

**WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT  
PREQUALIFICATION QUESTIONNAIRE FOR PROSPECTIVE BIDDERS**

**October 25, 2019**

The governing board (“Board”) of the West Contra Costa Unified School District (“District”) has determined that contractors (“Contractor(s)” or “Firm(s)”) on the District’s state-funding-eligible projects must be prequalified prior to submitting a bid or proposal on a project.

It is mandatory that all contractors who intend to submit a bid or proposal for the Project fully complete the District’s prequalification questionnaire, provide all materials requested therein, and be approved by the District to be on the final prequalified contractors list. This prequalification requirement applies to the following contractors (each a “Contractor”):

- A contractor with an A and/or B license(s) that intends to bid as a general contractor (prime contractor) directly to the District.
- A contractor with a C-4, C-7, C-10, C-16, C-20, C-34, C-36, C-38, C-42, C-43, and/or C-46 license(s) that intends to bid as a first-tier subcontractor to a general contractor (prime contractor) that is bidding directly to the District.

**Form Submission.** Contractors must complete this District form; no other prequalification documents submitted by a Contractor will meet the District’s requirements. All information requested in this questionnaire must be provided in order to be considered “responsive” to the requirements of the prequalification. This questionnaire shall be submitted as one package – it shall not be submitted “piecemeal.” Contractors shall submit one (1) completed questionnaire with all required attachments in “hard copy” format in a sealed envelope. All Contractors shall submit completed questionnaires and financial statements as follows:

Location	Due Date
West Contra Costa Unified School District WCCUSD Facilities Planning & Construction 1400 Marina Way South Richmond, CA 94804-3747 Attn: Alexandra Rosales <a href="mailto:Facilities_procurement@wccusd.net">Facilities_procurement@wccusd.net</a>	Contractors/ Subcontractors required to be prequalified or needing to renew their prequalification status must submit a prequalification questionnaire packet through the district no later than ten (10) business days prior to the bid opening on any advertised project in order to qualify to bid on that project.

**Contractor List.** The District will provide, as applicable, a list of prequalified general contractors and electrical, mechanical, and plumbing subcontractors to all prequalified Contractors at least five (5) business days prior to the date for submission of any response to the District’s bid for the Project or other solicitation covered by this prequalification.

**References.** The District reserves the right to contact any representative at Contractor’s previous projects to gather information about the Contractor and/or to base the District’s prequalification determination on a scoring of Contractor’s references’ responses to questions.

**Updates.** Contractors who are prequalified must update their prequalification questionnaire if or when Contractor’s status or information changes. The District reserves the right to adjust, suspend, or rescind the prequalification rating of any Contractor based on subsequently learned information. Any information provided by the Contractor that is misleading or inaccurate in any material manner (e.g. financial resources are overstated; previous violations of law are not accurately reported). Even after a Contractor has been determined to be prequalified for the Project, the District reserves the right to revoke that determination at any subsequent time, to terminate any Contract awarded, and to cease making payments if it determines that any information provided by the Contractor was incomplete, misleading, inaccurate, or false in any material manner.

**Small Business Administration Entity.** Contractors who qualify as a “Small Business Administration entity” pursuant to Government Code section 14837(d)(1)(B) are not required to submit audited financial statements if its bid is equal to or less than twenty-five percent (25%) of the qualifying amount provided in Government Code section 14837(d)(1)(B).

**Nonresponsiveness.** A Contractor’s prequalification questionnaire shall be deemed nonresponsive if, without limitation, the Contractor’s prequalification questionnaire is not returned on time, does not provide all requested information, is not signed under penalty of perjury by an individual who has the authority to bind the Contractor, is not updated as required or is misleading or inaccurate in any material manner (e.g., financial resources are overstated; previous violations of law are not accurately reported) and is not provided on District forms.

**Rejection/Waiver/Request.** The District reserves the right, in its sole discretion, to reject any or all prequalification questionnaires, to waive irregularities in any prequalification questionnaire, or to request further information or documentation from any Contractor.

**Public Records.** Although the names of Contractors seeking prequalification may be public information, pursuant to, without limitation, Public Contract Code sections 20111.5(a) and 20111.6(b), each Contractor’s questionnaire and financial statements “shall not be public records and shall not be open to public inspection.” However, the contents of Contractor’s prequalification questionnaires and financial statements may be disclosed to third parties for purposes of clarification or investigation of material allegations or in any appeal process.

