

## EXHIBIT 3

### OWNER'S INSTRUCTIONS FOR PREQUALIFICATIONS FOR AWARD OF THE CONTRACT ON LEVELS FOUR AND FIVE CONTRACTS

The information listed in this Exhibit is required to be filed with soliciting agencies prior to award of any contract. In order to expedite the processing of contracts, please complete the enclosed forms or attach required documentation in accordance with these instructions.

#### Heading

Project Title - Indicate title of project as shown in the solicitation/specifications.

Project Number – State/Federal project number assigned see original solicitation/specifications.

Location - Project location as shown in the solicitation/specifications.

#### Item 1

List projects of comparable size, scope and complexity to subject project.

#### Item 2-3

Complete in accordance with form.

If additional space is required, please attach supplementary pages.

#### ADDITIONAL QUALIFICATION REQUIREMENTS/INSTRUCTIONS

The following must be included with packet-use as check list

1. Copy of Florida State Contractor License.
2. Corporate Charter Number.
3. Proof of Contractor's active office within 300 road miles of project. (Attach Map Quest or like)
4. Contractor agreement to perform no less than 15% of the construction work utilizing its own employees, on company letterhead.
5. Resumes of experience for Project Manager and Project Superintendent meeting the requirements at 60D-5.003(2)(b)i, F.A.C.
6. At least three references with current contact name/numbers of projects completed within last 5 years-
7. Proof Contractor has successfully completed no less than two (2) projects of similar scope, size and complexity within the last five (5) years, see item 1. Complete as instructed, do not use other forms or alter our format. Additional information may be included with pictures. Do not submit projects that were performed as a subcontractor or not yet completed. Specify if the project was new construction or renovation. Do not reuse this form from previous project submittals as the form could have changed to meet specific requirements.
8. Proof of vendor registration in MyFloridaMarketplace at [www.dms.myflorida.com](http://www.dms.myflorida.com).
9. Letter of Confirmation from your bonding company stating that you can bond or have bonded with this company.

**EXHIBIT 3 Continued**

1. List all projects of similar size, scope and complexity successfully completed by your organization in the previous five years (must be no less than two (2)).  
Projects MUST be listed in spaces below. Additional information may be attached if desired.

Name of Owner (Include POC & phone numbers)	A Name, Location & Description of Project	B Type of Work (Renovation or New Construction)	Name of Design Architect and/or Design Engineer (Include POC & phone numbers)	C. Original Contract Price/	Completion Dates:		
				D. Final Contract Price	E. Original	F. Revised	G. Actual

**EXHIBIT 3 CONTINUED**

With reference to all contracts completed by your organization in the previous fiscal years, as listed on item 1, answer the following questions:

2. Explain differences in original and final contract price, and original and actual completion dates, if any.

3. Were there any liquidated damages, penalties, liens, defaults or cancellations imposed or filed against your organization?

If so, list the name and location of the project, as shown in Column A, explain.