

## ***SUPPLEMENT NO. 1***

**BID PACKAGE NUMBERS:** All Bid Packages

**PROJECT :** ***Bay District Schools  
Rosenwald Bldg #2 Remodeling***

---

This supplement is a part of the Contract Documents.

This supplement consists of Items 1 through 6:

- Item 1 - Invitation to Bid
- Item 2 - Contract Documents
- Item 3 - Bid Proposal Form
- Item 4 - Conditions of Contract
- Item 5 - General Prequalification for Trade Contractors
- Item 6 - E-Verify Certification Form

**End of Supplement Number 1  
Dated This 15<sup>th</sup> day of April, 2026**



# ITEM NO. 1

Page 1 of 2

## INVITATION TO BID

**DATE :** May 19, 2026, 2 p.m. CDT

**TO:** Trade Contractors

Bid Package 02A Site Work  
Bid Package 03A Concrete  
Bid Package 08B Glass & Glazing  
Bid Package 09B Flooring  
Bid Package 15A Fire Protection  
Bid Package 15C HVAC  
Bid Package 17A Telecom

Bid Package 02B Selective Demo  
Bid Package 08A Doors & HW  
Bid Package 09A Drywall & Ceilings  
Bid Package 09C Painting  
Bid Package 15B Plumbing  
Bid Package 16A Electrical

**FROM :** Childers Construction Co.

**PROJECT:** BDS- Rosenwald Bldg #2  
Bay District Schools  
Lynn Haven, Florida

---

*Childers Construction Company, The Construction Manager, state license number CGC45514, invites your firm to submit proposals for the above referenced project.*

**BID DOCUMENTS** (*Contract Documents*) will be available on **Tuesday, April 15, 2026** at Childers Construction Company FTP site: [www.childers-construction.com/](http://www.childers-construction.com/) Account: **WestFL** Password: **Bidding**  
It is the responsibility of the bidders and vendors to inquire concerning additional Supplements and Addendums that are normally issued during the bid process. All revisions will be posted on Childers FTP site or by calling our office.

**GENERAL PREQUALIFICATION** Bidders must be prequalified by the Construction Manager to bid the project. Those bidders who are NOT previously prequalified for the current 2026 year must submit the form in this bid package. Childers Construction Company encourages MBWBE firms to prequalify for this project. Confirm your status with Ms. Savannah Truman. Prequalification must be submitted a minimum of 5 days prior to bid.

**PRE-BID MEETING:** An onsite non-mandatory pre-bid meeting will be held on Wednesday, April 29, 2026 at 9:00am CDT at 924 Bay Ave., Panama City, FL 32401. Due to existing site conditions, it is highly recommended that all bidders attend this meeting.

**BID SECURITY:** There is NO bid security required to bid this project.

**BONDING:** All bids in excess of \$100,000 will be required to include a 100% Payment and Performance Bond.



## **ITEM NO. 1**

Page 2 of 2

**SEALED BIDS** will be received by the Construction Manager until **2:00 PM CDT Monday, May 19, 2026**, at the offices of Bay District Schools at 1311 Balboa Ave., Panama City, FL 32401. Bidders are advised to bring sealed bids directly to the office. Any bids that are faxed, emailed or sent by FEDEX / UPS must be confirmed by calling our office. We recommend that all bids are hand delivered. Childers acknowledges NO responsibility for faxed, electronic or second party delivered bids. All bids will be publically read on the day of bid. All bids results listed on "Bid Tabulations" are unofficial until scope reviews are conducted after the bid date.

Childers Construction Company reserves the right to reject any and all bids and waive informalities in any bid.

Information on bid documents is available by contacting Childers Construction Company, John Daum at (850) 519-2998.



## Rosendwald Bldg 2

## INDEX OF DRAWINGS

SHEET NO.	Sheet Name	ISSUE DATE
<b>GENERAL</b>		
INDEX	DRAWING INDEX	03 Apr 2026
LS1.1	LIFE SAFETY PLAM	03 Apr 2026
<b>ARCH</b>		
A0.1	EXISTING CAMPUS PLAN	03 Apr 2026
A1.1	DEMOLITION & DIMENSIONED FLOOR PLANS	03 Apr 2026
A1.2	ARCHITECTURAL & REFLECTED CEILING PLANS	03 Apr 2026
A1.3	DEMOLITION ELEVATIONS & FINISHED ELEVATIONS	03 Apr 2026
A1.4	ENLARGED TOILET PLANS & SCHEDULE & DETAILS	03 Apr 2026
A1.5	WINDOW DOOR SCHEUDLES & FRAME ELEVATIONS	03 Apr 2026
A1.6	TYPICAL BUILDING SECTION & DETAILS	03 Apr 2026
<b>MECHANICAL</b>		
M0.1	HVAC LEGEND, SCHEDULE, DETAILS AND NOTES	03 Apr 2026
M1.0	HVAC DEMOLITION PLAN	03 Apr 2026
M1.1	HVAC NEW WORK	03 Apr 2026
M2.0	HVAC DETAILS	03 Apr 2026
M2.1	HVAC CONTROLS	03 Apr 2026
<b>PLUMBING</b>		
P0.1	PLUMBING LEGEND, SCHEDULE, DETAILS, AND NOTES	03 Apr 2026
P1.0	PLUMBING DEMOLITION PLAN	03 Apr 2026
P1.1	PLUMBING NEW WORK	03 Apr 2026
<b>FIRE PROTECTION</b>		
FP0.1	FIRE PROTECTION SITE PLAN, LEGEND, DETAILS & NOTES	03 Apr 2026
FP1.1	FIRE PROTECTION NEW WORK PLAN	03 Apr 2026
<b>ELECTRICAL</b>		
E0.1	ELECTRICAL LEGEND AND NOTES	03 Apr 2026
E0.2	ELECTRICAL LEGEND AND NOTES	03 Apr 2026
E1.1	SITE ELECTRICAL PLAN	03 Apr 2026
E1.2	POWER AND LIGHTING PLAN	03 Apr 2026
E5.1	ELECTRICAL DETAILS	03 Apr 2026
E5.2	GROUNDING DETAILS	03 Apr 2026
E5.3	LIGHTING CONTROL DETAILS	03 Apr 2026
E6.1	SINGLE LINE POWER RISER DIAGRAM AND SCHEDULES	03 Apr 2026
<b>TELECOM</b>		
T0.1	TELECOM LEGEND & NOTES	03 Apr 2026
T1.1	TELECOM PLANS	03 Apr 2026
T5.1	TELECOM DETAILS	03 Apr 2026

