

**SEQUOIA UNION HIGH SCHOOL DISTRICT
480 JAMES AVENUE, REDWOOD CITY, CA 94062**

**CONTRACTOR'S PRE-QUALIFICATION FOR
NEW CONSTRUCTION AND MODERNIZATION PROJECTS
OF
THE SEQUOIA UNION HIGH SCHOOL DISTRICT
2016
MECHANICAL CONTRACTORS
ELECTRICAL CONTRACTORS
PLUMBING CONTRACTORS**

As a condition of bidding on the above-referenced Projects or serving as a subcontractor on such Projects, and in accordance with the provisions of California Public Contract Code sections 20111.5 and 20111.6, prospective mechanical, electrical, and plumbing contractors are required to submit to the District, no later than **January 11, 2016, by 11:00:00 a.m.**, a completed pre-qualification package on forms supplied by the Sequoia Union High School District ("District") and a financial statement as specified herein. The value of individual bid packages may range from \$175,000 to \$30 million.

1. REQUEST FOR PRE-QUALIFICATION OF BIDDERS

The District requires from all prospective mechanical, electrical, and plumbing ("MEP") contractors on qualifying District Projects, whether such MEP contractors are prospective bidders or subcontractors, answers to all questions contained in a standard form pre-qualification questionnaire, and a detailed financial statement as stated herein. The pre-qualification questionnaire requests detailed information, including background, experience, financial ability and references in performing public works projects.

For projects for which the District uses funds received pursuant to the Leroy F. Greene School Facilities Act of 1998 or any funds from any future State school bond for a public project that involves projected expenditure of one million dollars (\$1,000,000) or more, the project shall meet the prequalification criteria set forth in section 20111.6 of the California Public Contract Code, including that no bid shall be accepted from any person required to prequalify to bid on any such project unless the person has submitted the prequalification form at least fifteen (15) business days prior to the date fixed for the public opening of sealed bids and the person has been prequalified for at least five (5) business days prior to that date. Because the District cannot guarantee that prequalification can be accomplished on these time lines in every case, potential bidders are encouraged to prequalify as early as possible prior to a project's bid opening.

These documents will be the basis of rating MEP contractors. All questions must be answered. If a question is not applicable, then indicate a response of "N/A". "You" or "Yours" as used herein refers to the prospective bidders' firm and any of its owners, officers, principals and qualifying individuals.

If additional sheets are required for any of the responses, please attach additional sheets of paper signed by the owner, officer, principal and/or qualifying individual. Failure to provide any information requested may result in a reduced rating or disqualification from bidding on any project subject to the District's pre-qualification policy. Any false statement will result in the immediate disqualification from bidding on all District Projects.

Each MEP Contractor shall have a duly authorized owner, officer or principal complete the questionnaire and verify the truth of the information provided therein and in the financial statement.

Each MEP Contractor must submit its most current compiled, reviewed or year-end audited financial statements, which must have been prepared by a Certified Public Accountant within twelve (12) months of each MEP Contractor's submission of its pre-qualification package.

Each MEP contractor's reviewed or audited financial statements shall not be made by any individual who is in the regular employment of the Contractor submitting the statement, nor by any individual who has more than a ten percent (10%) financial interest in the Contractor's business.

2. SUBMISSION OF COMPLETED STATEMENTS

The completed pre-qualification questionnaire and financial statements and supporting documents should be submitted on or before **January 11, 2016, by 11:00:00 a.m.**

DELIVERY METHOD

Pre-Qualification Packages must be submitted electronically, as follows:

You must send your contact information (name, company name, email address, and phone number) to: Sheldon Chavan at Chavan and Associates LLP at info@cnallp.com. Chavan and Associates LLP will create an account and password for you. You will then be able to access the fileshare, download the application, and then upload the completed application.

Hardcopy, facsimile and emailed copies will NOT be accepted.

Bids on District projects will not be accepted from contractors that did not timely submit a completed pre-qualification questionnaire and financial statements to the District nor will bids be accepted that list an MEP subcontractor that has not been prequalified by the District as required under section 20111.6 of the Public Contract Code.

3. STANDARD OF REVIEW

An Independent Accounting Firm, using a uniform system of rating bidders will review questionnaires. MEP contractors will be notified in writing with respect to whether they are qualified to provide services on District projects.