**Post-Bid Determination.** While it is the intent of the prequalification questionnaire and documents required therewith to assist the District in determining the bidders responsibility prior to the submission of bids and to aid the District in selecting the lowest responsible bidder, neither the fact of prequalification, nor any prequalification rating, will preclude the District from a post-bid consideration and determination of whether a bidder has the quality, fitness, capacity, and experience to satisfactorily perform the proposed work, and has demonstrated the requisite trustworthiness.

**Joint-Venture.** If two or more business entities expect to submit a bid as part of a joint-venture, each entity within the joint-venture must be separately prequalified to bid on the Project.

**Appeal.** A Contractor may appeal the District’s decision. The date for submission and opening of bids for the Project will not be delayed or postponed to allow for completion of an appeal process. If a Contractor decides to appeal the District’s prequalification decision, it must follow the following procedure:

1. Contractor shall submit, in writing, within three (3) working days from District’s determination, a request for a written response from the District to explain the District’s determination.
2. Within three (3) working days from receipt of the District’s written response to the Contractor’s request, Contractor may submit, in writing, a request for a meeting with the District’s staff. Contractor may submit with the request any and all information that it believes supports a finding that District’s determination should be changed.
3. Within three (3) working days from the meeting with District’s staff and/or receipt of the District’s written response to the Contractor’s submittal of information, Contractor may submit, in writing, a request for a meeting with the District’s Associate Superintendent at which time Contractor may discuss information that it believes supports a finding that District’s determination should be changed.
4. **FAILURE OF A CONTRACTOR TO TIMELY FOLLOW ALL APPEAL STEPS SHALL BE A WAIVER OF THE CONTRACTOR’S RIGHT TO APPEAL THE DISTRICT’S DECISION.**

**WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT  
PREQUALIFICATION QUESTIONNAIRE FOR PROSPECTIVE BIDDERS**

<b>CONTRACTOR (OR "FIRM") INFORMATION</b>		
Contractor's Company Name (as it appears on CSLB License):		
Contact Person/Title:		
Address:		
Office Telephone:		
Mobile telephone:		
E-mail:		
Years in business under current company name:		
Years at the above address:		
Types of work performed with own forces:		
Gross revenue of the Firm for the past three (3) years:		
\$	\$	\$
<p><b>Submit an audited or reviewed financial statement for the past three (3) full fiscal years. A letter verifying availability of a line of credit may also be attached; however, it will be considered as supplemental information only, and is not a substitute for the required financial statement.</b></p> <p><b>NOTE: CONTRACTORS WHO QUALIFY AS A "SMALL BUSINESS ADMINISTRATION ENTITY" PURSUANT TO GOVERNMENT CODE SECTION 14837(D)(1)(B) ARE NOT REQUIRED TO SUBMIT AN AUDITED FINANCIAL STATEMENT IF CONTRACTOR'S BID IS EQUAL TO OR LESS THAN TWENTY-FIVE PERCENT OF THE QUALIFYING AMOUNT PROVIDED IN GOVERNMENT CODE SECTION 14837(D)(1)(B). IN LIEU OF THE FINANCIAL STATEMENT, THE DISTRICT WILL ACCEPT CONTRACTOR'S TAX RETURNS OVER THE LAST THREE (3) YEARS THAT DEMONSTRATE ACCURATELY ITS GROSS RECEIPTS, AND/OR AN INCOME AND BALANCE SHEET THAT DEMONSTRATES CONTRACTOR'S GROSS RECEIPTS OVER THE LAST THREE (3) YEARS. ANY FINANCIAL RECORDS SUBMITTED FOR PURPOSES HEREUNDER MUST BE CERTIFIED UNDER THE PENALTY OF PERJURY.</b></p>		
Name of license holder exactly as on file with the California State License Board:		
License classification(s):		
License Number(s):		
License expiration date(s):		
Responsible Managing Officer (RMO) or Employee (RME) for Contractor:		
Number of years license holder has held the listed license(s):		
Number of years Contractor has done business in California under contractor's license law:		
Number of years Contractor has done business in California under <b>current</b> Contractor's license:		
Has your Firm changed name(s) or license number(s) in the past five (5) years? ( Y / N ). If "yes", explain on a separate signed sheet, including the reason for the change.		
Has there been any change in ownership of the Firm at any time in the past five (5) years? <b>NOTE:</b> A corporation whose shares are publicly traded is not required to answer this question. ( Y / N ). If "yes", explain on a separate signed sheet, including the reason for the change.		
Is the Firm a subsidiary, parent, holding company, or affiliate of another construction firm? <b>NOTE:</b> Include information about other firms if one firm owns ten percent (10%) or more of another, or if an owner, partner, or officer of your Firm holds a similar position in another firm. ( Y / N ). If "yes", explain on a separate signed sheet, the name of the related company(ies) and the percent ownership.		