T5.2	TELECOM DETAILS	03 Apr 2026
T6.1	TELECOM SCHEDULES	03 Apr 2026
CIVIL		
C1.1	SITE DEMOLITION PLAN	16 Apr 2026
C1.2	SITE EROSION CONTROL PLAN	16 Apr 2026
C1.3	SITE UTILITY LAYOUT PLAN	16 Apr 2026
C1.4	CONSTRUCTION DETAILS	16 Apr 2026
C1.5	CONSTRUCTION DETAILS	16 Apr 2026

**ITEM NO. 3**

**BID PROPOSAL FORM**  
**May 26, 2026 at 2:00 pm**

TO: Childers Construction Company, Inc.  
3472 Weems Road Unit 1  
Tallahassee, Florida 32317

**Bid Package**  
# \_\_\_\_\_  
**Rosenwald Bldg #2**  
Bay District Schools  
1311 Balboa Avenue  
Panama City, Florida 32405

Attn: John Daum

FROM: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The undersigned, "Bidder", having visited the site and familiarized himself with the project and having examined carefully the drawings, specifications and Instruction to Bidders proposes to furnish all labor, materials and equipment required to satisfactorily complete all work associated with *the bid package referenced above*.

A. The plans and specifications as prepared by JRA Architects.

B. The Conditions of Contract dated April 22, 2026.

C. Supplement:

Number 1 – Dated: \_\_\_\_\_ Pages \_\_\_\_ of \_\_\_\_\_

D. Addendums:

Number 1 – Dated: \_\_\_\_\_ Pages \_\_\_\_ of \_\_\_\_\_

Number 2 - Dated: \_\_\_\_\_ Pages \_\_\_\_ of \_\_\_\_\_

Number 3 – Dated: \_\_\_\_\_ Pages \_\_\_\_ of \_\_\_\_\_

Number 4 – Dated: \_\_\_\_\_ Pages \_\_\_\_ of \_\_\_\_\_

E. Bid Package Scope Clarification:

This bid package shall include but not limited to the following:

## **ITEM NO. 3**

Page 2 of 12

- 1) This Bid Package includes all equipment, labor and material necessary to complete Bid Package work in accordance with the Plans, Specifications, Supplements, Addendums and the Project Schedule. The scope of this work includes but is not limited to the following:

### **SCOPE OF WORK - BASE BID**

#### Special Instructions for ALL trades:

- **All trade contractors shall work Monday-Friday 8 hour schedules, NO exceptions.**
- **Divisions 01 of the Specifications are part of every bid package.**
- **Comply with 2012 ADA code requirements.**
- **Demolition by all trades shall include disposal and hauling. All hazardous materials must be disposed of in accordance with local, state and national requirements. Copies of disposal certification are required.**

#### General Instructions:

The CM will furnish trash containers for general use, except for demolition material. Each trade is responsible for associated cleanup to CM's container.

Permits and inspections will be performed by Bay District Schools Building Department and the architect / engineer. Schedule all normally required inspections with at least 24-hour notice.

All equipment shall be manufactured in component sections to accommodate existing structural opening restrictions. All equipment must meet the size requirements for the space.

Provide offsite storage for all equipment until incorporation into the project. Stored equipment must be sealed and protected from the elements.

Provide all handling equipment and cranes.

Damage to landscaping, parking lots, stairs etc. shall be repaired under this bid package. Protect all exterior areas including grass from damage.

#### The Work:

##### GENERAL

Final clean all areas upon completion of work.

Comply with all local, state & national requirements for the disposal of materials and hazardous materials.

Tape all floor and wall poly seams. Tape to adjoining surfaces.

#### Scope of Work:

- See attached Scope Checklist for Scope of Work

- 2) This Trade Contractor shall carry-out the work described in this bid package in strict accordance with OSHA Requirements, especially trench safety.

This Will Be Strictly Enforced by Childers Construction Company

**ITEM NO. 3**

- 3) This trade contractor shall daily remove and dispose of debris associated with this bid package.
  - 4) Repair or replace damaged landscaping and sod damaged by parking or construction.
  - 5) It shall be this contractor's responsibility to notify the appropriate utility owner prior to the commencement of any construction activity.
  - 6) All quality control testing to verify compliance with the Contract Documents shall be included in this contract.
  - 7) Work to include, but not limited to:
    - A) Refer to all Plan Sheets
    - B) All Specifications sections.
  - 8) Liquidated damages in the amount of \$500.00 per day to compensate the Construction Manager for staff and general conditions costs and ¼ of the rate for each consecutive calendar day after the date for Substantial Completion.
  - 9) The Owner has the right to withhold three (3) times the installed market value of any item on the punch list that has not been completed at the time of final completion.
  - 10) Comply with the Project Schedule. If this Subcontractor falls behind the Project Schedule, they must provide sufficient crews to ensure the work is caught up to the required milestones of the Schedule.
  - 11) This bid form shall not be altered and additional information or qualifications shall not be considered.
- F. **BASE BID Price:** The bidder, in compliance with your Advertisement for Bid and the Contract Documents, for Rosenwald Building #2 Remodeling and having become thoroughly familiar with the terms and conditions affecting the performance and costs of the Work at the place where the Work is to be completed, and having fully inspected the site in all particulars, hereby proposes and agrees to fully perform the work within the time stated and in strict accordance with the Contract Documents, including furnishing any and all labor and materials, and to do all the work required to construct and complete said work in accordance with the Contract Documents, for the following sums of money; which include all labor, materials, labor, services, equipment tools, transportation, licenses, fees, permits, etc. necessary for completion of the work shown on the drawings and in the specifications. **Perform all work described by the Contract Documents. (Base Bid to include 100% Payment & Performance Bond for bids over \$100,000).**

---

\_\_\_\_\_ Dollars \$ \_\_\_\_\_

**ITEM NO. 3**

**G. List all Subcontractors**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The names of all persons interested in the foregoing bid as principals are:

**IMPORTANT NOTICE:** If bidder or other interested person is a corporation, give legal name of corporation, state where incorporated, and names of president and secretary, if a partnership, give name of firm and names of all individual co-partners composing the firm; if bidder or other interested person is an individual, give first and last names in full.

