

# Diocese of Venice in Florida

## Contractor Prequalification

### Application Form



## Building and Construction

Risk and Insurance Management  
1000 Pinebrook Road  
Venice, FL 34285

## *Diocese of Venice in Florida Contractor Prequalification Instructions*

Contractor Prequalification Certification is a prerequisite to bidding on Diocesan work more than \$100,000.00, irrespective of the delivery method, e.g.: design build, construction management (CM-at-Risk) or hard bid\*. The prequalification process takes approximately sixty (60) days to complete; therefore, if you are invited to bid a project for \$100,000.00 or more, you should apply for prequalification, as soon as possible.

Incomplete applications cannot be processed; therefore, please make sure that your application is complete before it is submitted for consideration. If requested information is not applicable, please indicate "N/A" or "None." If answers to questions are lengthier than the spaces that are provided in the application, the answers may be provided in additional pages, which must be attached to the application. The following supporting documents **must** also be attached to the application:

- Certificate of Insurance meeting Diocese of Venice required limits (See Exhibit C)
- Company's general contracting license (copy)
- Company's qualifying business license (copy)
- Company's qualifying agent's license (copy)
- Occupational License (copy)
- A resume for each owner, director, officer, partner, qualifying agent, and key employee
- A Surety Letter of Intent (See Exhibit A), from a company that is authorized to do business in the State of Florida and that is AM best rated A- or better
- Three (3) reference letters utilizing references form (Exhibit B)

\*The Diocese of Venice in Florida reserves the right to accept or deny applications with or without cause.

---

\* This Prequalification Certification is not required for Diocesan work that does not exceed \$100,000.00. Any contractor bidding on Diocesan work that does not exceed \$100,000.00 must provide the following:

- I. Insurance
- II. Licensure

In addition to the above referenced documents, please make certain that the application is duly signed, sealed, and properly notarized. Contractor Prequalification Applications will be reviewed for completeness, and if an application is not complete, it may be rejected by the Diocese of Venice in Florida. The Diocese reserves the right to request additional information as deemed necessary, sufficient to verify and assure that the required minimum standards and criteria are met. Applicants will have ten (10) work days to provide, in full, any additional requested information. Failure to provide the information within the prescribed time will delay the review process and may eventuate in the denial of prequalification certification.

Application must be completed by an owner, officer, or individual who is responsible for, and knowledgeable about, the management of the company's operations and who is legally authorized to bind the company, contractually. The Diocese of Venice will act to grant or deny a company's contractor Prequalification Certification by no later than sixty (60) calendar days after the complete application is received by the Diocese of Venice in Florida.

The information provided is for prequalification purposes only. Specific qualifications and experience may be required for each job awarded by the Diocese. The Diocese awards projects or invites firms to participate in FPF or bidding processes based on demonstrated experience. The information provided will be used to help determine if your firm will be a good match for specific projects and you may then be asked to provide additional information.

Be advised that there are a limited number of projects at any given time and many interested parties. Contractor prequalification does not guarantee that any contractor will be awarded a project. Prequalified contractors will be eligible to participate in the competitive procurement process for the Diocese of Venice projects that may arise.

All parties invited to participate in a selection process must agree to the terms and conditions of the Diocese of Venice construction contract or professional contract, depending upon your area of expertise, as a prerequisite to beginning work or being allowed to participate. If invited to participate in a selection process you will have to provide information related to current bonding capacity and insurance limits.

**Submittal Requirements:**

Please fill out the application form, print, sign and notarize the Affidavit, include all required attachments, scan and email to [insurance@dioceseofvenice.org](mailto:insurance@dioceseofvenice.org). Mailed applications must be addressed to:

DIOCESE OF VENICE  
Attn: Risk and Insurance Management  
Contractor Prequalification  
1000 Pinebrook Road  
Venice, FL 34285

Questions regarding the prequalification process should be directed to the Risk and Insurance Manager at (941) 484-9543 or [insurance@dioceseofvenice.org](mailto:insurance@dioceseofvenice.org).