4. NOTIFICATION OF PRE-QUALIFICATION RESULTS

MEP contractors will be notified of their pre-qualification status.

In the event that the MEP contractor bidder is unable to obtain a bond in the time and form prescribed by the District, the MEP contractor shall be suspended from the qualified Contractor's list and not be allowed to bid or serve as a subcontractor on District projects until proof of bondability is provided.

5. APPEAL PROCESS

Should an MEP contractor not agree with the decision regarding prequalification, that MEP contractor may appeal the decision to the Superintendent, or his designee. The appeal must consist of a written request to the Chief Facilities Officer at SUHSD, 480 James Avenue, Redwood City, CA 94062, setting forth the specific reasons for the appeal and must be received by the District, by certified mail, within seven (7) calendar days of the receipt of pre-qualification rating, by certified mail. The Superintendent, or his designee, shall consider the appeal within three (3) business days of the filing of the notice of appeal and allow the MEP contractor an opportunity to be heard on the rating. The appellant and the District may present evidence, testimony and information relevant to the rating. The Superintendent, or his designee, shall issue a written decision after the conclusion of the hearing and mail or cause to be delivered said decision to the appellant within three (3) business days.

Should the MEP contractor be dissatisfied with the Superintendent's, or his designee's, written decision, the aggrieved contractor may appeal the same to the Board of Trustees. This is to be done by filing a written notice of appeal to the Chief Facilities Officer at the address noted above, setting forth the specific reasons, within five (5) calendar days of receipt of the decision of the Superintendent, or his designee. The Board of Trustees shall hold a hearing on the pre-qualification rating within three (3) weeks, or as soon thereafter as possible, of receipt of the notice of appeal. Pending the hearing before the Board of Trustees, the decision of the Superintendent, or his designee, shall remain in full force and effect. Should the decision of the Superintendent, or his designee, be reversed or revised by the Board of Trustees, the decision shall take effect as of the date of the Board of Trustees' decision and shall not be retroactive. The decision of the Board of Trustees shall be final. Said decision shall be mailed or delivered to all parties.

It is the intention of the District that the date for the submission and opening of bids will not be delayed or postponed to allow for completion of an appeal process.

The District reserves the right to waive non-material irregularities and omissions in the information contained in the pre-qualification application submitted, to make all final determinations, and to determine at any time that the pre-qualification procedures will not be applied to a specific future public works project. The District also reserves the right to require, at its sole discretion, additional/supplemental materials for prequalification for specific projects based on factors, including but not limited to, the size or cost of the project or the specialized nature of the proposed facilities.

To the extent allowed by law, the information submitted by MEP contractors shall remain confidential except on appeals to the Board of Trustees where information used to decide the appeal will become public.

If you have any questions, please contact Carolyn Schuster, Director of Purchasing, via email at cschuster@seq.org.

Contractor's General/Financial Information Sheet

1. Contractor's name as it appears on license:

2. Name of Contractor's Primary Contact (may receive confidential information):

3. Street Address (P.O. Box is not acceptable):

4. City/State/Zip Code:

5. Telephone: (____) _____ Fax: (____) _____

E-mail address: _____ (pre-qual. results will be sent to this address)

6. License classifications held in California: _____
Expiration Date(s): _____

7. Please attach your most current compiled, reviewed, or year-end audited financial statements, which must have been prepared by a Certified Public Accountant, within twelve (12) months of each prospective bidder's submission of its pre-qualification package. Also, please provide your most current financial statement that must have been prepared within three (3) months of each prospective bidder's submission of its pre-qualification package.

8. Name of accounting firm and primary contact: _____

Address: _____

Telephone: (____) _____

9. How many years has this accounting firm prepared financial statements for you? _____

Tax returns? _____

PRE-QUALIFICATION QUESTIONNAIRE

PART 1 - ESSENTIAL REQUIREMENTS FOR QUALIFICATION

Contractor will be immediately disqualified if the answer to any of questions 1 through 7 is “no.”

Contractor will be immediately disqualified if the answer to any of questions 8 through 12 is “yes.” If the answer to question 10 is “yes,” and if debarment would be the sole reason for denial of pre-qualification, any pre-qualification issued will exclude the debarment period.