\_\_\_\_\_  
\_\_\_\_\_

Licensed in accordance with an act for the registration of contractors, and with license number:

\_\_\_\_\_.

SIGN HERE:

\_\_\_\_\_  
Signature of Bidder

\_\_\_\_\_  
Witness

NOTE: If bidder is a corporation, set forth the legal name of the corporation together with the signature of the officer or officers authorized to sign contracts on behalf of the corporation. If bidder is a partnership, set forth the name of the firm together with the signature of the partner or partners authorized to sign contracts on behalf of the partnership.

Business Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone number: \_\_\_\_\_

Date of proposal: \_\_\_\_\_

ATTACHMENTS:      Public Entity Crimes Form  
                             Drug Free Workplace Form  
                             Material Safety Data Form

**ITEM NO. 3**

1. I have executed and attached the following:
  - a. Sworn Statement Under Section 287.133(3)(a), Florida Statutes, On Public Entity Crimes.
  - b. Sworn Statement on Drug-Free Workplace Program.
  - c. Sworn statement on Material Safety Data Form (MSDF).

\_\_\_\_\_  
*COMPANY*

\_\_\_\_\_  
DATE

\_\_\_\_\_  
BY (SIGNATURE)

\_\_\_\_\_  
TITLE  
(SEAL – IF BID IS BY CORPORATION)

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

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

PERSONALLY, APPEARED BEFORE ME, the undersigned authority,

\_\_\_\_\_ who, after first being sworn by me,  
[name of individual signing]

affixed his/her signature in the space provided above on this \_\_\_\_\_ day  
of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

My commission expires:  
SEAL

**ITEM NO. 3**

**SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(a),  
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES**

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to \_\_\_\_\_  
[print name of the public entity]  
**by** \_\_\_\_\_  
[print individual's name and title]  
for \_\_\_\_\_  
[print name of entity submitting sworn statement]

whose business address is

\_\_\_\_\_  
\_\_\_\_\_

and (if applicable) its Federal Employer Identification Number (FEIN) is \_\_\_\_\_.  
(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: \_\_\_\_\_.)

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
1. A predecessor or successor of a person convicted of a public entity crime; or
  2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a

**ITEM NO. 3**

prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

5. *I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.*
6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. [Indicate which statement applies.]

\_\_\_\_\_ Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

\_\_\_\_\_ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

\_\_\_\_\_ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. [attach a copy of the final order]

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

\_\_\_\_\_  
[signature]

**ITEM NO. 3**

Page 8 of 12

Sworn to and subscribed before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Personally known \_\_\_\_\_

OR Produced identification \_\_\_\_\_ Notary Public - State of \_\_\_\_\_

\_\_\_\_\_ My commission expires \_\_\_\_\_  
(Type of identification)

\_\_\_\_\_  
(Printed typed or stamped commissioned name of notary public)

**ITEM NO. 3**

**SWORN STATEMENT PURSUANT TO SECTION 287.087 AND 440.102,  
FLORIDA STATUTES,**

***DRUG-FREE WORK PLACE PROGRAM***

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to \_\_\_\_\_  
by \_\_\_\_\_  
(print individual's name and title)  
for \_\_\_\_\_  
(print name of entity submitting sworn statement)  
whose business address is \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

and (if applicable) its Federal Employer Identification Number (FEIN) is \_\_\_\_\_.

2. It is my understanding that the Owner, Bay County School Board is encouraged by State Law to give preference to entities with DRUG-FREE WORK PLACE PROGRAMS authorized by Florida Statutes, Section 287.087 and that the entity is eligible for discounts to its Worker's Compensation Insurance Premiums under Florida Statute Section 440.102.

\_\_\_\_\_  
(signature)

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Personally known \_\_\_\_\_

OR Produced Identification \_\_\_\_\_ Notary Public - State of \_\_\_\_\_

\_\_\_\_\_  
(Type of identification) My commission expires \_\_\_\_\_

\_\_\_\_\_  
(Printed, typed or stamped commissioned  
name of notary public)

**ITEM NO. 3**

**SWORN STATEMENT PURSUANT TO  
FLORIDA STATUTES,  
MATERIAL SAFETY DATA FORM (MSDF)**

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to Bay County School Board  
by \_\_\_\_\_.  
(print individual's name and title)  
for \_\_\_\_\_  
(print name of entity submitting sworn statement)  
whose business address is  
\_\_\_\_\_  
\_\_\_\_\_

and (if applicable) its Federal Employer Identification Number (FEIN) is \_\_\_\_\_.  
(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: \_\_\_\_\_.)

