

**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
2017
CLASS A – GENERAL ENGINEERING CONTRACTORS
AND
CLASS B- GENERAL BUILDING CONTRACTORS**

As a condition of bidding on the above-referenced Projects and in accordance with the provisions of California Public Contract Code sections 20111.5 and 20111.6, prospective bidders are required to submit to the District, beginning on **November 15, 2016, at 9:00 a.m., or at any time thereafter**, 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 upward.

1. REQUEST FOR PRE-QUALIFICATION OF BIDDERS

The District requires from all prospective bidders answers to all questions contained in a standard form pre-qualification questionnaire, and a detailed financial statement. The pre-qualification questionnaire requests detailed information, including background, experience, financial ability and references in performing public works and other construction projects.

For projects for which the District uses funds received pursuant to the Leroy F. Greene School Facilities Act of 1998 or any funds received, including funds reimbursed, 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 ten (10) business days before the date fixed for the public opening of sealed bids or has not been prequalified for at least five (5) business days before 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 bidders. 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 prospective bidder 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 prospective bidder must submit its most current year-end audited, reviewed, or compiled financial statement, 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. (Please note that if the applicant has audited financial statements, the applicant is required to provide them to the District, as opposed to reviewed or compiled financial statements.) Each prospective bidder must also provide its most current financial statement, which must have been prepared within three (3) months of each prospective bidder's submission of its pre-qualification package.

Each prospective bidder's audited, reviewed, or compiled 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.

Each prospective bidder must complete the "Bank Information Form", which is included in this package. This form must be fully executed and submitted with the prequalification package.

2. SUBMISSION OF COMPLETED STATEMENTS

Completed pre-qualification questionnaire and financial statements and supporting documents should be submitted at any time on or after **November 15, 2016**, at **9:00 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: Jennie Tran at Chavan and Associates LLP at jennie@cnallp.com, with a copy of your email to Sheldon Chavan at info@cnallp.com and Rosa Miralles at rmiralles@seq.org. 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. Please note that contractors interested in prequalifying are required to request and use a new account and password for prequalifying each year.

Hardcopy, facsimile and emailed copies will NOT be accepted. All responses on prequalification application materials should be typed. Illegible responses may prevent or delay the processing of prequalification applications.

Bids on District projects will not be accepted from contractors who have not prequalified and contractors are advised to allow sufficient time to prequalification review. Likewise, bids will not 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. Bidders will be classified into ranges of project value that they will be qualified to bid on. This firm may need to follow up with prequalification applicants in the course of reviewing questionnaires in order, for example, to secure missing information or clarify ambiguities. A failure to respond to inquiries from the firm within a reasonable time frame may result in your application being deemed abandoned.

4. NOTIFICATION OF PRE-QUALIFICATION RESULTS

Prospective bidders will be notified of their pre-qualification rating and, if prequalified, the range of project value that they will be qualified to bid on.

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

5. APPEAL PROCESS

Should a prospective bidder not agree with the decision regarding prequalification or the range of project value that the prospective bidder has been determined qualified to bid on, that prospective bidder may appeal

the decision to the Superintendent, or his designee. The appeal must consist of a written request to the District's Chief Facilities Officer, 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. The Superintendent, or his designee, shall consider the appeal within three (3) business days of the receipt of the notice of appeal and allow the prospective bidder 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 prospective bidder be dissatisfied with the Superintendent's, or his designee's, written decision, the aggrieved bidder 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 of receipt of the notice of appeal, or as soon thereafter as possible. 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 the prospective bidder promptly after the decision of the Board of Trustees is made.

The District will not delay or postpone the date for the submission and opening of bids to allow for completion of an appeal process.

6. DISTRICT CONSIDERATION OF SUBSEQUENT PRE-QUALIFICATION APPLICATIONS

Absent a material change in circumstance, the District will consider one prequalification application in 2017 from each prospective bidder. If a prospective bidder who has had a prequalification application considered by the District in 2017 desires to have the District consider a subsequent application, the prospective bidder must submit a letter explaining, in detail, the material change in circumstances that warrants District consideration of a subsequent prequalification application. The prospective bidder must also submit a complete pre-qualification application and all required attachments. The District will determine whether there are material changes in circumstances that warrant consideration of a subsequent prequalification application from the potential bidder and, if so, the subsequent application will be considered.

The District reserves the right to waive non-material irregularities and omissions in the information contained in any prequalification application submitted, to make all final determinations, and to determine at any time that the prequalification 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 prospective bidders 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 regarding these instructions or the District's prequalification process, please contact Rosa Miralles, via email at rmiralles@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 _____

6. License classifications held in California: _____

License Numbers for all licenses held in California: _____

Expiration Date(s): _____

7. Please attach your most current reviewed, compiled or year-end audited financial statement, 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. If this is your first application for prequalification with the Sequoia Union High School District, you are required to submit your reviewed, compiled or year-end audited financial statements for the last two completed years.