Indicate the form of Contractor's firm (type of business entity):

- Individual
- Sole Proprietorship
- Partnership
- Limited Partnership
- Corporation, State: \_\_\_\_\_
- Limited Liability Company
- Joint Venture
- Other: \_\_\_\_\_

List the following for each corporation officer, general partner, limited partner, owner, etc. (as applicable) for the Contractor's type of entity. For joint ventures, include this information for each entity in the joint venture and the percent ownership of each joint venture. Attach all additional information on separate signed sheets as needed.

Name	Position	Years with Co.	% Ownership

Identify every construction firm, contractor and/or construction management firm that the Contractor or any person listed above has been associated with (as officer, general partner, limited partner, owner, RMO, RME etc.) at any time during the **past five (5) years** ("Associated Firm"). Include all additional references and/or information on separate signed sheets. NOTE: For this question, "owner" and "partner" refers to ownership of ten percent (10%) or more of the business, or ten percent (10%) or more of its stock if the business is a corporation. include all additional information on separate signed sheets as needed.

Name of Person at Associated Firm	Name of Associated Firm	Contractor's License No. of Associated Firm	Dates of Person's Participation with Associated Firm

## CONTRACTOR'S BONDING COMPANY (SURETY) INFORMATION

Name(s) of bonding company(ies) your Firm has utilized over the past five (5) years (not broker or agency):


Address(es) of those bonding company(ies):


Number of years Contractor has been with those bonding company/surety:

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Name of broker/agent:

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Address of broker/agent:

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Telephone number of broker/agent:

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E-mail of broker/agent:

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Contractor's total current bonding capacity: \$

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## CONTRACTOR'S INSURANCE INFORMATION

Name of insurance company(ies) your Firm has utilized over the past five (5) years (not broker or agency):


Address of those insurance company(ies):


"Best" rating(s) for those insurance company(ies):

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Number of years Contractor has been with those insurance company(ies):

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Name of broker/agent:

Address of broker/agent:

Telephone number of broker/agent:

E-mail of broker/agent:

Contractor's current insurance limits for the following types of coverage:

Commercial General Liability	Combined Single Limit (per occurrence)	\$
	Combined Single Limit (aggregate)	\$
Product Liability & Completed Operations	(aggregate)	\$
	(per occurrence)	\$
Automobile Liability – Any Auto	Combined Single Limit (aggregate)	\$
Automobile Liability – Any Auto	Combined Single Limit (per occurrence)	\$
Employers' Liability		\$
Builder's Risk (Course of Construction)		

Workers' Compensation Experience Modification Rate for the past five (5) premium years:

(1) Current year:	(2)	(3)
	(4)	(5)

