

Instructions to Complete Prequalification Application for Debris Removal

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I. Step-by-Step Process for Completing the Application

The following information/documents are needed to complete the application:

- ___ Reviewed Financial Statements with a balance sheet date within the last twelve months
- ___ Resumes of principle supervisory staff involved in debris removal**
- ___ Depreciation schedule of (owned) debris removal equipment
- ___ Letters of recommendation (first-time applicant or applicant not qualified within two years)**
- ___ Lists of debris removal contracts underway and debris removal 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. (Template on Current Contracts Sub Tab)*
- ___ Applicant's previous business name(s), bankruptcy information (if applicable)
- ___ Information on Applicant regarding debarment, suspension, contract crime or failure to complete contracts (if applicable)
- ___ Percentage each Stockholder owns of the Applicant

- _____ Applicant's charter number and date, and the state in which incorporated (if applicable)
- _____ MyFloridaMarketPlace (MFMP) Vendor Number of other business entities identified as either stakeholders or affiliates (or Federal Identification Number if Entity is not MFMP registered) and corporate information as Applicable. Click here for stakeholder, affiliate definitions
- _____ Addresses for stakeholders and affiliates of the Applicant
- _____ Officer titles for the Applicant
- * These documents must be attached to the application in one of the following formats: Word, Excel, Adobe PDF, TIF or JPG Files.
- ** These documents can be attached to the application, mailed, or delivered to the Department with the Reviewed Financial Statements.

Steps to complete the application:

- _____ Access application using the firm's Internet Subscriber Account

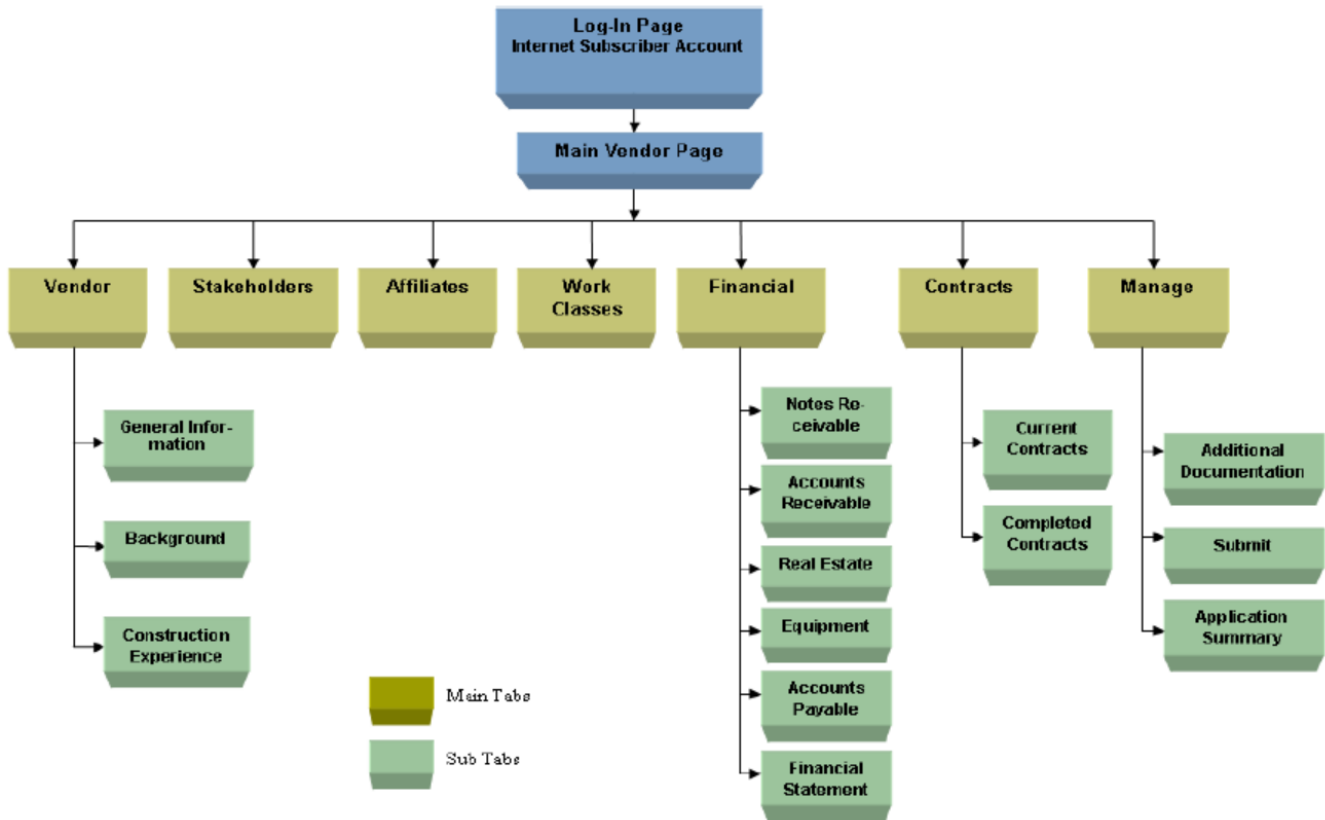
Contractor Prequalification

<https://www3.dot.state.fl.us/ContractorPreQualification/>

- _____ Enter the firms' MFMP Vendor Number. If you do not have a MFMP Vendor Number, please go to the [State of Florida's Vendor Registration Website](#). If you have forgotten your vendor number, please contact Vendor Registration Customer Service at 866-352-3776 (Monday through Friday, 8 a.m. - 5:30 p.m. Eastern Time)
- _____ Mail (overnight delivery recommended) two copies of Reviewed Financial Statements including Balance Sheet, Income Statement, Retained Earnings Statement, Cash Flow Statement, notes to the Financial Statements, including an unqualified opinion. The balance sheet date must be within the last twelve months.
- _____ Complete these Tabs and Sub Tabs
- _____ Vendor
 - _____ General
 - _____ Background
 - _____ Construction Experience
- _____ Stakeholders
- _____ Affiliates
- _____ Work Classes – Check Debris Removal only
- _____ Financial
 - _____ Equipment (Attach Debris Removal Equipment List or insert the mailing date)
- _____ Contracts
 - _____ Current Contracts
 - _____ Completed Contracts
- _____ Manage
 - _____ Additional Documentation
 - _____ Submit
 - _____ Application Summary

_____ Complete the Affidavit (See Additional Documentation Sub Tab) and attach to the application or mail to the Department

II. Application Site Map



III. MyFloridaMarketPlace (MFMP) Registration

All vendors wishing to do business with any state agency must register at the following web site: <https://vendor.myfloridamarketplace.com>. The vendor number assigned to the firm as a result of this registration should be provided at time of application submittal. If the firm has not received a MFMP Vendor Number, the firm's FEID number may be utilized in order to submit the application. However, the qualification certificate will not be issued without a valid MFMP Vendor Number.

If you have forgotten your MFMP Vendor Number or are a vendor located outside of the United States, please contact Vendor Registration Customer Service at 866-352-3776 (Monday through Friday, 8 a.m. - 5:30 p.m. Eastern Time).

IV. Internet Subscriber Accounts

Establishing an Internet Subscriber Account (ISA) with the Department will allow a firm to access, complete and submit the application. Updates of the firm's approved prequalification such as requesting additional work classes can also be submitted online, along with supporting documentation, during the term of prequalification. Firms are responsible for maintaining the confidentiality of the ISA and password, and are fully responsible for all activities that occur using that password or account. Any person with access to the e-mail address provided as the account identifier will have access to the firm's ISA. For this reason, the e-mail address provided must not be shared with other persons. It is suggested that firms establish an e-mail

address for specific use for prequalification. Thus, if the employee leaves, the e-mail address will still be available to the firm and only the password would have to be changed. If a firm needs an additional ISA to submit the list of contracts underway for monthly lettings, a second ISA can be established as per the instructions below.