# DIOCESE OF VENICE IN FLORIDA

## *Building and Construction Contractor Prequalification Application*

A. **PLEASE CAREFULLY READ APPLICATION INSTRUCTIONS, AND SUBMIT ALL REQUIRED SUPPORTING DOCUMENTS FOR CONSIDERATION TO BID AND PERFORM DIOCESE OF VENICE CONSTRUCTION PROJECTS.**

B. **APPLICATION**

1. Contracting Category (1 category per application):

- General Contractor
- Roofing Contractor
- Civil / Site Contractor
- Painting Contractor
- Other: \_\_\_\_\_

2. Company Name: \_\_\_\_\_

3. Contact Name / Title: \_\_\_\_\_

4. Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip+4 \_\_\_\_\_

5. Phone: \_\_\_\_\_

6. Cell: \_\_\_\_\_

7. Fax: \_\_\_\_\_

8. Email: \_\_\_\_\_

9. Does the applicant company have all required State and local **CONTRACTOR** licenses?

- Yes\*
- No

\*Please list: License type: \_\_\_\_\_

License number: \_\_\_\_\_

License expiration date: \_\_\_\_\_

**\*Please include copies of all current State and local Contracting Licenses\***

10. Does the applicant company have all required local and state **BUSINESS** licenses?

Yes\*       No

\* Please list: License type: \_\_\_\_\_

License number: \_\_\_\_\_

License expiration date: \_\_\_\_\_

\*Please include copies of all current local and state BUSINESS licenses\*

11. Has Applicant Company's Contractor/Construction license(s) been revoked or suspended during the last five (5) years?       Yes\*       No (\*If yes please explain below).

\_\_\_\_\_

\_\_\_\_\_

12. Is the Applicant Company capable of providing a bond for construction work?       Yes\*       No  
(\*If yes, please have the Surety Company complete the attached Surety Letter of Intent):

a. Single Project Bonding Capacity: \_\_\_\_\_

b. Aggregate Project Bonding Capacity: \_\_\_\_\_

**C. MANAGEMENT/OPERATIONAL INFORMATION**

13. The company is a:

Corporation

Partnership/Type of Partnership: \_\_\_\_\_

Sole Proprietor

Joint Venture/Name of Principal Owners: \_\_\_\_\_

Other: \_\_\_\_\_

14. Applicant Company Date of Inception/Incorporation: \_\_\_\_\_  
(Attach a copy of the Corporate Certificate)

15. How many years has Applicant Company been in business under its present business name and license?

\_\_\_\_\_

16. Under what other, or former, names have Applicant Company operated? How Long?

\_\_\_\_\_

17. What were the applicant company's gross revenues for each of the last (3) three years?

a. Year 1: ' \_\_\_\_\_ '      Gross Receipts: \_\_\_\_\_

b. Year 2: ' \_\_\_\_\_ '      Gross Receipts: \_\_\_\_\_

c. Year 3: ' \_\_\_\_\_ '      Gross Receipts: \_\_\_\_\_

18. Name and Title of each Owner /Qualifying Agent /Partner / Director / Officer:

	Name	Title	% Ownership (if applicable)
i.			
ii.			
iii.			
iv.			
v.			

19. Attach brief resumes of key members of the Applicant Company, including name, title, years of experience, type work experience, prior job description(s), etc. Please provide experience detail for the following, regarding each listed staff member:

- a. Previous Diocese of Venice Projects?  Yes  No
- b. Previous Religious Facility Projects?  Yes  No
- c. Previous Educational Facility Projects?  Yes  No
- d. Number of similar projects in the past 5 years? \_\_\_\_\_
- e. Range of Project Construction Costs \$ \_\_\_\_\_ to \$ \_\_\_\_\_

20. Has the Applicant Company's ownership changed during the past three (3) years?

Yes\*  No

*\*If yes, please attach a detailed, written and signed statement describing the change. Please note that a Corporation whose shares are publicly traded are not required to provide additional information.*