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# QUESTIONS

## Pass/Fail Questions (Essential Criteria)

1a.	<p><b>FOR ALL CONTRACTORS PREQUALIFYING EXCEPT CONTRACTORS WITH C-16 LICENSE:</b>          Has Firm contracted for and completed construction of a minimum of:</p> <ul style="list-style-type: none"> <li>• <b>Four (4)</b> California K-12 public school district construction projects- can use up to two (2) California Community College projects</li> <li>• Each with a value of at least <b>\$300,000</b>, and</li> <li>• All within the past <b>five (5) years?</b> <span style="float: right;">(Please circle one).</span></li> </ul> <p><b><u>THE FIVE (5) YEAR PERIOD FOR THIS DETERMINATION INCLUDES THE CURRENT YEAR THIS RENEWAL QUESTIONNAIRE IS SUBMITTED.</u></b>  <b>NOTE:</b> Firm <b>must</b> list these projects in the “Contractor Project References” Section.</p>	<p><u>YES NO</u>          NO = cannot prequalify</p>
1b.	<p><b>FOR ALL CONTRACTORS PREQUALIFYING WITH C-16 LICENSE:</b>          Has Firm contracted for and completed construction of a minimum of:</p> <ul style="list-style-type: none"> <li>• <b>Four (4)</b> California K-12 public school district construction projects- can use up to two (2) California Community College projects</li> <li>• Each with a value of at least <b>\$150,000</b>, and</li> <li>• All within the past <b>five (5) years?</b> <span style="float: right;">(Please circle one).</span></li> </ul> <p><b><u>THE FIVE (5) YEAR PERIOD FOR THIS DETERMINATION INCLUDES THE CURRENT YEAR THIS RENEWAL QUESTIONNAIRE IS SUBMITTED.</u></b>  <b>NOTE:</b> Firm <b>must</b> list these projects in the “Contractor Project References” Section.</p>	<p><u>YES NO</u>          NO = cannot prequalify</p>
2.	<p>Does your Firm currently hold all contractor’s license(s) necessary to perform the work and have those license(s) been consistently active for at least five (5) years without revocation or suspension?  <span style="float: right;">(Please circle one)</span></p>	<p><u>YES NO</u>          NO = cannot prequalify</p>
3.	<p>Is your Firm registered with DIR as a Public Works Contractor for the current fiscal year?  <span style="float: right;">(Please circle one)</span></p>	<p><u>YES NO</u>          NO = cannot prequalify</p>
4.	<p>Has your Firm or an Associated Firm been found non-responsible, debarred, disqualified, forbidden, or otherwise prohibited from performing work and/or bidding on work for any public agency within California within the past five (5) years?  <span style="float: right;">(Please circle one)</span></p>	<p><u>YES NO</u>          YES = cannot prequalify</p>
5.	<p>Has your Firm or an Associated Firm defaulted on a contract or been terminated for cause by any public agency on any project within California within the past five (5) years which, only if challenged, was upheld by a court or an arbitrator?  <span style="float: right;">(Please circle one)</span></p>	<p><u>YES NO</u>          YES = cannot prequalify</p>
6.	<p>Has your Firm or any of its officers, supervisors, managers or an Associated Firm or any of their owners or officers been convicted of a crime under federal, state, or local law involving:</p> <ol style="list-style-type: none"> <li>(1) Bidding for, awarding of, or performance of a contract with a public entity;</li> <li>(2) Making a false claim(s) to any public entity;</li> <li>(3) Antitrust statutes;</li> <li>(4) Racketeering statutes;</li> <li>(5) Safety and Health regulations;</li> <li>(6) Environmental laws;</li> <li>(7) Laws banning workplace discrimination;</li> <li>(8) Laws governing wages, hours or labor standards; or</li> <li>(9) Fraud, theft, or other act of dishonesty</li> </ol> <p>to any contracting party within the past <b>ten (10) years?</b> <span style="float: right;">(Please circle one)</span></p>	<p><u>YES NO</u>          YES = cannot prequalify</p>
7.	<p>Has a performance bond surety for your Firm or a performance bond surety for an Associated Firm had to:</p> <ol style="list-style-type: none"> <li>(1) Take over or complete a project,</li> <li>(2) Supervise the work of a project, or</li> </ol>	<p><u>YES NO</u>          YES = cannot prequalify</p>

	(3) Pay amounts to third parties, related to construction activities of your Firm or an Associated Firm within the past five (5) years? <i>(Please circle one)</i>	
8.	Does your Firm or any of its officers, supervisors, managers or an Associated Firm or any of their owners or officers currently have any delinquent liability to an employee, the state or any awarding body for any assessment of back wages or related damages, interest, fines or penalties pursuant to any final judgment, order or determination by any court or any federal, state or local administrative agency, including a confirmed arbitration award? <i>(Please circle one)</i>	<u>YES NO</u> YES = cannot prequalify
 <p><b>If you answered: "NO" to questions 1a/1b, 2 or 3 or "YES" to questions 4-8, then STOP. You are not eligible for prequalification.</b></p>		