1. Contractor possesses a valid and current California Contractor’s license for the project or projects for which it intends to submit a bid?
☐ Yes ☐ No
2. Contractor has a general liability insurance policy with a policy limit of at least **\$2,000,000 per occurrence and \$5,000,000 aggregate** with a California-admitted insurance company? Please note that insurance policy requirements may be increased due to project size. Further, the certificate of insurance provided by Contractor in connection with any District project must name the Sequoia Union High School District, as well as its officers, employees, and other agents, as additional insureds.
☐ Yes ☐ No
3. Contractor has current workers’ compensation insurance policy as required by the Labor Code or is legally self-insured pursuant to Labor Code section 3700, *et seq.*?
☐ Yes ☐ No ☐ Contractor is exempt from this requirement, because it has no employees
4. Have you attached your latest copy of a reviewed or audited financial statement, **completed within the past twelve (12) months**, with accompanying notes and supplemental information?
☐ Yes ☐ No
NOTE: An annual financial statement that is not either reviewed or audited is not acceptable.
5. Have you attached a notarized statement from an admitted surety insurer (approved by the California Department of Insurance and authorized to issue bonds in the State of California) which states your current single project and aggregate bonding capacity?
☐ Yes ☐ No
NOTE: Notarized statement must be from the surety company, not an agent or broker.
6. Contractor agrees to comply and enforce the applicable provisions of the Labor Code, Section 1720-1861 and SUHSD Labor Compliance requirements and will pay the proper prevailing wage for each craft?
☐ Yes ☐ No
7. Has your firm registered and met all requirements using the California Department of Industrial Relations’ online application as required pursuant to the public works contractor registration program set forth in Senate Bill 854?
☐ Yes ☐ No

8. Is your firm currently the debtor in a bankruptcy or receivership case?
☐ Yes ☐ No
9. Contractor's license has two (2) or more citations listed with in the past three (3) years?
☐ Yes ☐ No
10. Has your contractor's license been revoked or suspended at any time in the last five (5) years?
☐ Yes ☐ No
11. Has a performance bond surety firm taken over or completed a project on your behalf, supervised the work of a project, or paid amounts to third parties for completion of a project related to your construction activities within the last five (5) years?
☐ Yes ☐ No
12. At the time of submitting this pre-qualification form, is your firm ineligible to bid on or be awarded a public works contract, or perform as a subcontractor on a public works contract, pursuant to either Labor Code section 1777.1 or Labor Code section 1777.7?
☐ Yes ☐ No
If the answer is "Yes," state the beginning and ending dates of the period of debarment:

13. At any time during the last five (5) years, has your firm or any of its owners or officers been convicted of a crime involving the awarding of a contract of a government construction project, or the bidding or performance of a government contract?
☐ Yes ☐ No
14. At any time during the last five (5) years, has your firm or any of its owners or officers been convicted of federal or State crime of fraud, theft or any other act of dishonesty?
☐ Yes ☐ No
15. Has your 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 and, if so, if the action by the public agency was challenged, was the finding of default and/or termination upheld by a court or an arbitrator?
☐ Yes ☐ No
16. At any time in the past five (5) years, has your firm been found by an awarding agency to not be a responsible bidder?
☐ Yes ☐ No
17. Contractor is classified as (only one (1) option may be selected):
☐ Mechanical ☐ Electrical ☐ Plumbing

PART 2 - ORGANIZATION, HISTORY, ORGANIZATIONAL PERFORMANCE, COMPLIANCE WITH CIVIL AND CRIMINAL LAWS

A. Current Organization and Structure of the Business

1. For Firms That Are Corporations:

- i. Date incorporated: _____
- ii. Under the laws of what State: _____
- iii. Provide all the following information for each person who is either (a) an officer of the corporation (president, vice president, secretary, treasurer), or (b) the owner of at least ten percent (10%) of the corporation's stock.

Name	Position	Years with Co.	% Ownership

- iv. Identify every construction firm that any person listed above has been associated with (as owner, general partner, limited partner or officer) at any time during the last five (5) years.

NOTE: For this question, "owner" and "partner" refer 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.