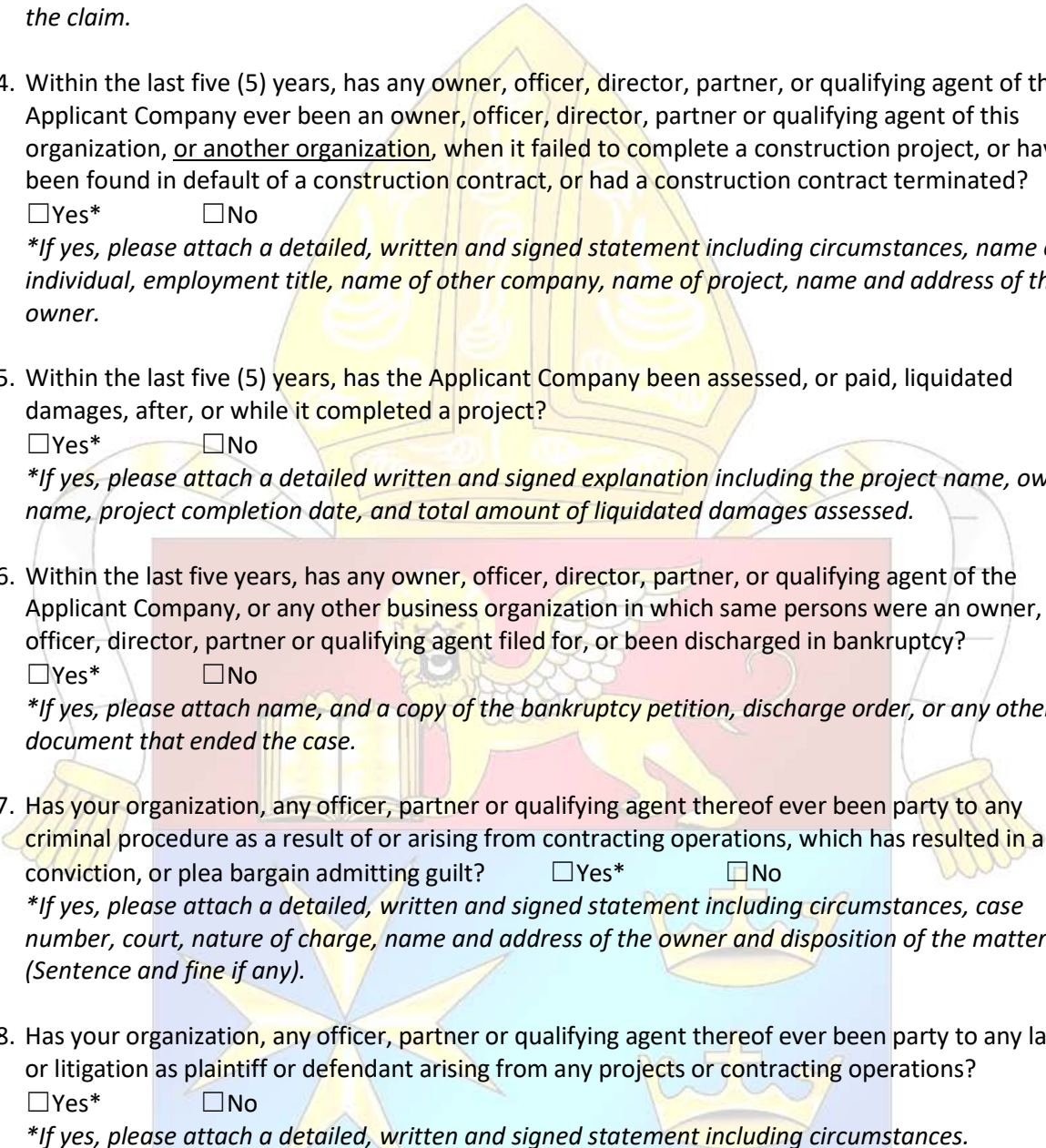
21. Is an owner, officer, director, partner, or qualifying agent of the Applicant Company currently affiliated with another company?  Yes\*  No

*\*If yes please attach a detailed, written and signed statement including name of individual, name of the affiliated company, and nature of affiliation.*

22. Has any owner, officer, director, partner, or qualifying agent of the Applicant Company owned or managed a construction company under any other name in the last five (5) years?