## Scored Questions

1.	<p>Has your Firm paid liquidated damages pursuant to a contract for a project with either a public or private owner within the past five (5) years? <i>(Please circle one)</i></p> <p style="text-align: center;">If YES, explain and indicate on separate signed sheet(s) the project name(s), damages(s), and date(s).</p>	<p><u>YES</u> <u>NO</u></p>
2.	<p>Has your Firm paid a premium of more than one percent (1%) for a performance and payment bond on any project(s) within the past five (5) years? <i>(Please circle one)</i></p> <p style="text-align: center;">If YES, explain and indicate on separate signed sheet(s) the project name(s), the premium amount(s), and date(s).</p>	<p><u>YES</u> <u>NO</u></p>
3.	<p>Has any insurer had to pay amounts to third parties that were in any way related to construction activities of your Firm within the past five (5) years? <i>(Please circle one)</i></p> <p style="text-align: center;">If YES, explain and indicate on separate signed sheet(s) the project name(s), the amount(s) paid, and date(s).</p>	<p><u>YES</u> <u>NO</u></p>
4.	<p>Has your Firm's Workers' Compensation Experience Modification Rate exceeded 1.0 at any time for the past five (5) premium years? <i>(Please circle one)</i></p> <p style="text-align: center;">If YES, explain and indicate on separate signed sheet(s) the EMR(s) and the applicable date(s).</p>	<p><u>YES</u> <u>NO</u></p>
5.	<p>Has there been a period when your Firm had employees but was without workers' compensation insurance or state-approved self-insurance within the past five (5) years? <i>(Please circle one)</i></p> <p style="text-align: center;">If YES, explain and indicate on separate signed sheet(s) the reason(s) for not having this insurance and the applicable date(s).</p>	<p><u>YES</u> <u>NO</u></p>
6.	<p>Has your Firm declared bankruptcy or been placed in receivership within the past five (5) years? <i>(Please circle one)</i></p> <p style="text-align: center;">If YES, explain and indicate on separate signed sheet(s) the type of bankruptcy, the Firm's current recovery plan, and the applicable date(s).</p>	<p><u>YES</u> <u>NO</u></p>
7.	<p>Has your Firm been denied bond coverage by a surety company, or has there been a period of time when your Firm had no surety bond in place during a public construction project when one was required within the past five (5) years? <i>(Please circle one)</i></p> <p style="text-align: center;">If YES, provide details on a separate signed sheet indicating the date(s) when your Firm was denied coverage and the name of the company or companies which denied coverage; and the period(s) during which you had no surety bond in place.</p>	<p><u>YES</u> <u>NO</u></p>
8.	<p>Has a project owner, general contractor, architect, or construction manager filed claim(s) filed in court or in arbitration, in an amount exceeding \$50,000 against your Firm, or has your Firm filed claim(s) in an amount exceeding \$50,000 against a project owner, general contractor, architect, or construction manager in the past five (5) years? <i>(Please circle one)</i></p> <p style="text-align: center;">If YES, explain and indicate on separate signed sheet(s) the project name(s), claim(s) and the date(s) of claim(s).</p>	<p><u>YES</u> <u>NO</u></p>

