



COLLEGE of CENTRAL FLORIDA

ADMINISTRATIVE PROCEDURE

Title: Prequalification List for Contractors and Professional Services and Contracts Recertification

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Implementing Procedure for Policy # N/A

Date Approved: 11/13/25

Division: Administration and Finance

1. Purpose

The purpose of this procedure is to establish a consistent, transparent, and legally compliant process for the prequalification of contractors and professional service providers across all construction-related trades seeking to perform work for the College.

This procedure ensures that trade vendors—such as general contractors, plumbers, electrical, HVAC, geotechnical, architectural, and engineering firms—meet the financial, safety, licensing, and performance standards required by Florida law, the State Requirements for Educational Facilities (SREF), and College policy.

This procedure also establishes a clear and legally compliant process for recertifying contractors and professional service providers with whom the College maintains continuing contracts. Its purpose is to ensure that all vendors on the Board-approved prequalified list continue to meet the financial, licensing, safety, and performance standards required by Florida law, the State Requirements for Educational Facilities (SREF), and College policy.

2. Scope

This procedure applies to all construction-related contracts and professional services for new construction, renovations, remodeling, and maintenance projects exceeding the established procurement threshold. A prequalified vendor pool will be maintained by the plant operations team and may be used for facilities projects for up to two years. Vendors on this list will be eligible to receive invitations to quote or bid on projects as needs arise, on a yearly basis.

This procedure also applies to all construction-related trades and professional services—including general contractors, plumbing, electrical, HVAC, geotechnical, architectural, and engineering firms—that hold or seek continuing contracts with the College and wish to remain on the prequalified vendor list beyond their initial approval period.

3. Authority

This procedure is established in accordance with:

- Florida Statutes §§ 1013.46 and 287.017
- State Requirements for Educational Facilities (SREF)
- Florida Administrative Code Rule 6A-14.0734
- College of Central Florida Board of Trustees policies
- College of Central Florida purchasing manual

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4. Prequalification Process

4.1 Qualification and Selection of Vendors

Vendors will be prequalified through a Request for Qualifications (RFQ) process open to all construction and professional service trades, including but not limited to general contractors, plumbing, electrical, HVAC, geotechnical, and architectural/engineering firms.

Qualification criteria may include licensing, insurance, bonding capacity, financial stability, relevant experience, references, and past performance.

A Prequalification Review Committee will evaluate all submissions.

Contractors meeting or exceeding the established thresholds will be recommended to the Board of Trustees for approval.

Board-approved vendors will remain on the list for a two-year period, subject to renewal or revocation based on performance.

4.2 Use of the Prequalified Vendor List

The prequalified vendor list will be used for facilities projects below the statutory threshold for competitive bidding.

Vendors will be invited to quote or bid in a rotating order to ensure equal opportunity. For emergency or specialized work, direct selection may be authorized with appropriate documentation.

4.3 Assignment of Projects

The Plant Operations team will maintain and monitor the rotation schedule.

Projects will be assigned sequentially to vendors unless performance or availability dictates otherwise.

Documentation of each vendor's opportunity to bid will be maintained for audit purposes.

4.4 Performance Monitoring

The Facilities Department will track vendor performance on assigned projects.

Metrics will include quality of work, timeliness, adherence to budget, and safety compliance.

Vendors with consistent performance issues or who decline job orders may be subject to removal from the list, subject to Board notification.

5. Compliance and Competitive Solicitation

All purchases must comply with state procurement laws and College policies.

The Purchasing Department will issue and coordinate a yearly RFQ for general and trade-specific services.

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The Plant Operations team will maintain and provide all qualifying and recertification documentation.

Competitive solicitation processes must comply with Florida procurement laws.

Contractors may be disqualified for providing false information, failing to meet safety standards, or demonstrating poor past performance.

Disqualified applicants may appeal the decision by submitting a written request for reconsideration to the College's Director of Purchasing within ten (10) business days of notification.

Per the State Requirements for Educational Facilities (SREF) the prequalified list and continuing contracts for renewals must be approved by the Board of Trustees.

6. Recertification Process

6.1 Renewal Cycle

Prequalified vendors approved for continuing contracts are eligible for a two-year term from the date of Board approval.

To remain active, vendors must recertify prior to the expiration of their current term.

The Purchasing Department will issue a Continuing Contract Recertification Notice at least 120 days before expiration.

6.2 Vendor Submission Requirements

Vendors seeking recertification must submit updated documentation, including but not limited to:

Current State of Florida or local trade license(s) and professional registrations.
Proof of insurance meeting College requirements.

Updated bonding capacity and financial statements demonstrating stability.

Any changes in ownership, key personnel, or corporate structure.

Record of performance on College projects (if applicable), including safety record and timely completion of work.

Confirmation of no outstanding legal or regulatory actions that would affect eligibility.

6.3 Review and Evaluation

A Recertification Review Committee, coordinated by the Purchasing Department, will evaluate submissions for completeness and compliance.

Performance data collected by the Facilities Department—including quality, timeliness, adherence to budget, and safety—will be incorporated into the evaluation.

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Vendors that meet all criteria will be recommended to the Board of Trustees for recertification.

6.4 Board Approval

The list of vendors recommended for continuing contracts will be presented to the Board of Trustees for approval at a regularly scheduled meeting before the current term expires. Only vendors receiving Board approval will remain on the active prequalified list.

7. Non-Compliance and Removal

Vendors that fail to submit recertification materials by the stated deadline, or that no longer meet minimum requirements, will be removed from the prequalified list at the end of their current term.

Vendors may be removed earlier for documented issues such as repeated performance deficiencies, safety violations, or misrepresentation of information.

8. Appeals

Vendors denied recertification may appeal in writing to the College's Director of Facilities within ten (10) business days of receiving notification.

The appeal will be reviewed by the Director of Purchasing and a recommendation will be forwarded to the Vice President of Administration and Finance for a final decision.

9. Annual Review and Updates

The Purchasing Department will review this procedure annually to ensure continued compliance with all legal, statutory and SREF requirements.

Vice President, Administration & Finance		Date:
Approved by President		Date: