

## **Contractor and Trades Prequalification Requirements**

For prequalification with Leon County Schools, you must submit one copy of the following:

- 1) A copy of any and all Florida licenses your company holds.
- 2) Bonding
  - a) For work over \$200,000.00, a letter from your Surety Company showing the name of the company who will provide bonding and the amount, single and aggregate, they will provide bonding for (see school board policy 6334 for bonding amounts and ratings).
  - b) For work under \$200,000.00, a signed letter on company letterhead indicating that the company will not be performing work in excess of that amount.
- 3) A company profile including how long the firm has been in business, list owners/partners, number of employees and any other information that may be important. Please include a contact name, email address and phone number.
- 4) A completed, signed and notarized Sworn Statement of Public Entity Crimes. Please remember to mark your selection on item number 6. This form is available on our webpage [www.leonschools.net/Page/4815](http://www.leonschools.net/Page/4815) under resources.
- 5) A list of projects completed by your company in the past five (5) years. If the list is extremely long, you may pull out similar work and submit that.
- 6) Litigation or claims against your company
  - a) A statement identifying **any** litigation or claims against your company in the past five years.
  - b) If there have been **no** litigation or claims against your company in the past five years you must provide a statement indicating that.
- 7) Current Insurance Certificates indicating your liability, automobile and worker's compensation coverage (see School Board Policy 6334 for limits).
- 8) A signed and **notarized** statement indicating that everything submitted is true and correct.

To renew your annual prequalification, you must update and resubmit all of the above information.