2. It is my understanding that the Owner, The School Board of Bay County (BCSB) requires the Bidder to submit to the Owner within five (5) business days from Bid Date the following items:
- a. List of all chemicals and/or products that may emit, leak, evaporate, be dissolved from, or produced by the services that the Contractor is proposing;
  - b. List shall include a clear deliberation of chemical content of product, containing all information required by Federal OSHA Hazard Construction Law and Florida's Right-to-Know Law; list shall have Bid number and Bid Item Number stated on Data Sheets.
  - c. For building or construction materials, or building furnishings, the Contractor shall submit in writing any chemical emission or exposure data that the product contains.
  - d. Safety and Health Precautions to be employed to protect Workers who will be doing the work;
  - e. Safety and Health Precautions to be employed to protect the building occupants, general public and other nearby tradesmen;
  - f. Safety and Health precautions to ensure that the work space, building, or School Board's properties are not contaminated as it may relate in any way to the services that are provided;



**ITEM NO. 3**

Page 12 of 12

\_\_\_\_\_  
(signature)

Sworn to and subscribed before me this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

Personally known \_\_\_\_\_

OR Produced Identification \_\_\_\_\_ Notary Public - State of \_\_\_\_\_

\_\_\_\_\_  
(Type of identification) My commission expires \_\_\_\_\_

\_\_\_\_\_  
(Printed, typed or stamped commissioned name of notary public)

## ITEM NO. 4

Page 1 of 8

### Conditions of Contract

### Rosenwald Bldg #2

April 22, 2026

---

1. All bidders on this project must prequalify or specially prequalify with the Construction Manager 5 days prior to bid opening. Pre-qualification forms are included for your use and are available at the office of Childers Construction Company.

2. Bids

All Bids must be submitted and be subject to all requirements of the Contract Documents. Oral, telephone, or telegraphic bids will not be accepted.

It is understood that all bid proposals are made to the Construction Manager and that the Project Owner is not a party to these bids. Nothing in the bid documents, either expressed or implied, enjoins the Project Owner as a party to the receipt, review, or award of the bids received by the Construction Manager of this project. The Construction Manager reserves the right to reject any and all bids, to waive informalities in any bid, to consider any combination of bids, and to review any voluntary alternates. Award of the contract shall be on the basis of what serves in the best interest of the Project and the Construction Manager. The Construction Manager has the right to accept Alternates / Unit Prices in any order or combination and to determine the low bidder on the basis of the sum of the Base Bid and the Alternates / Unit Prices accepted.

3. Contract Documents include the following:

Architect / Engineers Damage Assessment Reports  
Architect / Engineers Addendums Issued During Bidding  
Construction Manager Supplements Issued During Bidding  
Supplement #1

1. Invitation to Bid
2. List of Contract Documents
3. Bid Proposal Form (Individual by Bid Package)
4. Conditions of Contract
5. General Pre-Qualification Form
6. E-Verify Certification Form

4. Award of Contracts

It is intended to award contracts for each bid package immediately per the base bid, but bids may be held for a period not to exceed Sixty (60) days.

5. Performance and Payments Bonds **Required for Subcontracts greater than \$100,000.**

Acceptable Surety Companies

## ITEM NO. 4

Page 2 of 8

To be acceptable as Surety on Performance & Payment Bonds, a surety company shall comply with the following provisions:

1. The Surety Company must be admitted to do business in the State of Florida.
2. The Surety Company shall have been in business and have a record of Successful continuous operations for at least five (5) years.
3. Minimum bond rating by AM Best Company of not less than Class "A-" with financial size of VIII or greater. Bonds shall be accompanied by letter stating company's current rating for verification prior to acceptance by the Construction Manager.

6 Factors Affecting Contract Award

Regardless of prequalification, a bidder's past performance, organization, bid value compared to other bidders, experience of project superintendent, equipment, reputation and quality of proposed subcontractors and ability to perform and complete the contract in the manner, and within the time frame specified, together with the amount of the bid will be vital elements considered in the award of the contract.

7. Substitutions

There are no approved substitutions for this project.

8. Project Schedule:

Bid Date	<b>May 19, 2026, 2 p.m. CDT</b>
Notice to Proceed (Estimated)	<b>May 22, 2026</b>
Substantial Completion (Estimated)	<b>August 01, 2026</b>
Final Completion (Estimated)	<b>September 2026</b>

9. Post-Bid Information

Unless waived by the Construction Manager, the successful Bidder, within ten (10) days of notification of selection for the award of a contract for the Work, submit the following information to the Construction Manager.

- A) Submittal Schedule.
- B) Hazardous Communication Program.
- C) Work to be performed by the Bidder with his own forces.
- D) The proprietary names and the suppliers of principal items or systems of material and equipment proposed for the Work, including those who are to furnish materials or equipment fabricated to a special design and/or those who are to provide inspection and testing services, proposed for the principal portions of the Work.

10. Technical Specification

Where compliance with two (2) or more sets of requirements is specified, the more stringent level will be enforced. Trade Contractors should refer instances of uncertainty as to which of two is more stringent to the Architect through the Construction Manager for decision.

## ITEM NO. 4

11. Failure to Execute an Agreement

Withdrawal of a bid within sixty (60) days after the date of the opening of bids or the failure to enter into contract within ten (10) days after notice of an intent to award, or within such approved extended period as the Construction Manager may grant, will constitute a default and the Bidder's bid bond or guaranty will be forfeited to the Construction Manager. The Construction Manager then may either award the contract to another responsible bidder or re-advertise again for bids and may charge against the defaulting bidder, the difference between the amount of the bid and the amount for which a contract for the work is subsequently executed, regardless of whether the amount due exceeds the amount of the bid bond. If a more favorable bid is received by re-advertising, the defaulting bidder will have no claim against the Owner or the Construction Manager for a refund.

12. Permits

Each bidder shall include in his Proposal the costs for all permits, as may be required for his portion of the work. **PROJECT WILL BE INSPECTED BY Bay County Building Department.**

13. Compliance with Codes

All Trade Contractors will be required to adhere to Federal, State, and County codes, rules and regulations, procedures, advisories, etc., as well as all codes, rules and regulations, etc. of any group, governing body, or authority having jurisdiction over the project.

14. Safety

All Trade Contractors will be required to comply with the provisions of the "Construction Safety Act" and the "Occupational Safety and Health Act Of 1970", and the Construction Manager's Safety Program, as well as all other applicable Federal, State and Local Safety Requirements.

All Trade Contractors will be required to submit a written copy of the following prior to the execution of the Construction Manager Trade Contractor Agreement.

1. Written Safety Program
2. Written Hazardous Communication Program
3. Material Data Sheets (for all products anticipated to be used in conjunction with their work)

15. Temporary On-Site Facilities

Each bidder must include in his Proposal all costs for installation, maintenance and removal of temporary sheds, field offices, telephone service, and drinking water required for his exclusive use. Temporary toilet facilities will be provided by the Construction Manager.

