

**Professional Architectural, Engineering, Landscape Architectural,
or Surveying and Mapping Services
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) A company profile (you may use the AIA B305 document or any similar format that includes 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.
- 3) 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 under resources.
- 4) 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.
- 5) 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 has been **no** litigation or claims against your company in the past five years you must provide a statement indicating that.
- 6) Current Insurance Certificates indicating your liability, automobile and worker's compensation coverage.
 - a) General Liability
Commercial General Liability on an 'occurrence' basis, including:
Bodily Injury – One Million and no/100 US Dollars (\$1,000,000.00) each occurrence
Property Liability – One Million and no/100 US Dollars (\$1,000,000.00) each
 - b) Automobile Liability
Covering vehicles owned, and non-owned vehicles used, by the Architect
Bodily Injury – One Million and no/100 US Dollars (\$1,000,000.00) each accident
Property Damage: One Million and no/100 US Dollars (\$1,000,000.00) each accident
Two Million and no/100 US Dollars (\$2,000,000.00) annual aggregate
 - c) Workers' Compensation
Statutory limits.
 - d) Professional Liability
Covering negligent acts, errors and omissions in the performance of professional services
One Million and no/100 US Dollars (\$1,000,000.00)
Two Million and no/100 US Dollars (\$2,000,000.00) annual aggregate
- 7) 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.