Customer support for questions on the ISA Service is available 8 a.m. - 5 p.m. Eastern Standard Time, Monday through Friday, excluding major holidays. Call the Florida Department of Transportation Service Desk at 1-866-955-4357 (HELP) or e-mail FDOT.ServiceDesk@dot.state.fl.us.

Instructions to create an ISA

Primary ISA

1. Select the "Click here to create an account" link to start the process.
2. Enter the following information:
 - E-mail address to be used
 - Select password challenge question
 - Enter answer to the password challenge question
3. Check the box once you have read and agreed with the "Terms of Use."
4. Click "Create" button.
5. A temporary case-sensitive password will be sent to the e-mail address specified. You may change this password at any time.

Login Instructions

1. Enter the e-mail address that was used to register/create the account in the User ID field
2. Enter Password
3. Click "Login"
4. Once logged in, enter your vendor number to start the application process.

Instructions to Re-set Password

To re-set a password, call the Florida Department of Transportation Contracts Administration Office at 850-414-4000 (Monday through Friday, 8 a.m. - 5:00 p.m. Eastern Time).

V. Data Field Descriptions

Vendor Main Screen

Vendor Number

Enter the MyFloridaMarketPlace (MFMP) Vendor Number. If firm has not received a MFMP Vendor Number, the firm's FEID number should be entered. The "Create Application" should then be clicked to start the Application.

Vendor Tab

If FEID number used:

- The Vendor Number field is for the MFMP Vendor Number when issued.
- Vendor Name is mandatory and should be the same as MFMP registration.

If either FEID or MFMP Vendor Number used:

All fields are mandatory except Home/Bidding address lines 2 & 3. The "Corporate Information Fields" will come to the screen and are mandatory if applicant is a corporation.

For the "How many years.....under present business name?"

Enter the appropriate number.

For the "...operated under any "Previous Business Name"

A yes or no response is mandatory.

If response is "Yes," then at least one previous business name with beginning and ending years must be entered into the fields that appear on-screen.

Home Office Address

All fields are mandatory except the "Street" address lines 2 & 3.

Contact E-mail

This e-mail address will receive all information concerning the firm's prequalification except security information regarding the firm's Internet Subscriber Account.

Bid Solicitation Notice Subscription Link

Applicant may subscribe to the "Bid Solicitation Notices" delivered by e-mail by clicking the link provided and entering the requested information. There is no limit to the number of e-mail addresses a firm may subscribe.

Bidding Office Address

If "...same as Home," click box and the address fields will be populated. All fields are mandatory except the "Street" address lines 2 & 3.

Organization Type

Select type from the Dropdown Menu.

Date Incorporated; State Incorporated and Charter Number

If applicant is a corporation, boxes will appear on-screen and completion is mandatory.

**For the “How many years experience.....had as a:”
(Respond relative to Debris Removal experience)**

Enter the appropriate number of years for each category.

Click the “Save” button when screen is complete.

Background Screen

A yes or no response is mandatory for all questions. A “Yes” response to a question will require additional information as requested. Click the “Save” button when screen is complete.

Construction Experience Screen (Respond relative to Debris Removal experience)

At least one name, accompanying information and resume is mandatory.

To remove an individual and accompanying information, click in box next to name and select “Remove Experience” button. If required, multiple boxes may be selected prior to clicking “Remove” button.

To add an individual click on the link “Add New.....Experience” and enter information in next screen as required, and then attach Resume by clicking the “Browse” button and selecting file. A resume attachment is mandatory for each name that is added. The application will accommodate Word, Excel, Adobe PDF, TIF and JPEG files as attachments. Click the “Save” button when screen is complete.

To review or update information about an individual already shown on this screen, click on Name. If required, enter new data into the fields and attach a new resume and click the “Save” button.

Please note: For each annual application submittal resumes must be attached for all individuals.