16. Verification of Site Conditions

Each bidder shall include in his Proposal all costs of verifying the suitability of the work by others and site conditions which affect the work, and all costs of surveying and field measurements which may be required to perform his work.

## ITEM NO. 4

Page 4 of 8

17 Taxes

Trade Contractor shall pay all applicable Federal, State, Local, and other taxes, except taxes and assessments on the real property comprising the site of the project.

18 Supervision

The Trade Contractor must agree to provide field (on site) supervision through a named superintendent for each trade included in the Trade Contract.

19. Insurance

The Trade Contractor shall not commence any work in connection with this Agreement until he has obtained all of the following types of insurance. All insurance policies shall be with insurers qualified and doing business in Florida through an authorized licensed Florida Resident Agent.

The Subcontractor agrees to, at the time of execution of this agreement, furnish the Contractor with Certificates of an insurance company (or other source). These certificates should certify that the Subcontractor is protected on the work with Workers' Compensation and Employer's Liability, Public Liability and Bodily Injury, Property Damage insurance and any other insurance as required by the Contract Documents. The Subcontractor will not be permitted to start work at the construction site until these Certificates as filed with the Contractor. The Trade Contractor shall take out and maintain during the life of this Agreement, Worker's Compensation Insurance for all of his employees connected with the work of this project. Such insurance shall comply fully with the Florida Worker's Compensation law. In case any class of employees engaged in hazardous work under this contract at the site of the project is not protected under the worker's Compensation statute, the trade Contractor shall provide, adequate insurance, satisfactory to the Owner, for the protection of his employees not otherwise protected.

### Contractor's Public Liability and Property Damage Insurance

The Trade Contractor shall take out and maintain during the life of this Agreement Comprehensive General Liability and Comprehensive Automobile Liability Insurance from a company with a Best Rating of "A" who is licensed to do business in the state where the work is to be performed and as shall protect him from claims for damage for personal injury, including accidental death, as well as claims for property damages which may arise from operating under this Agreement whether such operations are by him, and the amount of such insurance shall be the minimum limits as follows:

#### Commercial General Liability each occurrence 1,000,000.00

Personal & ADV Injury per Project Aggregate – Contractual Liability 1,000,000.00  
Per Project Aggregate – Contractual Liability - General Aggregate 2,000,000.00  
Per Project Aggregate – Contractual Liability - Products. Comp/OP AGG 2,000,000.00  
Automobile Liability – Any Auto- Hired Autos – Non-Owned Autos

## ITEM NO. 4

Page 5 of 8

### Combined Single Limit 1,000,000.00

Excess Liability – Umbrella Form – Each Occurrence 1,000,000.00  
Aggregate – 1,000,000.00

Workers Compensation and Employer's Liability – WC Statutory Limits  
Each Accident – 100,000.00 – Disease Each Employee – 100,000.00 –  
Disease – Policy Limit – 500,000.00.

In addition each Certificate shall include the following verbiage in the Description of Operations/Locations which is located at the bottom of each Certificate:

CHILDERS CONSTRUCTION CO., INC. IS INCLUDED AS ADDITIONAL INSURED (INCLUDING COMPLETED OPERATIONS) ON ALL POLICIES EXCEPT WORKERS COMPENSATION.

ALL POLICIES WILL PROVIDE A 30 DAY NOTICE OF CANCELLATION TO CHILDERS CONSTRUCTION CO., INC.

### Contractual Liability - Work Contracts

The Contractor's Liability Policy shall include Contractual Liability Coverage designed to protect the Contractor for contractual liabilities assumed by the Contractor in the performance of this Contract. The contractor's liability shall not exclude Asbestos work liability.

### EIFS Requirements

#### Qualified EIFS Installers:

-All EIFS installers must be trained and certified by the Manufacturer of the applicable EIFS product.

\*General Liability coverage for EIFS operations

\*Childers Construction Company, Inc., is included as additional insured (including completed operations) on the subcontractors General Liability Policy.

\*Limits of Liability of at least 500,000.00 occurrence/1,000,000 aggregate.

#### Review of Plans:

-Pre-construction review of plans by the EIFS installer with the EIFS manufacturer to assure that the plans provide for a proper use of the EIFS product.

#### Inspection and Warranty by Manufacturer:

-Jobsite inspections and final approval of installer's application by EIFS manufacturer.

#### Maintenance:

-Documentation of communication to owner of proper EIFS maintenance schedule and procedures.

## ITEM NO. 4

Page 6 of 8

### Indemnification Rider

The Contractor's Liability Policy shall provide a "Hold Harmless" rider to cover the provisions of Article 3.18 of the referenced AIA General Conditions and this shall be so noted on the Contractor's Certificate of Insurance. Article 3.18 of the referenced AIA General Conditions is hereby revised to include the following statement

The insurance specified above shall provide that said insurance is primary coverage with respect to Subcontractor's operations hereunder.

It is expressly agreed that Ten Dollars (\$10.00) of the amount to be paid the Subcontractor pursuant to this Subcontract is given as separate consideration for the covenant of indemnification contained in this section, as well as being separate consideration for any other indemnification provided by Subcontractor in this Subcontract. Subcontractor assumes full liability for any and all damages, death, or injury of any kind to all person(s), whether employees or otherwise, and property arising out of or in any way connected with the WORK and shall defend, indemnify and hold harmless Contractor or Owner, or their respective officers, agents, employees, and indemnities, from and against any and all claims, loses, suites, damages, legal and otherwise, arising out of or in any way connected with Subcontractor's WORK.

