

CONTRACTOR'S PREQUALIFICATION TO SUBMIT A BID

For a Contractor to Pre-Qualify with the Department of Management Services (DMS), Division of Real Estate Development and Management, the following items are required **PRIOR** to the submittal of a bid:

1. Request for Pre-Qualification submitted on Company letterhead.
2. Copy of the Company's Corporate Registration from the Florida Department of State (SunBiz.org).
3. Copy of Company's current State Contractor's and Business License with the Department of Business and Professional Regulation Construction Industry Licensing Board.
4. E-Mail Address for Company's Contact Person.
5. Verification the Company has registered in My Florida Marketplace (screenshot):
https://www.dms.myflorida.com/business_operations/state_purchasing/myfloridamarketplace/mfmp_vendors

Please send requested items to:

REDM Pre-Qual

Department of Management Services

Real Estate Development and Management

4050 Esplanade Way, Suite 315.4X

Tallahassee, Florida 32399-0950

Phone: 850-413-9588

Email: redmprequalification@dms.fl.gov

NOTE: A letter confirming Pre-Qualification with DMS will be e-mailed to the Contractor upon approval of the above requirements. Please submit a copy of confirmation letter with submitted bids and proposals, when applicable.

DMS Website Address:

http://dms.myflorida.com/business_operations/real_estate_development_management