Stakeholders Tab

At least one (Company or Individual) Stakeholder Name and accompanying information is mandatory.

To remove a stakeholder, click in box next to name and select “Remove Stakeholder” button. If required, multiple boxes may be selected prior to clicking “Remove”.

To add a stakeholder, click the link “Add New Stakeholder” and enter information in next screen as required commencing with selecting whether stakeholder is an individual or company by choosing appropriate button. When the process is complete, click “Add”.

To review or update information about an individual already listed as a stakeholder, click on name. If required, enter new data into the fields and click “Save”.

Please note: multiple title boxes may be selected for a stakeholder; selecting the stockholder box will require an applicant to identify the “Percentage Stakeholder Owns”; address lines 2 & 3 are not mandatory.

Affiliate Tab

The term "affiliate" shall mean business concerns, organizations, or individuals where, directly or indirectly, either one controls or has the power to control the other, or a third party controls or has the power to control both.” Indicia of control include interlocking management or ownership, identity of interests among family members, shared facilities and equipment, common use of employees, or a business entity organized following the revocation, denial, or suspension, or proposed revocation, denial, or suspension of a contractor,

which has the same or similar management, ownership, or principal employees as the contractor that was revoked, denied, or suspended or proposed for revocation, denial, or suspension.

An applicant must identify all entities meeting this definition in regard to the applicant.

To add an affiliate, click on the link “Add New Affiliate” and enter information in next screen as required. If an "Affiliate Name" is entered, all fields are mandatory except: Business Address line 2 & 3 and Fax Number.

To remove an affiliate and accompanying information, click in box next to name and select “Remove Affiliate” button. If required, multiple boxes may be selected prior to clicking “Remove” button.

Date Incorporated, State Incorporated and Charter Number boxes will appear on-screen if affiliate is a corporation; in that event completion is mandatory.

Click “Add” button when process is complete.

To review or update information about an entity already listed as an affiliate, click on name. If required - enter new data into the fields and click the “Save” button.

Work Classes Tab

Select the Debris Removal "Work Class Requested" box. **All other boxes and fields are to be ignored.**

Please note: checking the box “Request same work classes as Previous Year” will populate the “Work Class Requested” column and the “Other Specialty Work Class Requested” text box with the same classes applicant had the previous year.

When providing additional documentation to support requested work class(es) click “Browse” button and select file. This documentation must also be attached with each annual application.

Click “Save”.

Financial Tab

The following sub tabs below will only apply to Debris Removal Applicants solely

Equipment Sub Tab

Ignore fields with a “\$” debris removal, the system default of \$ 0.00.

The mandatory list of equipment/depreciation schedule must be attached or mailed with the required financial statements each year.

If attaching the required document with the Financial Statements click the “Browse” button and select file. The application will accommodate Word, Excel, Adobe PDF, TIF or JPEG files as attachments.

If mailing the required document, enter the date mailed in the appropriate field.

Click “Save” button on “Financial/Equipment” screen when process is complete.

Financial Statement Sub Tab

All fields are mandatory on the screen.

The Balance Sheet/Fiscal Year End Dates must be the most recent ones.

All fields with a "\$" sign require either a dollar amount or the system default of \$ 0.00.

Click "Save" button when process is complete.

Contracts Tab

Current Contracts Sub Tab

All fields with a "\$" sign require either a dollar amount or the system default of \$ 0.00.

The "Uncompleted Work as of date:" field is mandatory and cannot be a future date.

An attachment is mandatory (either the contracts file template or an Applicant file) with each annual application. **If the Applicant has no work underway, please attach a document that states name of firm, the "as of date" and there is no work underway.** To attach the required document, click the "Browse" button and select file. The application will accommodate Word, Excel, Adobe PDF, TIF or JPEG files as attachments.

Click "Save" button when process is complete.

Completed Contracts Sub Tab

An attachment is mandatory (either the previous contracts file template or an Applicant file) with each annual application. To attach the required document click "Browse" and select file. The application will accommodate Word, Excel, Adobe PDF, TIF or JPEG files as attachments.

