All prequalified contractors are required by Rule 14-22.006(3), Florida Administrative Code, to certify their **total** amount of work underway (contracts in process) at least once every 30 days in order to receive bid documents, submit bids, and receive contract awards. This is done by electronically submitting a monthly work underway report (*see instructions for submittal below*).

Prequalification establishes **Maximum Bidding Capacity**. Work underway reduces this number to determine **Available Bidding Capacity** – the most that a contractor can bid on. As contracts are undertaken, available bidding capacity is reduced. As contracts are completed, available bidding capacity increases.

Example:

Maximum Bidding Capacity	$3,000,000
Work Underway, per monthly report	1,800,000
Available Bidding Capacity	$1,200,000

Because a contractor's maximum bidding capacity is based on its own operations, the work underway should reflect **only the prequalified applicant's contracts underway**.

Because this capacity is determined using results from the prequalified contractor's total operations, the work underway must include **all contracts in process.**

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Submitting the Report

There is a Certification of Work Underway link at the top right-hand corner of the Application Home Page and another on the middle left-hand side of the page.

On the Certification of Work Underway Screen enter the Total Uncompleted Work Amount. This amount should include all work, whether the applicant is a prime or subcontractor. All work must be included regardless of who the contract is with or the location.

Complete the "Status of Contracts as of" date field. The date must be no older than 30 days from the date that you are submitting the report, and cannot be a future date.

Attach the Status of Contracts on Hand Template (or a file from your system showing the same information) in one of the following formats: Word, Excel, Adobe PDF, TIF or JPEG. If completing the template, enter the information as requested and save to your computer. When attaching the required document click the "Browse" button and select file.