

All documents must be attached to the application in one of the following formats: Word, Excel, Adobe PDF, TIF or JPG Files. Only the financial statements must be submitted in "hard copy" format. Failure to provide all required information in proper form will result in processing delays and could prevent an application from being approved for certification.

- (1) _____ **Audited Financial Statements for the fiscal year** to bid on projects with a budget estimate of \$1,000,000 and above for the certification period. If the application is filed more than four months after the company's fiscal year end, an additional "interim" (short period) audited financial statement with a balance sheet date no more than four months older than the application date must also be submitted. **Both** sets of statements must be audited to prequalify 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** to bid on projects with a budget estimate under \$1,000,000 for the certification period. If the application is filed more than four months after the company's fiscal year end, an additional "interim" (short period) CPA-reviewed financial statement with a balance sheet date no more than four months older than the application date must also be submitted. (One copy must be mailed and the other must be attached in PDF format)

- (2) _____ **Affidavit** (see Template on Additional Documentation Sub Tab)
- (3) _____ **Resumes** of key staff (superintendent or above) showing *construction experience* for each class of work for which the applicant is requesting qualification
- (4) _____ **Depreciation schedule of (owned) equipment and/or letter from equipment rental company** w/line item list of equipment rented to applicant
- (5) _____ **Letters of recommendation, at least two (2)** (first time applicants or applicants not qualified within the last two years only). Rule 14-22 of the Florida Administrative Code requires that the letters provide the following project-related information::
- (a). Specific projects, including project numbers and location
 - (b) Size of projects by dollar value
 - (c) Description of projects and classes of work performed with applicant's own employees and equipment

(d).Whether projects were timely completed

(e) .Whether the applicant was cooperative and facilitated changes to projects when required

(6) ____ Lists of **contracts underway and contracts completed** in the last three years (See template on Current Contracts Sub Tab for specific information requirements.).

(7) ____ **Additional information** is required for **Hot-In-Place Resurfacing, Landscaping, ITS,** and/or **Emergency Debris Removal** (see "**Additional Work Class Information**" on the "**Prequalification Information**" page).