

## **Printable Checklist – Step-by-Step Process for Completing the Application**

### Documents to be attached to the application:

\_\_\_\_\_ Audited Financial Statements for the fiscal year for prequalification to bid on contracts \$1,000,000 and above for the certification period. If your application is filed more than four months after your fiscal year end, an additional “interim” (short period) audited financial statement with a balance sheet date within four months prior to the application date must also be submitted for prequalification to bid on contracts \$1,000,000 and above for the certification period. (One copy must be mailed and the other must be attached in PDF format)

**OR**

\_\_\_\_\_ CPA-Reviewed Financial Statements for the fiscal year for prequalification to bid on contracts under \$1,000,000 for the certification period. If your application is filed more than four months after your fiscal year end, an additional “interim” (short period) CPA-reviewed financial statement with a balance sheet date within four months prior to the application date must also be submitted. (One copy must be mailed and the other must be attached in PDF format)

\_\_\_\_\_ \* Affidavit (see Template on Additional Documentation Sub Tab)

\_\_\_\_\_ \* Resumes of key staff (superintendent or above) showing construction experience for each class of work for which the applicant is requesting qualification

\_\_\_\_\_ \* Depreciation schedule of (owned) equipment and/or letter from equipment rental company w/line item list of equipment rented to applicant

\_\_\_\_\_ \* Letters of recommendation, at least two (2). (only required for first-time applicants or applicants not qualified within the last two years). The letters must contain specific information regarding the following:  
1. Specific projects, including project numbers and location  
2. Size of projects by dollar value  
3. Description of projects and classes of work performed with applicant’s own employees and equipment  
4. Whether projects were timely completed  
5. Whether the applicant was cooperative and facilitated changes to projects when required

\_\_\_\_\_ \* Lists of contracts underway and contracts completed in the last three years. These lists should include the following: project number, project owner, project owner contact information, project location and major type of work and whether the applicant was a prime or subcontractor on the project. (See template on Current Contracts Sub Tab)

\_\_\_\_\_ \* Additional information required if applying for work classes Hot-In-Place Resurfacing, Landscaping, ITS, and/or Emergency Debris Removal (see “Additional Work Class Information” in the “Prequalification Information” section of the Contracts Administration Office home page)

\* These documents must be attached to the application in one of the following formats: Word, Excel, Adobe PDF, TIF or JPG Files.

The following information is also **required** input for application processing:

- \_\_\_\_\_ My Florida Market Place (MFMP) Number. The application can be submitted and reviewed with only a Federal ID Number, but cannot be approved until the Federal ID Number is replaced with the MFMP number.
- \_\_\_\_\_ Applicant's previous business name(s) (Vendor Tab, General Info Sub-tab)
- \_\_\_\_\_ Applicant's charter number and date, and the state in which incorporated (Vendor Tab, General Info Sub-Tab)
- \_\_\_\_\_ Information on applicant regarding debarment, suspension, contract crime or failure to complete construction contracts, bankruptcy information (Vendor Tab, Background Sub-Tab)
- \_\_\_\_\_ Officer titles for the applicant (Stakeholders Tab)
- \_\_\_\_\_ Percentage each stakeholder owns of the applicant. "Stockholder" box must be checked to allow percentage entry, even if the applicant does not issue stock (Stakeholders Tab)
- \_\_\_\_\_ Affiliates and stakeholders: all requested information for stakeholders and affiliates, including addresses and telephone numbers (Affiliates Tab)
- \_\_\_\_\_ Financial Sub Tabs (as applicable):
  - Notes Receivable
  - Construction Contracts Receivable
  - Non-Construction Accounts Receivable
  - Subsidiary and Affiliate Investments/Receivables
  - Real Estate
  - Capital Leases (book & present value)
  - Leasehold Improvements (net book value)
  - Accounts/Notes Payable and Contingent Liabilities