Person's Name	Construction Firm	Dates of Person's Participation with Firm

2. For Firms That Are Partnerships:

- i. Date of formation: _____
- ii. Under the laws of what State: _____
- iii. Provide all the following information for each partner who owns ten percent (10%) or more of the firm.

Name	Position	Years with Co.	% Ownership

- iv. Identify every construction company that any partner has been associated with (as owner, general partner, limited partner or officer) at any time during the last five (5) years.

NOTE: For this question, "owner" and "partner" refer 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.

Person's Name	Construction Company	Dates of Person's Participation with Company

3. **For Firms That Are Sole Proprietorships:**

- i. Date of commencement of business: _____
- ii. Social security number of company owner: _____
- iii. Identify every construction firm that the business owner has been associated with (as owner, general partner, limited partner or officer) at any time during the last five (5) years.

NOTE: For this question, "owner" and "partner" refer 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.

Person's Name	Construction Company	Dates of Person's Participation with Company

4. **For Firms That Intend to Make a Bid as Part of a Joint Venture:**

- i. Date of commencement of joint venture: _____
- ii. Provide all of the following information for each firm that is a member of the joint venture that expects to bid on one or more projects:

Name of Firm	% Ownership of Joint Venture

- iii. On a separate sheet provide all other pertinent information required in the sections above, for each corporation, partnership or sole-proprietorship that is a part of the joint venture.

B. History of the Business and Organizational Performance

1. Has there been any change in ownership of the firm at any time during the last three (3) years?

NOTE: A corporation whose shares are publicly traded is not required to answer this question.

☐ Yes ☐ No

If "yes," explain on a separate signed page.

2. Is the firm a subsidiary, parent, holding company or affiliate of another construction firm?

NOTE: Include information about other firms if one firm owns fifty percent (50%) or more of another, or if an owner, partner, or officer of your firm holds a similar position in another firm.

☐ Yes ☐ No

If "yes," explain on a separate signed page.

3. State your firm's gross revenues for each of the last three (3) years:

4. How many years has your organization been in business in California as a contractor under your present business name and license number? _____ years
5. Was your firm in bankruptcy or receivership at any time during the last five (5) years? (This question refers only to an action that was not described in answer to question 8 in Part 1, above.)
☐ Yes ☐ No

If "yes," please attach a copy of the bankruptcy petition, showing the case number and the date on which the petition was filed, and a copy of the Bankruptcy Court's discharge order, or of any other document that ended the case, if no discharge order was issued.

6. In the last five (5) years, has your firm requested to be released from a bid on any public agency contracts?
☐ Yes ☐ No

If "yes," please attach a separate signed page that states the project name, the public agency, the date of your request, your reason for the request and the public agency's response to the request.

7. In the last five (5) years, has your firm or anyone acting on your firm's behalf, made any bid protests in connection with any public agency contracts?
☐ Yes ☐ No

If "yes," please attach a separate signed page that states the project name, the public agency, the date of your bid protest, the reason for your protest, and the public agency's response to your bid protest, including whether the public agency determined that the protest was meritorious.

Licenses

8. List all California construction license numbers, classifications and expiration dates of the California contractor licenses held by your firm:

9. If any of your firm's license(s) are held in the name of a corporation or partnership, list below the names of the qualifying individual(s) listed on the Contractors State License Board (CSLB) records who meet(s) the experience and examination requirements for each license.

10. Has your firm changed names or license number in the past five (5) years?
☐ Yes ☐ No

If "yes," explain on a separate signed page, including the reason for the change.

11. Has any owner, partner or (for corporations) officer of your firm operated a construction firm under any other name in the last five (5) years?
☐ Yes ☐ No

If "yes," explain on a separate signed page, including the reason for the change.

12. Has any CSLB license held by your firm or its Responsible Managing Employee (RME) or Responsible Managing Officer (RMO) been suspended within the last five (5) years?
☐ Yes ☐ No
If “yes,” please explain on a separate signed sheet.