Yes\*  No

*\*If yes please attach a detailed, written and signed statement including name of individual and the name of the company that they previously owned or managed.*

- 
23. Has Applicant Company ever failed to complete a bonded obligation/project? Yes\* No  
*\*If yes, please attach a detailed, written and signed statement explaining circumstances, name and contact information for the bonding company, name and address of the owner, and disposition of the claim.*
24. Within the last five (5) years, has any owner, officer, director, partner, or qualifying agent of the Applicant Company ever been an owner, officer, director, partner or qualifying agent of this organization, or another organization, when it failed to complete a construction project, or have been found in default of a construction contract, or had a construction contract terminated?  
Yes\* No  
*\*If yes, please attach a detailed, written and signed statement including circumstances, name of individual, employment title, name of other company, name of project, name and address of the owner.*
25. Within the last five (5) years, has the Applicant Company been assessed, or paid, liquidated damages, after, or while it completed a project?  
Yes\* No  
*\*If yes, please attach a detailed written and signed explanation including the project name, owners name, project completion date, and total amount of liquidated damages assessed.*
26. Within the last five years, has any owner, officer, director, partner, or qualifying agent of the Applicant Company, or any other business organization in which same persons were an owner, officer, director, partner or qualifying agent filed for, or been discharged in bankruptcy?  
Yes\* No  
*\*If yes, please attach name, and a copy of the bankruptcy petition, discharge order, or any other document that ended the case.*
27. Has your organization, any officer, partner or qualifying agent thereof ever been party to any criminal procedure as a result of or arising from contracting operations, which has resulted in a conviction, or plea bargain admitting guilt? Yes\* No  
*\*If yes, please attach a detailed, written and signed statement including circumstances, case number, court, nature of charge, name and address of the owner and disposition of the matter. (Sentence and fine if any).*
28. Has your organization, any officer, partner or qualifying agent thereof ever been party to any lawsuit or litigation as plaintiff or defendant arising from any projects or contracting operations?  
Yes\* No  
*\*If yes, please attach a detailed, written and signed statement including circumstances.*

29. Would prequalification certification present any conflict of interest or give the appearance of a conflict of interest between any owner, officer, director, partner, or qualifying agent of the Applicant Company and the Diocese of Venice?

Yes\*       No

*\*If yes, please attach a detailed written and signed explanation.*

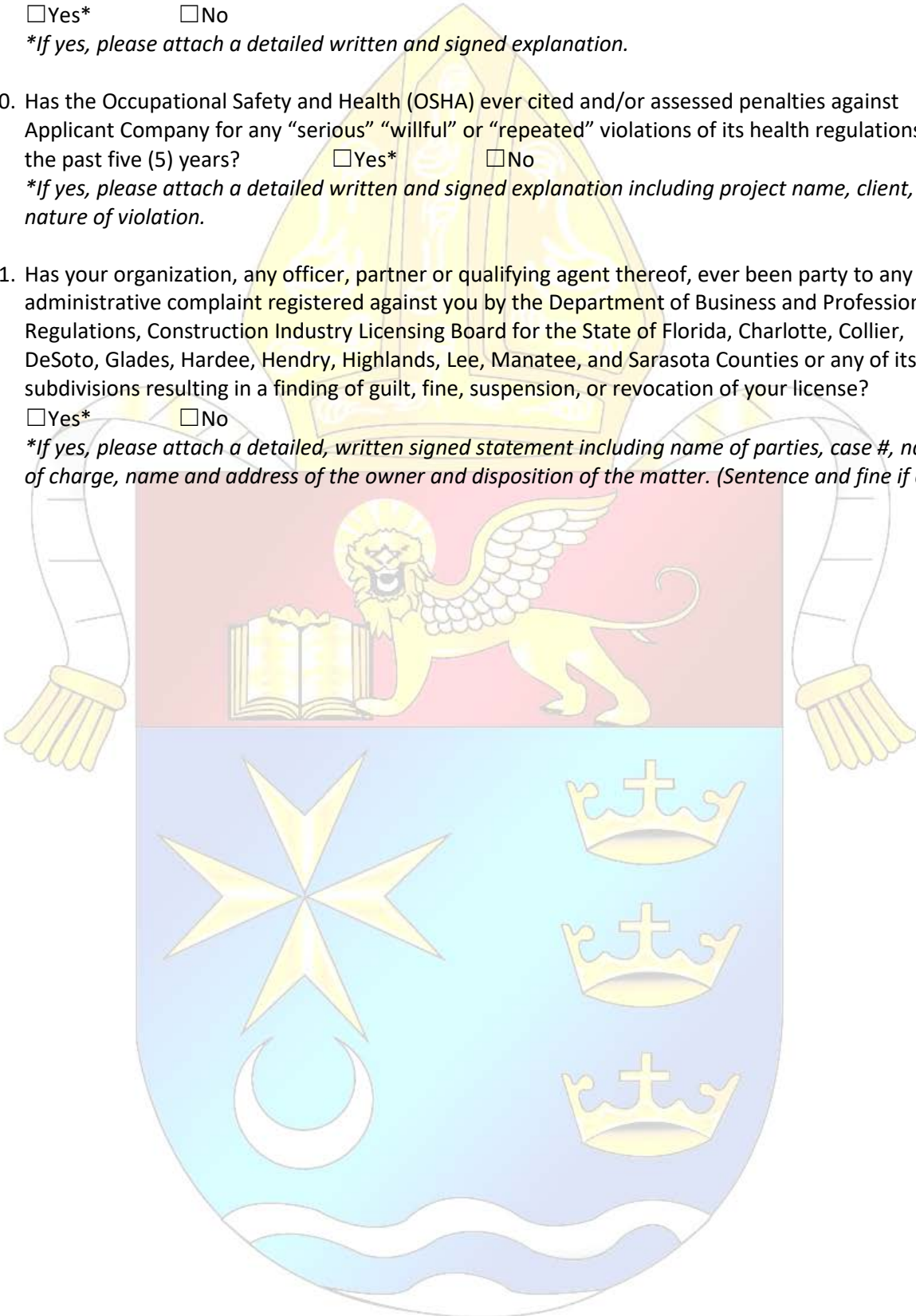
30. Has the Occupational Safety and Health (OSHA) ever cited and/or assessed penalties against Applicant Company for any “serious” “willful” or “repeated” violations of its health regulations in the past five (5) years?       Yes\*       No