Click "Save" button when process is complete.

Manage Tab

Additional Documentation Screen Sub Tab

The "Audited Financial Statement date mailed" field is mandatory.

Attaching a Surety Letter is not applicable

Attaching or mailing the Affidavit is mandatory with each annual application.

Attaching or mailing the Letters of Recommendation is mandatory

Please note: "Mail Dates" cannot be in the future and the application will accommodate Word, Excel, Adobe PDF, TIF or JPEG files as attachments.

Click "Save" button when process is complete.

Submit Sub Tab

Clicking the "Verify" button and correcting any errors identified on-screen is mandatory prior to the application being submitted via the "Submit" button.

Application Summary Sub Tab

This screen will display the following when available during process: Event Dates and applicable comments, Applicable Information about Attachments and General Comments.

To print a copy of the Online Application, click the “Print” link.

VI. Attachments to the Application

The application provides for documents to be attached as Word, Excel, Adobe PDF, TIF or JPG files on specific screens. These documents are:

- Resumes of Key Debris Removal Staff*
- Depreciation Schedule of (Owned Debris Removal) Equipment and/or Letter from Equipment Rental Company w/Line Item List of Equipment rented to Applicant*
- Letters of Recommendation (if first-time applicant or applicant has not been qualified within two years)
- Lists of Contracts Underway and Contracts Completed in last three years showing contact information for project owners, contract amounts and locations and major types of work and whether applicant was prime or a subcontractor*
- Affidavit (provided as a template in the application)*
- Please attach the written documentation applicant has served as a prime for a governmental entity and letter of recommendation from that entity and answer the following questions below and attach as a Word or PDF document*
 1. Detail your ability to track debris removal in accordance with FHWA Emergency Relief and FEMA debris removal laws, regulations and guidelines.
 2. Explain how quickly you can and will respond to emergency debris removal task orders
 3. Explain your plan for sustaining the entire operation if no motels are available. For example, obtaining fuel, food, water and temporary housing for the crew.

The application provides an option for the Equipment List and Affidavit to be mailed along with the Audited Financial Statements to the Contracts Administration Office.

*These documents must be submitted with each annual application.

VII. Non-USA Applicants/Stakeholders/Affiliates

When entering the address for all Non-USA firms, please select the “Blank” selection on the Drop-Down Menu for the “State” field.

The Vendor Registration Customer Service contact for vendors located outside of the United States is 866-352-3776 (Monday through Friday, 8 a.m. - 5:30 p.m. Eastern Time).

VIII. Feedback From the Contracts Administration Office/Application Status

Contact by the Contracts Administration Office to an applicant or an Approved Prequalified Contractor will be by telephone, e-mail or mail/express delivery. E-mails will be sent to the address identified during Internet Subscriber Account (ISA) registration. An optional alternate e-mail address can also be provided by the applicant at time of submittal. This alternate e-mail address will receive copies of all e-mails about prequalification except those regarding the firm's ISA.

Telephone contact will be made to the home office.

Correspondence may also be sent to the firm's home office.

Application submittal status can be viewed via the Manage Tab: Application Summary Sub Tab. The date additional information is received by the Contracts Administration Office will also be shown on this screen.

IX. Technical Support or Prequalification Questions

Technical Support

Call the Florida Department of Transportation Service Desk at 1-866-955-4357 (HELP) or e-mail FDOT.ServiceDesk@dot.state.fl.us.

Prequalification Questions

Call the Florida Department of Transportation Contracts Administration Office at 850-414-4000 or e-mail Contracts.Admin@dot.state.fl.us.

X. Electronic Application Availability

The system is available:

Monday – Friday 6 a.m. – 9 p.m. EST*

Saturday 6 a.m. – 7 p.m. EST*

Sunday Unavailable

*Any Internet Subscriber Account requests received after 4 p.m. Monday through Friday (or any time Saturday) will not be handled until the following business day.