### Indemnity/Hold Harmless Asbestos Provision

The Subcontractor specifically acknowledges and agrees that to the fullest extent permitted by law, the Subcontractor shall indemnify, defend and hold harmless the Owner, the Owner's Representative, the Architect, the Engineer and the Contractor and all of their agents and employees from and against all liability, claims damages, loses and costs including, but not limited to, reasonable attorney's fees, related to or arising out of contact with or exposure to asbestos or any material containing asbestos to the extent caused by the negligence, recklessness, or intentional wrongful misconduct of the Subcontractor and persons employed or utilized by the Subcontractor in the performance of this Subcontract. The indemnification and hold harmless provisions of this Subcontract are subject to a monetary limitation of the greater of either: (1) ten times the Subcontract price or (2) the limits of insurance provided as required by Article 5 of subcontract.

### Certificate of Insurance

The Construction Manager shall be furnished proof of coverage of the above required insurance. Said proof to be on the form supplied by the Construction Manager. Said certificate of insurance forms shall be completed, signed by the authorized licensed Florida Resident Agent and returned to the office of the Construction Manager. These certificates shall be dated and show:

1. The name of the insured contractor, the specific job by name and job number, the name of the insurer, the number of the policy, its effective date, and its termination date.
2. Statement that the Insured will mail notice to the Construction Manager and a copy to the Architect-Engineer at least thirty (30) calendar days prior to any material changes in provisions or cancellation of the policy.

## ITEM NO. 4

Page 7 of 8

20. Progress Payments

The Construction Manager will pay the Trade Contractor the contract price as agreed. The Construction Manager will make progress payments, monthly, for the performance of all work in place as required by the Contract, plus the value of contract amendments duly approved, as the Work proceeds. In making such progress payments, there shall be retained, ten percent (10%) of the payment amount. Construction Manager may increase retainage for unsatisfactory work and performance.

In order that the Construction Manager may file application for payment from the Owner, each Trade Contractor shall deliver on (1) copy of his application for payment to the Construction Manager. The application shall be in the format specified by the Construction Manager for all work completed and work anticipated to be completed. FOR THIS PROJECT, APPLICATIONS FOR PAYMENT SHALL BE SUBMITTED NO LATER THEN THE 20th OF EACH MONTH. Payment will be made from the original application on payment forms only.

21. Payment Restrictions

The Subcontractor understands and agrees that no payment (from Childers) shall be due (or owed) to the Subcontractor unless and until the Owner has paid Childers for the Subcontractor's work. Childers' receipt of payment from the Owner for the Subcontractor's work is a condition precedent to Childers' obligation to pay the Subcontractor.

22. Final Payment

Application for final payment shall be accompanied by a properly executed release or waivers of lien on AIA Document, Form G706, "Contractors Affidavit of Payment of Debts and Claims" (1970 Edition) and Form G706A "Contractor's Affidavit of Release of Liens" (1970 Edition).

23. Warranties/Guarantees/Spare Parts

Each Trade Contractor shall, ten (10) calendar days before substantial completion, furnish all warranties, guarantees, spare parts and attic stock applicable to this individual contract. All guarantees and warranties shall be in writing on guarantors/warrantors stationery or official forms and signed by a responsible company official.

24. Changes in the Work

The Trade Contractor shall not proceed with any change in the Work unless directed, in writing, by the Construction Manager. Should any change revisions occur during the project, the Construction Manager reserves the right to perform the work with other trade contractors if the costs are not deemed reasonable by the Construction Manager, Design Consultants or Owner.

## **ITEM NO. 4**

Page 8 of 8

25. Hours of Work

Regular working hours shall be 7:00 A.M. to 5:00 P.M. **(DUE TO THE SHORT SCHEDULE, THIS PROJECT WILL BE 6 DAY WORK WEEK- MONDAY THROUGH SATURDAY)** or as otherwise prescribed by the Construction Manager or as dictated by the School District. Any overtime or holiday pay shall be included in bid proposal.

26. Cleanup

The Trade Contractor, during the progress of the Work, and at completion of the Work, shall conduct cleaning and disposal operations as required by the Conditions of the Contract and all applicable codes, ordinances, regulations and anti-pollution laws.

27. Jessica Lunsford Act

All subcontractors are to comply with all requirements of Section 1012.465, Florida Statutes (also known as the Jessica Lunsford Act), by certifying that employees who will be on the school grounds when students are present, may have direct contact with students or have access to or control school funds have completed the background screening required by the referenced statutes and meet the standards established by the statutes.



**Subcontractor Prequalification  
FW Florida Version 2026**

**To:** Prospective Subcontractor  
**Re:** Childers Prequalification Packet 2026

---

The following packet contains pertinent policies, procedures, and forms required of any subcontractor intending to do work with Childers Construction Company. The purpose of this packet is to inform potential subcontractors of the standards held by Childers Construction Company, as well as gather contact information, insurances, etc. required by the state, insurance companies, and/or Childers Construction Company. The information gathered at this time is for pre-screening purposes only, thus it is necessary to provide us with all the items below.

Please review the attached, and return all forms and supplemental documents (listed below) to our office ASAP. **It is mandatory that this packet is fully completed and approved prior to commencement of work. Incomplete packets will NOT be approved.**

- 1  Subcontractor Prequalification Form
  - a.  Copy of State of Florida Business License
  - b.  Copies of City/County/State Occupational License(s) (all that apply)
  - c.  Certification Certificate(s) (all that apply)
  - d.  OSHA Explanation Letter (if applicable)
  - e.  Additional Explanation Letters (if applicable)
- 2  References
- 3  List of Contacts & Approved Signatories
- 4  Signed W-9
- 5  General Liability COI
- 6  Workers' Compensation COI
- 7  Automobile COI
- 8  Umbrella COI

---

**Please return completed packet to:**  
**Savannah Truman – [struman@childers-construction.com](mailto:struman@childers-construction.com)**



**Subcontractor Prequalification  
Insurance Requirements**

*The policies and procedures listed below are subject to change.*

**I. INSURANCE REQUIREMENTS**

Prior to the execution of a Subcontract Agreement and prior to commencement of any work, subcontractors must provide certificates of insurance (COI's) as proof of coverage for all insurance listed below. **No Worker's Comp exemptions.**