*\*If yes, please attach a detailed written and signed explanation including project name, client, and nature of violation.*

31. Has your organization, any officer, partner or qualifying agent thereof, ever been party to any administrative complaint registered against you by the Department of Business and Professional Regulations, Construction Industry Licensing Board for the State of Florida, Charlotte, Collier, DeSoto, Glades, Hardee, Hendry, Highlands, Lee, Manatee, and Sarasota Counties or any of its subdivisions resulting in a finding of guilt, fine, suspension, or revocation of your license?

Yes\*       No

*\*If yes, please attach a detailed, written signed statement including name of parties, case #, nature of charge, name and address of the owner and disposition of the matter. (Sentence and fine if any).*





**D. COMPANY PROJECT EXPERIENCE – Diocese of Venice Projects**

1. Has Applicant Company completed any projects for the **Diocese of Venice** in the past?

Yes\*       No

(\*if yes complete the list below, and attach additional copies of this page as required)

a. Name of Location: \_\_\_\_\_

i. Brief Project Description: \_\_\_\_\_  
\_\_\_\_\_

ii. Pastor/Reference Name: \_\_\_\_\_

iii. Reference Phone and Email: \_\_\_\_\_

iv. Contract Type (Bid/CM/Design Build): \_\_\_\_\_

v. Construction Contract Amount: \$ \_\_\_\_\_

vi. Final Contract Amount (including Change Orders): \$ \_\_\_\_\_

vii. Contract Completion Date: \_\_\_\_\_

viii. Actual Completion Date: \_\_\_\_\_

ix. Stage of Completion (if currently in progress): \_\_\_\_\_

b. Name of Location: \_\_\_\_\_

i. Brief Project Description: \_\_\_\_\_  
\_\_\_\_\_

ii. Pastor/Reference Name: \_\_\_\_\_

iii. Reference Phone and Email: \_\_\_\_\_

iv. Contract Type (Bid/CM/Design Build): \_\_\_\_\_

v. Construction Contract Amount: \$ \_\_\_\_\_

vi. Final Contract Amount (including Change Orders): \$ \_\_\_\_\_

vii. Contract Completion Date: \_\_\_\_\_

viii. Actual Completion Date: \_\_\_\_\_

ix. Stage of Completion (if currently in progress): \_\_\_\_\_

c. Name of Location: \_\_\_\_\_

i. Brief Project Description: \_\_\_\_\_  
\_\_\_\_\_

ii. Pastor/Reference Name: \_\_\_\_\_

iii. Reference Phone and Email: \_\_\_\_\_

iv. Contract Type (Bid/CM/Design Build): \_\_\_\_\_

v. Construction Contract Amount: \$ \_\_\_\_\_

vi. Final Contract Amount (including Change Orders): \$ \_\_\_\_\_

vii. Contract Completion Date: \_\_\_\_\_

viii. Actual Completion Date: \_\_\_\_\_

ix. Stage of Completion (if currently in progress): \_\_\_\_\_

**E. COMPANY PROJECT EXPERIENCE – Similar Projects**

2. Has Applicant Company completed any projects for a Church or Public Institutions in the past five (5) Years?     Yes\*     No (\*If yes complete the list below and attach additional copies of this page as required).

a. Name of Owner: \_\_\_\_\_