Disputes

13. At any time in the last five (5) years has your firm been assessed or paid any liquidated damages under a construction contract with either a public or private owner?
☐ Yes ☐ No
If yes, explain on a separate signed page, identifying all such projects by owner, owner’s address, the date of completion of the project (if the project was completed), amount of liquidated damages assessed, amount of liquidated damages paid, and all other information necessary to fully explain the assessment of liquidated damages.
14. In the last five (5) years has your firm, or any firm with which any of your company’s owners, officers or partners was associated, been debarred, disqualified, removed or otherwise prevented from bidding on, or completing, any government agency or public works project for any reason?
NOTE: “Associated with” refers to another construction firm in which an owner, partner or officer of your firm held a similar position, and which is listed in response to question A. 3. iii. on this form.
☐ Yes ☐ No
If “yes,” explain on a separate signed page. State whether the firm involved was the firm applying for pre-qualification here or another firm. Identify by name of the company, the name of the person within your firm who was associated with that company, the year of the event, the owner of the project, the project and the basis for the action.
15. In the past five (5) years has a project owner, general contractor, subcontractor, supplier, architect, or construction manager filed or made claims, including in court or in arbitration, against your firm concerning your firm’s work on a construction project or payment for a contract?
☐ Yes ☐ No
If “yes,” on separate signed sheets of paper identify the claim(s) by providing the project name, date of the claim, name of the claimant, a brief description of the nature of the claim, the court in which the case was filed and a brief description of the status of the claim (pending or, if resolved, a brief description of the resolution).
16. In the past five (5) years has your firm filed or made any claim, including in court or in arbitration, against a project owner, general contractor, subcontractor, supplier, architect, or construction manager concerning work on a project or payment for a contract?
☐ Yes ☐ No
If “yes,” on separate signed sheets of paper identify the claim by providing the project name, date of the claim, name of the entity (or entities) against whom the claim was filed, a brief description of the nature of the claim, the court in which the case was filed and a brief description of the status of the claim (pending, or if resolved, a brief description of the resolution).
17. At any time during the last five (5) years, has your firm, either directly or through any prime contractor or subcontractor, ever made a claim against a public entity for delay damages (including acceleration, out of sequence work or extended home office overhead) for which you recovered less than twenty-five percent (25%) of the amount claimed?

☐ Yes ☐ No

If “yes,” on a separate signed sheet of paper, identify the claim by providing the project name, date of the claim, name of the entity (or entities) against whom the claim was filed, a brief description of the nature of the claim including the amount of the claim, and the amount recovered.

18. At any time during the past five (5) years, has any surety company made any payments on your firm’s behalf to satisfy any claims made against a payment bond issued on your firm’s behalf, in connection with a construction project, either public or private?

☐ Yes ☐ No

If “yes,” explain on a separate signed page the amount of each such claim, the name and telephone number of the claimant, the date of the claim, the grounds for the claim, the present status of the claim, the date of resolution of such claim if resolved, the method by which such was resolved if resolved, the nature of the resolution and the amount, if any, at which the claim was resolved.

19. In the past three (3) years, have any subcontractors or suppliers filed any mechanics liens or stop notices for labor and/or materials with respect to any projects for which you served as a general contractor?

☐ Yes ☐ No

If yes, explain on a separate signed sheet of paper, identify the project name, the date of the mechanics lien or stop notice, the name of the entity (or entities) submitting the mechanics lien or stop notice, a brief description of the nature of the claim resulting in the mechanics lien or stop notice (including the amount of the claim), and if the matter was resolved, the nature of the resolution.

20. In the last five (5) years has any insurance carrier, for any form of insurance, refused to renew the insurance policy for your firm?

☐ Yes ☐ No

If “yes,” explain on a separate signed page. Name the insurance carrier, the form of insurance and the year of the refusal.

Criminal Matters and Related Civil Suits

21. Has your firm or any of its owners, officers or partners ever been found liable in a civil suit or found guilty in a criminal action for making any false claim or material misrepresentation to any public agency or entity?

☐ Yes ☐ No

If “yes,” explain on a separate signed page, including identifying who was involved, the name of the public agency, the date of the investigation and the grounds for the finding.

22. Has your firm or any of its owners, officers or partners ever been convicted of a crime involving any federal, State, or local law related to construction?

☐ Yes ☐ No

If “yes,” explain on a separate signed page, including identifying who was involved, the name of the public agency, the date of the conviction and the grounds for the conviction.

23. Has your firm or any of its owners, officers or partners ever been convicted of a federal or State crime of fraud, theft, or any other act of dishonesty?