**A. Workers' Compensation and Employers' Liability Insurance** shall be purchased and maintained in force by the subcontractor during the term of this subcontract for all employees engaged in this work under this subcontract, in accordance with the laws of the State of Florida, and, if applicable to the work involved, shall include Federal Longshoremen's and Harbor Workers' Compensation Act Coverage, **the Jones Act, or under laws, regulations or statutes applicable to maritime employees, coverage shall be included for such injuries or claims.** The amount of Employers' Liability Insurance shall not be less than:

<b>Workers' Compensation Employers Liability</b>	<b>Statutory Requirements \$100,000 Limit Each Accident \$500,000 Limit Disease Aggregate \$100,000 Limit Disease Each Employee</b>
--	---

**B. Commercial General Liability Insurance** shall be purchased and maintained by the subcontractor during the period of construction, and for two years following the owner's acceptance of the project. Coverage shall include but not be limited to Premises and Operation and Per Project Aggregate. Limits of Coverage shall be at least:

<b>Bodily Injury &amp; Property Damage Personal &amp; Advertising Injury Liab. Products &amp; Completed Operations Bodily Injury &amp; Property Damage</b>	<b>\$1,000,000 Comb. Each Occurrence \$1,000,000 \$2,000,000 Aggregate Limit \$2,000,000 General Aggregate</b>
--	--

**C. Business Automobile Liability Insurance** shall be purchased and maintained by the subcontractor as to ownership, maintenance, and use of all owned, non-owned, leased or hired vehicles with limits of not less than:

<b>Bodily Injury Liability Property Damage Liability</b>	<b>\$1,000,000 Limit Each Person \$1,000,000 Limit Each Accident</b>
<b>Or</b>	
<b>Bodily Injury &amp; Property Damage Liability</b>	<b>\$1,000,000 Combined Single Limit Each Accident</b>

**D. Installation Floater Insurance** shall be purchased and maintained by subcontractor on an "all risk" (including coverage for the perils of wind and flood) installation floater in the amount of \$150,000 or the initial subcontract price, plus the value of any subsequent modifications, whichever is greater. All deductibles under this coverage shall be paid by the subcontractor. This coverage shall be primary and non-contributory to any Builder's Risk coverage on the overall project that may be provided by the Owner or Contractor.

**E. Excess Liability (Umbrella)** shall be purchased and maintained by the subcontractor with a minimum limit of \$1,000,000.



Subcontractors hired by Childers Construction Company are responsible for assuring that all lower-tier subcontractors hired to work on a Childers Construction Company project are properly licensed and carry the same limits of insurance as required of subcontractors.

## **II. PAYMENT**

### **A. Application for Payment**

This Subcontractor shall submit progress payment applications to the Contractor No Later Than the 20<sup>th</sup> day of each month for work performed up to and including the 25<sup>th</sup> day of each month. Ten Percent (10%) of each payment shall be retained until Final Completion. All payments are subject to receipt of release of liens, warranties and guarantees as required by the Contract Documents.

### **B. Payment Restrictions**

The Subcontractor understands and agrees that no payment (from Childers) shall be due (or owed) to the Subcontractor unless and until the Owner has paid Childers for the Subcontractor's work. Childers' receipt of payment from the Owner for the Subcontractor's work is a condition precedent to Childers' obligation to pay the Subcontractor. Subcontractor also agrees within seven working days from receipt of payment from Childers Construction, the subcontractor will pay each supplier, consultant and or lower tier subcontractor, the amount to which said supplier, consultant or lower tier subcontractor is entitled from said payment received from Childers Construction. Subcontractor will preserve all accounting and project records for a period of 4 years after final acceptance of work. Childers Construction reserves the right to audit the subcontractors accounting records if required by the owner.

### **C. Final Payment**

Application – Upon final acceptance of the Subcontractor's Work by the Owner, the Contractor and the Architect, the Subcontractor shall make application for final payment and shall submit to the Contractor:

1. An Affidavit that all labor, materials, equipment, and other indebtedness connected with the Work have been paid or otherwise satisfied;
2. Final Release of Lien
3. Consent of Surety to Final Payment, if required by the Contractor;
4. Close – Out Documents required by the Contract Documents.



**Subcontractor Prequalification  
General Data**

**If planning to bid on a specific project, list that project name below:**

\_\_\_\_\_

I am filling this form out for general purposes and not for a particular project I plan to bid.

**Legal Business Name:** \_\_\_\_\_

**Owner(s):** \_\_\_\_\_

**Physical Address:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Phone No.:** \_\_\_\_\_ **Main Email:** \_\_\_\_\_

**Company Website:** \_\_\_\_\_

**Please write a brief description of the type of work or trade you perform:**

\_\_\_\_\_

**Number of Employees:** \_\_\_\_\_ **Years Performing Work:** \_\_\_\_\_

**Work consists of:**  Labor Only  Labor & Materials  Materials Only

**Percentage of work to be performed by:** Own Workforce \_\_\_\_\_% Sub-Subcontractors \_\_\_\_\_%

**FEIN or SSN:** \_\_\_\_\_

***Provide a copy of the following licenses:***

**State of FL Contractors License Number:** \_\_\_\_\_

Are there any pending judgements against you or your company?  Yes  No

***\* If yes, please attach explanation letter.***



**HAS FIRM EVER:**

Failed to Complete a Project  Yes  No  
*\* If yes, please attach explanation letter.*

Been Involved in Bankruptcy or Reorganization  Yes  No  
*\* If yes, please attach explanation letter.*

Been on Federal Vendors Debarred or Suspended List  Yes  No  
*\* If yes, please attach explanation letter.*

**SAFETY:**

Does Firm Have a Written Safety Program?  Yes  No

Does Firm Have a Written Hazardous Communication Program?  Yes  No

Has Firm Ever Been Cited by OSHA within the Last 3 Years?  Yes  No  
*\* If yes, please attach OSHA letter outlining violations.*

**W/M.B.E. or SERVICE-DISABLED VETERAN CLASSIFICATION:**

Is Firm a Minority Business Enterprise (MBE)?  Yes  No  
*\* If yes, please attach copy of all certifications received by firm.*