8. Please also attach your most current internal financial statement, which has been prepared within three (3) months of your submission of this pre-qualification package.

9. Name of accounting firm and primary contact: _____

Address: _____

Telephone: (_____) _____

10. Banking information: Please complete the form attached titled "BANK INFORMATION FORM". This form must be fully executed with authorized signatures from the bank and the prospective bidder.

BANK INFORMATION FORM

THIS FORM MUST BE COMPLETED AND INCLUDED WITH THE PRE-QUALIFICATION PACKAGE

CUSTOMER:

NAME:

FINANCIAL INSTITUTION NAME:

FINANCIAL INSTITUTION ADDRESS:

At the close of business on the date listed below, our records indicate the following deposit balances

DATE:		
ACCOUNT NAME/TYPE	ACCOUNT NUMBER	AVERAGE BALANCE

We, the customer, are directly liable to the financial institution for a line of credit at the close of business on the date issued below.

DATE:					
ACCOUNT # / DESCRIPTION	TOTAL LINE OF CREDIT	BALANCE	INTEREST RATE	DUE DATE	DESCRIPTION OF COLLATERAL

Customer Authorized Signature

Date

Title

The information presented above, by the customer, is in agreement with our records. Although we have not conducted a comprehensive detailed search of our records, no other deposit or loan accounts have come to our attention except as noted below.

Financial Institution Authorized Signature

Date

Title

EXCEPTIONS AND/OR COMMENTS

PRE-QUALIFICATION QUESTIONNAIRE

PART 1 - ESSENTIAL REQUIREMENTS FOR QUALIFICATION

Contractor will be immediately disqualified if the answer to any of questions 1 through 8 is “no.”

Contractor will be immediately disqualified if the answer to any of questions 9 through 18 is “yes.” If the answer to question 11 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 include proof of such insurance with your prequalification application.)** 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.*? **(Please include proof of such insurance with your prequalification application.)**
 Yes No Contractor is exempt from this requirement, because it has no employees
4. Have you attached your latest copy of a compiled, reviewed or audited financial statement, **completed within the past twelve (12) months**, with accompanying notes and supplemental information **AND** your most current unaudited (internally prepared) financial statement that must have been prepared within three (3) months of submitting this pre-qualification package? **(If this is your first application for prequalification submitted to the District, you must submit a copy of a compiled, reviewed or audited financial statement for the last two years.)**
 Yes No
NOTE: An annual financial statement that is not compiled, 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. Have you attached your “Bank Information Form” with authorized signatures from your firm and bank?
 Yes No
7. Prospective bidder 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

8. 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
9. Is your firm currently the debtor in a bankruptcy or receivership case?
 Yes No
10. Contractor's license has two (2) or more citations listed with in the past five (5) years?
 Yes No
11. Has any Contractors State License Board 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
12. 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
13. 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:

14. 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
15. 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
16. 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
17. 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
18. 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?
 Yes No

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.

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.

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 10 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?

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.

Disputes

12. 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.

13. 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.

14. In the past five (5) years has a project owner, general contractor, subcontractor, supplier, architect, or construction manager filed or made claim(s), 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).

15. 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).

16. 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.

17. 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.

18. 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.

19. 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

20. 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.

21. 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.

22. 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

23. 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. _____%

24. 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:

25. 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 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.

2. 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.

3. How often do you require documented safety meetings to be held for construction employees and field supervisors during the course of a project? (Please check the appropriate response.)

Once a week or more frequently: _____

Less frequently than once each week: _____

4. 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.

5. 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

6. 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.

7. 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.

8. 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.

9. 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?

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 1A and 1B.

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, references, and contact information must be current and verifiable. (It is especially important that you provide the name of the owner and/or construction manager of the references listed below, as well as a *direct* email address for the owner and/or construction manager of your listed references, as this greatly facilitates the reference checking process.) 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. A. Contractor shall provide information about its five (5) most recently completed **public works new building construction projects** ranging in size from at least \$175,000. In addition, if the Contractor has performed any such projects for the District in the last three (3) years of a size of at least \$175,000, all such projects must be listed in this section. If Contractor has not completed five (5) public works new building construction projects, Contractor may list new building construction projects that are not public works, provided that Contractor shall list all public work new building construction 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, and email address):

Construction Manager (name and current phone number, and email address):

Inspector of Record (name and current phone number, and email address):

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: _____

B. Contractor shall provide information about its five (5) most recently completed **public works modernization projects** within the last three years ranging in size from at least \$175,000. In addition, if the Contractor has performed any such projects for the District in the last three (3) years of a size of at least \$175,000, all such projects must be listed in this section. If Contractor has not completed five public works modernization projects, Contractor may list modernization projects that are not public works, provided that Contractor shall list all public works 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, and email address):

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 shall 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