☐ Yes ☐ No

If “yes,” identify on a separate signed page the person or persons convicted, the court (the county if a State court, the district or location of the federal court), the year and the criminal conduct.

Bonding

24. Provide the percentage that your firm is required to pay as a premium for a performance and payment bond. If your company’s premium is on a sliding scale please list percentages for project sizes as an attachment. If the percentage rate is greater than one percent (1%) you may provide an explanation, if you wish to do so. _____ %
25. List all other sureties (name and full address) that have written bonds for your firm during the last five (5) years, including the dates during which each wrote the bonds:

26. During the last five (5) years, has your firm ever been denied bond coverage by a surety company, or has there ever been a period of time when your firm had no surety bond in place during a public construction project when one was required?

☐ Yes ☐ No

If yes, provide details on a separate signed sheet indicating the date when your firm was denied coverage and the name of the company or companies which denied coverage; and the period during which you had no surety bond in place.

C. Compliance with Occupational Safety and Health Laws and with Other Labor Legislation Safety

1. Has Cal/OSHA cited and assessed penalties against your firm for any “serious,” “willful” or “repeat” violations of its safety or health regulations in the past five (5) years?

NOTE: If you have filed an appeal of a citation, and the Occupational Safety and Health Appeals Board has not yet ruled on your appeal, you need not include information about it.

☐ Yes ☐ No

If “yes,” attach a separate signed page describing the citations, including information about the dates of the citations, the nature of the violation, the project on which the citation(s) was or were issued, and the amount of penalty paid, if any. If the citation was appealed to the Occupational Safety and Health Appeals Board and a decision has been issued, state the case number and the date of the decision.

2. Has the federal Occupational Safety and Health Administration cited and assessed penalties against your firm in the past five (5) years?

NOTE: If you have filed an appeal of a citation and the Appeals Board has not yet ruled on your appeal, or if there is a court appeal pending, you need not include information about the citation.

☐ Yes ☐ No

If “yes,” attach a separate signed page describing each citation.

3. Has the EPA or any Air Quality Management District or any Regional Water Quality Control Board cited and assessed penalties against either your firm or the owner of a project on which your firm was the contractor, in the past five (5) years?

NOTE: If you have filed an appeal of a citation and the Appeals Board has not yet ruled on your appeal, or if there is a court appeal pending, you need not include information about the citation.

☐ Yes ☐ No

If "yes," attach a separate signed page describing each citation.

4. How often do you require documented safety meetings to be held for construction employees and field supervisors during the course of a project?

5. List your firm's Experience Modification Rate (EMR) (California Worker's Compensation insurance) for each of the past three (3) premium years:

NOTE: An Experience Modification Rate is issued to your firm annually by your workers' compensation insurance carrier.

Current year: _____

Previous year: _____

Year prior to previous year: _____

If your EMR for any of these three (3) years is or was 1.00 or higher you may, if you wish, attach a letter of explanation.

6. Within the last five (5) years has there ever been a period when your firm had employees but was without workers' compensation insurance or State-approved self-insurance?

☐ Yes ☐ No

If "yes," please explain the reason for the absence of workers' compensation insurance on a separate signed page. If "No," please provide a statement by your current workers' compensation insurance carrier that verifies periods of workers' compensation insurance coverage for the last five (5) years. (If your firm has been in the construction business for less than five (5) years, provide a statement by your workers' compensation insurance carrier verifying continuous workers' compensation insurance coverage for the period that your firm has been in the construction business.)

Prevailing Wage and Apprenticeship Compliance Record

7. Has there been more than one occasion during the last five (5) years in which your firm was required to pay either back wages or penalties for your own firm's failure to comply with the **State's** prevailing wage laws.

NOTE: This question refers only to your own firm's violation of prevailing wage laws, not to violations of the prevailing wage laws by a subcontractor.

☐ Yes ☐ No

If "yes," attach a separate signed page or pages, describing the nature of each violation, identifying the name of the project, the date of its completion, the public agency for which it was constructed; the number of employees who were initially underpaid and the amount of back wages and penalties that you were required to pay.

8. During the last five (5) years, has there been any occasion in which your own firm has been penalized or required to pay back wages for failure to comply with the **federal** Davis-Bacon prevailing wage requirements?