Black/African American  Hispanic/Mexican  Other

Is Firm a Women/Minority Business Enterprise (W/MBE)?  Yes  No  
*\* If yes, please attach copy of all certifications received by firm.*

Is Firm a Service-Disabled Veteran Owned Business?  Yes  No  
*\* If yes, please attach copy of all certifications received by firm.*

Are you Certified with either (i) the State of Florida, Department of Labor and Employment Security; (ii) a County in Florida; (iii) a City in Florida; or (iv) a school board in Florida?  Yes  No  
*\* If yes, please attach copy of all certifications received by firm.*

Is Firm a Certified W/MBE or Service-Disabled Veteran Owned Business in another state?  
\*If yes, which state? \_\_\_\_\_  Yes  No  
*\* If yes, please attach copy of all certifications received by firm.*



**Subcontractor Prequalification  
Financial Data**

**FINANCIAL INFORMATION:**

Volume of Work Completed in the Last Three (3) Years:

2023: \$ \_\_\_\_\_ 2024: \$ \_\_\_\_\_ 2025: \$ \_\_\_\_\_

Work Currently Under Contract: \$ \_\_\_\_\_

Name of Bank: \_\_\_\_\_ Contact: \_\_\_\_\_

Phone No.: \_\_\_\_\_

**BONDING**

Does Firm Have Bonding Capabilities?  Yes  No

*\* If yes, please answer the following:*

Bonding Limit per Project: \$ \_\_\_\_\_

Total Aggregate Bonding Limit: \$ \_\_\_\_\_

Value of Work Presently Bonded: \$ \_\_\_\_\_

**Bonding Agent:**

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Contact: \_\_\_\_\_

**AM Best or S&P Rating of Bonding Company?** \_\_\_\_\_

**Check Disbursement Option:**

Pick-up  Mail  FedEx FedEx Account No.: \_\_\_\_\_

I, HEREBY CERTIFY TO THE BEST OF MY KNOWLEDGE, THE INFORMATION PROVIDED ON THIS FORM IS TRUE AND COMPLETE.

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2026

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name & Title



**Subcontractor Prequalification  
References**

Please supply **TWO (2)** references for both Material Suppliers and General Contractors – **other than Childers.**

**REFERENCES**

**Material Suppliers:**

Name : \_\_\_\_\_ Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Contact: \_\_\_\_\_ Email: \_\_\_\_\_

Name : \_\_\_\_\_ Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Contact: \_\_\_\_\_ Email: \_\_\_\_\_

**General Contractor: (other than Childers)**

Name : \_\_\_\_\_ Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Contact: \_\_\_\_\_ Email: \_\_\_\_\_

Name : \_\_\_\_\_ Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Contact: \_\_\_\_\_ Email: \_\_\_\_\_

**List your TWO (2) Largest Projects Currently Under Construction: (30% complete or more)**

Project Name: \_\_\_\_\_

Location: \_\_\_\_\_

General Contractor: \_\_\_\_\_ Contact: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Email: \_\_\_\_\_

Contract Amount: \$ \_\_\_\_\_ Percent Complete: \_\_\_\_% Estimated Completion Date: \_\_\_\_\_

Project Name: \_\_\_\_\_

Location: \_\_\_\_\_

General Contractor: \_\_\_\_\_ Contact: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Email: \_\_\_\_\_

Contract Amount: \$ \_\_\_\_\_ Percent Complete: \_\_\_\_% Estimated Completion Date: \_\_\_\_\_



**Subcontractor Prequalification  
Contacts & Approved Signatories**

Please provide the contact information below. If applicable, check all officers of your organization approved to sign documents. We will only accept the signature of an officer from those who are indicated below. Checks will be released only after lien waivers have been signed by an approved signatory.

**Owner:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Email: \_\_\_\_\_ Approved Signatory:  Yes  No

**Administrative Contact:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Email: \_\_\_\_\_ Approved Signatory:  Yes  No

**Accounts Receivable Contact:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Email: \_\_\_\_\_ Approved Signatory:  Yes  No

**Estimator/Bid Notification Contact:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Email: \_\_\_\_\_ Approved Signatory:  Yes  No

**Other Contact:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Email: \_\_\_\_\_ Approved Signatory:  Yes  No

**Other Contact:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Email: \_\_\_\_\_ Approved Signatory:  Yes  No

**To be signed by Owner:**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**E-VERIFY CERTIFICATION**

1. I am (title) \_\_\_\_\_ of \_\_\_\_\_ (“Contractor”).
2. I hereby attest that I am authorized to execute this certification on behalf of the above named company, its owners, directors, and officers.
3. The Contractor has contracted with or may contract with School Board of Bay County Florida (“Board” or “District”) (the “Agreement”).
4. I hereby certify that the Contractor is registered or, if not registered, shall register with and shall use the United States Department of Homeland Security’s E-Verify system to verify the work authorization status of all employees hired during the term of the Agreement and shall provide evidence thereof upon request.
5. The Contractor does not and shall not employ, contract with, or subcontract with an unauthorized alien, pursuant to section 448.095, Florida Statutes.
6. The Contractor/Vendor shall require all subcontractors performing work under the Agreement to use the E-Verify system for any employees they may hire during the term of the Agreement.
7. The Contractor/Vendor shall require all subcontracts performing work under the Agreement to provide an affidavit stating the subcontractor does not employ, contract with, or subcontract with an unauthorized alien, pursuant to section 448.095, Florida Statutes. The Contractor shall provide the District with a copy of said affidavit upon receipt and shall maintain a copy during the term of the Agreement.
8. The Contractor/Vendor acknowledges that failure to comply with this provision is a material breach of the Agreement, and School Board may choose to terminate the Agreement at its sole discretion. Contractor may be liable for all costs associated with Board securing same services, inclusive, but not limited to, higher costs for the same services and rebidding costs (if necessary).
9. The Contractor/Vendor acknowledges that termination due to failure to comply may result in one (1) year suspension from contracting with the District.

CONTRACTOR NAME:

AUTHORIZED REPRESENTATIVE:

(Printed Name)

(Signature)

(Title)

(Date)