



Effective Date: 6/13/02 Supersedes Date: 9/26/02

I. Purpose:

To provide for pre-solicitation "Scope of Work" Summary as well as contractor license(s) certification(s) and/or registration(s) requirements from the Architectural/Engineering firm or the County client department and a review/verification of the applicability of those license(s), certification(s) and/or registration(s) by the County Building Inspections Department, Contractor Licensing Division; and, to provide for a pre-award compliance review of the apparent low bidders'/proposers' contractors license(s), certification(s) and/or registration(s); as well as Contractor Complaint History, by the County Building Inspections Department, Contractor Licensing Division.

II. Scope:

This procedure applies to all construction projects solicited by the Office of Purchasing for all client departments.

III. Responsibility:

A. Pre-solicitation Phase

As guided by the provisions in the "Checklist for Invitation to Bid/Request for Proposals" Form OF0015:

1. The purchasing agent will secure from the Architectural/Engineering firm via "Architect/Engineer Checklist for Invitation to Bid/Request for Proposal" form OF0105 or from the client department when no Architecture/Engineering firm is engaged on the project a short one (1) paragraph "Scope of Work Summary" and relevant contractor required license(s), certification(s) and/or registration(s) to perform the services described in the Scope of Work Summary.
2. The purchasing agent shall assure sending the Scope of Work Summary and such contractor license(s), certification(s) and/or registration(s) information to the County Building Inspections Department, Contractor Licensing Division as attachments to the "License Confirmation of Compliance" (memo) "Form OF0115 for their review for compliance to Florida Statute 489.
3. The Building Inspections Department, Contractor Licensing Division shall make any applicable notations, sign and return the "License Confirmation of Compliance" (memo) Form OF0115 to the purchasing agent.
4. a. If the Building Inspections Department, Contractor Licensing Division signs off concurrence then the Purchasing Agent shall proceed with including the Scope of Work Summary and license(s), certification(s) and/or registration(s) into the solicitation.



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Office of Purchasing
**Title: Contractor, License, Certification,
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b. If they do not concur they will provide changes suggested and the purchasing agent shall assure the inclusion of such changes to the contractors required credentials and the Scope of Work Summary into the solicitation.

B. Pre-Award Phase

As guided by the provisions in the "Checklist for Pre-Award/Post Award Compliance" Form OF0025A:

1. Prior to any award consideration, the purchasing agent shall assure sending the license(s), certification(s) and/or registration(s) submitted by the apparent low bidder/proposer along with the Scope of Work Summary as attachments to the "Contractors License/Complaint History Review" (memo) Form OF0125 to the Building Inspections Department, Contractor Licensing Division for their review.
2. The Building Inspections Department, Contractor Licensing Division shall make any applicable notations, sign and return the "Contractors License/Complaint History Review" (memo) Form OF0125 to the purchasing agent.
3.
 - a. If they sign off that the license, etc. are in compliance with all Escambia County ordinances and the State of Florida Statutes; and if a report on their Complaint History is favorable then the purchasing agent shall continue the bid evaluation or proposal review process as usual in determining the recommendation for award.
 - b. If they find compliance problems or complaint history problems they will note them and the purchasing agent shall be guided accordingly.
 - 1) If the compliance problems are curable the purchasing agent shall advise the details of the possible cure and seek guidance from the client department on bids, and from the Proposal Review Committee regarding whether such cure provisions shall be given to the apparent low bidder/proposer.
 - 2) If the compliance problems are not curable or the complaint history is questionable the purchasing agent shall advise the client department on bids or the County Administrator's Designee on the Proposal Review Committee, to discuss available alternatives or options.

In either case of b.1) or b.2) above, the purchasing agent should assure the procedural provisions of B1 and B2 stated previously are followed relative to the



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next best bidder/proposer in order to have that contingent option available for discussion in determination of award consideration.

C. Documentation

The purchasing agent shall assure that all documentation and information resulting from this operational procedure is properly kept and maintained in the Contract Case File.