☐ Yes ☐ No

If "yes," attach a separate signed page or pages describing the nature of the violation, identifying the name of the project, the date of its completion, the public agency for which it was constructed; the number of employees who were initially underpaid, the amount of back wages you were required to pay along with the amount of any penalty paid.

9. A. 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 company for use on any public work project for which you are awarded a contract by the Sequoia Union High School District.

And/or

B. If your firm operates its own State-approved apprenticeship program:

- (a) Identify the craft or crafts in which your firm provided apprenticeship training in the past year.
- (b) State the year in which each such apprenticeship program was approved, and attach evidence of the most recent California Apprenticeship Council approval(s) of your apprenticeship program(s).
- (c) State the number of individuals who were employed by your firm as apprentices at any time during the past three (3) years in each apprenticeship and the number of persons who, during the past three (3) years, completed apprenticeships in each craft while employed by your firm.

10. At any time during the last five (5) years, has your firm been found to have violated any provision of California apprenticeship laws or regulations, or the laws pertaining to use of apprentices on public works?

NOTE: You may omit reference to any incident that occurred prior to January 1, 1998, if the violation was by a subcontractor and your firm, as general contractor on a project, had no knowledge of the subcontractor's violation at the time they occurred.

☐ Yes ☐ No

If "yes," provide the date(s) of such findings, and attach copies of the Department's final decision(s).

PART 3 - RECENT CONSTRUCTION PROJECTS COMPLETED

Applicable to 1.

Qualifying contractors be advised: Please provide all information requested, in the requested format. Failure to provide the requested information in the required format will be grounds for disqualifying a perspective proposer. Names and references must be current and verifiable. Further, while Contractors are required to provide references as set forth in this packet, the District retains the right, at its sole discretion, to interview references even if not provided by Contractors and to determine prequalification on the basis of input provided by such references.

Additional pages may be attached as necessary.

The District will make no more than three (3) attempts to contact each reference. If a response is not received within fourteen (14) calendar days the Contractor will received a score of zero (0) for that particular reference.

1. Contractor shall provide information about its five (5) most recently completed public works new building or modernization construction projects ranging in size from at least \$175,000. If Contractor has not completed five (5) public works new building or modernization construction projects, Contractor may list new building or modernization construction projects that are not public works, provided that Contractor shall list all public work new building or modernization projects completed in the last five (5) years.

Project Name: _____

Location: _____

Owner: _____

Owner Contact (name, current phone number, and email address):

Architect or Engineering firm: _____

Architect or Engineer Contact (name and current phone number):

Construction Manager (name and current phone number):

Inspector of Record (name and current phone #):

Description of Project, Scope of Work Performed:

Original Contract Value: _____

Total Value of Approved Change Orders: _____

If the change order value exceeds the original contract value by ten percent (10%) or more, please attach a sheet explaining change orders causes.

Original Scheduled Completion Date: _____

Time Extensions Granted (number of days): _____

Actual Date of Completion: _____

2. The submitter of the foregoing answers to the questionnaire and financial statement has read the same and the matters stated therein are true of his or her own personal knowledge. The information is for the purpose of inducing the District to supply the submitter with plans and specifications, and any individual, company or other agency named therein is hereby authorized to supply the District with any information necessary to verify the statements. Submitter understands that any statement, which is proven to be false, shall be grounds for immediate exclusion of the named Contractor from the pre-qualification process. Should the foregoing statements at any time change or cease to be proper and true in any material respect, the named Contractor agrees that the Contractor must promptly update this questionnaire and/or financial statement and that Contractor will not be prequalified until Contractor has done so and the District has determined that the Contractor is prequalified in light of the updated information. The submitter whose signature appears below has authority to bind the named Contractor. Submitter has provided evidence in a form and substance acceptable to the District (such as Power of Attorney) that the submitter whose signature appears below has authority to bind the named Contractor.

The undersigned hereby declares that all of the statements made in the pre-qualification questionnaire and financial statements are true and correct and are made under the penalty of perjury under the laws of the State of California.

Executed this _____ day of _____, 20____, at _____,
City of _____, County of _____, State of _____.

Signature

Typed Name

Title

Name of Contractor