i. Brief Project Description: \_\_\_\_\_  
\_\_\_\_\_

ii. Project Reference Name: \_\_\_\_\_

iii. Reference Phone and Email: \_\_\_\_\_

iv. Contract Type (Bid/CM/Design Build): \_\_\_\_\_

v. Construction Contract Amount: \$ \_\_\_\_\_

vi. Final Contract Amount (including Change Orders): \$ \_\_\_\_\_

vii. Contract Completion Date: \_\_\_\_\_

viii. Actual Completion Date: \_\_\_\_\_

ix. Stage of Completion (if currently in progress): \_\_\_\_\_

b. Name of Owner: \_\_\_\_\_

i. Brief Project Description: \_\_\_\_\_  
\_\_\_\_\_

ii. Project Reference Name: \_\_\_\_\_

iii. Reference Phone and Email: \_\_\_\_\_

iv. Contract Type (Bid/CM/Design Build): \_\_\_\_\_

v. Construction Contract Amount: \$ \_\_\_\_\_

vi. Final Contract Amount (including Change Orders): \$ \_\_\_\_\_

vii. Contract Completion Date: \_\_\_\_\_

viii. Actual Completion Date: \_\_\_\_\_

ix. Stage of Completion (if currently in progress): \_\_\_\_\_

c. Name of Owner: \_\_\_\_\_

i. Brief Project Description: \_\_\_\_\_  
\_\_\_\_\_

ii. Project Reference Name: \_\_\_\_\_

iii. Reference Phone and Email: \_\_\_\_\_

iv. Contract Type (Bid/CM/Design Build): \_\_\_\_\_

v. Construction Contract Amount: \$ \_\_\_\_\_

vi. Final Contract Amount (including Change Orders): \$ \_\_\_\_\_

vii. Contract Completion Date: \_\_\_\_\_

viii. Actual Completion Date: \_\_\_\_\_

ix. Stage of Completion (if currently in progress): \_\_\_\_\_

**Diocese of Venice in Florida  
Contractor Prequalification Application**

**AFFIDAVIT**

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

I hereby declare and affirm that I am the \_\_\_\_\_  
(Title)

Of \_\_\_\_\_  
(Company)

That I am duly authorized to execute the foregoing Contractor Prequalification Application, and that the contents of said document(s) are complete, true, and correct to the best of my knowledge and belief. I hereby certify that the application and supporting documents include all the material information necessary to validate the status of the company for prequalification purposes. Further, the undersigned is notified of his/her responsibility to notify the Diocese of Venice within fifteen (15) days and provide a notarized statement whenever a change occurs in the ownership, management, or financial condition of the company.

(Corporate Seal), if appropriate

\_\_\_\_\_  
Name of Owner or Officer (Printed)

\_\_\_\_\_  
Owner or Officer (Signature)

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, personally appeared before me, the undersigned officer who is authorized to administer oaths, \_\_\_\_\_, known to be the person described in the foregoing affidavit, who acknowledged that he/she executed the same in the capacity and for the purposes therein contained.

IN WITNESS WHEREOF, I have thereunto set my hand and official seal,

Notary Seal

\_\_\_\_\_  
Notary Public Signature

My Commission Expires: \_\_\_\_\_