9.	<p>Has your Firm or any of its officers, supervisors, managers or an Associated Firm been cited and/or assessed any penalties for non-compliance with state and/or federal laws and/or regulations, including public bidding requirements and Labor Code violations, within the past five (5) years? <i>(Please circle one)</i></p> <p>If YES, indicate on separate signed sheet(s) the project name(s), violation(s), and date(s) of citation(s) and/or assessment(s).</p>	<p><u>YES</u> <u>NO</u></p>
10.	<p>Has your Firm or any of its officers, supervisors, managers been cited and/or assessed penalties by the Environmental Protection Agency, any air quality management district, any regional water quality control board, or any other environmental agency within the past five (5) years? <i>(Please circle one)</i></p> <p>If YES, indicate on separate signed sheet(s) the project name(s), violation(s), and date(s) of citation.</p>	<p><u>YES</u> <u>NO</u></p>
11.	<p>Has CAL OSHA and/or federal Occupational Safety and Health Administration cited and assessed penalties against your Firm, including any "serious," "willful" or "repeat" violations of safety or health regulations within the past five (5) years? <i>(Please circle one)</i></p> <p>If YES, indicate on separate signed sheet(s) the project name(s), violation(s), and date(s) of citation. If the citation was appealed and a decision has been issued, state the case number and the date of the decision.</p>	<p><u>YES</u> <u>NO</u></p>
12.	<p>Has your Firm or any subcontractor hired by your Firm, been required to pay either back wages or penalties for its failure to comply with California's prevailing wage laws, with California's apprenticeship laws or regulations, or with federal Davis-Bacon prevailing wage laws within the past five (5) years? <i>(Please circle one)</i></p> <p>If YES, indicate on separate signed sheet(s) the project name(s), the nature of the violation(s), the name and owner of the project(s), the number of employees who were initially underpaid and the amount of back wages and penalties that your Firm was required to pay.</p>	<p><u>YES</u> <u>NO</u></p>
13.	<p>Does your Firm require <b>weekly</b>, documented safety meetings to be held for construction employees and field supervisors during the course of a project? <i>(Please circle one)</i></p> <p>If NO, indicate on separate signed sheet(s) why safety meetings are not held, or explain whether safety meetings are held but under differing circumstances than those presented in the question.</p>	<p><u>YES</u> <u>NO</u></p>
14.	<p>Does your Firm have experience within the past five (5) years in seeking approvals from and complying with the requirements of the Division of the State Architect ("DSA") and/or worked on projects subject to the jurisdiction of the DSA? <i>(Please circle one)</i></p> <p>If YES, indicate on separate signed sheet(s) the applicable project name(s) involving DSA oversight and approval on which you worked, the date(s) of the project(s), the nature of the your role with the DSA, and a description of your general experience with the DSA.</p>	<p><u>YES</u> <u>NO</u></p>
15.	<p>Provide the name, address and telephone number of the apprenticeship program (approved by the California Apprenticeship Council) from whom you intend to request the dispatch of apprentices to your Firm for use on the Project.</p>	
16.	<p>How many times in the last five (5) years has any insurance carrier, for any form of insurance, refused to renew an insurance policy for your Firm?</p> <p>Explain on separate signed sheet(s) the name of the insurance carrier, form of insurance, and year of refusal.</p>	

## CONTRACTOR PROJECT REFERENCES

List **ALL** projects in which your Firm has participated as a contractor or first-tier subcontractor during the past **five (5) years** with a Firm contract value of more than **\$300,000**.

- You may limit your response to the thirty (30) most-recently completed projects, but you **must** include at least the four (4) most recent California K-12 public school projects with a contract value of more than \$300,000 performed by your Firm.
- Include all information indicated below on separate signed sheets as necessary, and explain or clarify any response as necessary.

**NOTE:** You **must** list these projects in the “Contractor Project References” Section.

## CONTRACTOR PROJECT REFERENCES FOR CONTRACTORS WITH C-16 LICENSE

List **ALL** projects in which your Firm has participated as a contractor or first-tier subcontractor during the past **five (5) years** with a Firm contract value of more than **\$150,000**.

- You may limit your response to the thirty (30) most-recently completed projects, but you **must** include at least the four (4) most recent California K-12 public school projects with a contract value of more than \$150,000 performed by your Firm.
- Include all information indicated below on separate signed sheets as necessary, and explain or clarify any response as necessary.

**NOTE:** You **must** list these projects in the “Contractor Project References” Section.

Project Name/Identification:

Project address/location:

Project owner, contact person, and telephone:

Project architect name and telephone number:

If contractor was a subcontractor on the project, name of general contractor and telephone number:

Scope of Work:

Original completion date:
Date completed:
Initial contract value (as of time of bid award):
Final contract value:
Did the project include constructing or modernizing an earthquake resistant building?
<b>Contractor must provide accurate, current reference information. If contact information for Contractor's reference(s) is insufficient, incomplete, or outdated, it could jeopardize the prequalification review process. Accordingly, Contractors acknowledge that the inability to contact a Contractor's provided reference may deem the Contractor's application nonresponsive.</b>

**CERTIFICATION**

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct:

Date: \_\_\_\_\_

Proper Name of Contractor: \_\_\_\_\_

Signature: \_\_\_\_\_

By: \_\_\_\_\_ (Print Name)

Title: \_\_\_\_\_