Answer: If you wish to bid directly on School Board related capital or maintenance construction work as a prime contractor, you MUST get Prequalified.

Question 13: Are sub-contractors required to be prequalified?

Answer: No, only contractors who wish to bid as a prime contractor.

Question 14: A company holds an Electrical Contractor license, but the evaluations presented are for low voltage electrical work. Can the Committee unilaterally change the classification issued by the State of Florida, to Low Voltage Electrical Contractor?

Answer: No. In order to get Prequalified by the School Board, you MUST submit project evaluations that fall under the discipline of which your company is licensed to do business in the State of Florida.

Question 15: Can my bid limits be reduced by the School Board?

Answer: Yes. If the need arises, the Committee can procedurally reduce a company's bid limits.

Question 16: How do I get a list of approved, debarred or suspended contractors?

Answer: Please contact the Contractor Prequalification office at 305-995-1307.

Question 17: I am prequalified with Miami-Dade County. Why do I need to be prequalified again with The School Board of Miami Dade County Florida?

Answer: The procedures and requirements are different. F.S. 1013.46 section 423 of the Florida Building Code and SREF requirements outlines a different process for school boards.

Question 18: I am currently prequalified as a contractor with The School Board of Miami Dade County Florida. If I want to participate in The School Board of Miami Dade County Florida MWBE/SBE/MBE Program, do I need to get certified?

Answer: Yes. Contractor Prequalification and Certification (MWBE/SBE/MBE) are two separate processes. Having both the Contractor Prequalification and Certifications (MWBE/SBE/MBE) will increase your job opportunities with The School Board of Miami Dade County Florida.

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Question 19: Will I get a notice of my prequalification status renewal expiration?

Answer: Yes, as a courtesy we will send you an email notification approximately 60 days prior to your certificate's expiration.

Question 20: If my renewal expires will I have to re-apply and submit a new application?

Answer: Yes, prequalification renewal applications cannot be accepted after the expiration date. The prequalification certificate is valid for one year and the expiration date is listed on the certificate. We also send you a prequalification renewal email approximately 60 days prior to the expiration date.

Question 21: Are projects completed outside of the United States acceptable as 2 of my completed projects?

Answer: Yes, as long as the projects meet acceptable construction guidelines and procedures for the State of Florida.

Question 22: Do I have to submit 2 applications to get prequalified in more than one discipline?

Answer: No. You may provide the licenses and 2 completed projects, with required documentation, for each discipline on the same application.

Question 23: If I am unable to provide a certificate of occupancy or completion, can any other document fulfill that requirement?

Answer: Yes, if you are unable to provide the information required, we can use the evaluation in lieu of that requirement, as long as it includes all of the pertinent information. You must send an email notification indicating that you are unable to provide the required documents.

Question 24: Can a company be located in another state and bid on construction and related projects with The School Board of Miami Dade County Florida?

Answer: Yes, as long as the company has a State of Florida certificate of incorporation to do business in Florida and a State of Florida contractor's license.

Question 25: Will a letter of guarantee from my bonding company, with all required information, be acceptable in lieu of The School Board of Miami Dade County Florida Surety of Intent (Form 6696)?

Answer: No, you must use the form provided.

Question 26: If the contract amount and evaluation contract amount are different, which one will be used in the determination of the recommended single bid limit?

Answer: The contract amount including all applicable change orders will be used in the determination of the recommended single bid limit.

Question 27: If I am bidding as a joint venture with another company, do I need to inform The School Board of Miami Dade County Florida?

Answer: Yes, you must complete The School Board of Miami Dade County Florida's Affidavit of Joint Venture (Form 6695) and submit with your prequalification application.