



Galt Joint Union Elementary School District

Contractor Prequalification

The Galt Joint Union Elementary School District ("District") has determined that contractors providing construction services ("Contractor(s)" or "Firm(s)") must be prequalified prior to submitting a bid or proposal on any projects. Pursuant to Education Code section 17406, mechanical, electrical, and plumbing subcontractors ("MEPs sub contractors") must be prequalified prior to a submission of a bid or proposal on any Lease-Leaseback projects.

This form must be completed by:

Form Submission. General and MEP Subcontractors must complete this District form; no other prequalification documents submitted by a Contractor will meet the District's requirements. All Contractors shall submit completed questionnaires and financial statements as follows:

- A Contractor with an A, B, 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 contractor that is bidding directly to the District.
- See attached format for references.
- Bonding capacity will be taken into consideration for General Contractors vs. Sub Contractors. Subcontractors will be required to bond for the value of work being bid on by their firm.
- General Contractors will bond for the total value of the project.

The District intends to utilize the following Delivery Methods.

- "Design Bid Build" pursuant to applicable PCC Sections.
- "Lease-Leaseback" pursuant to Education Code section 17406.
- "Design Build" pursuant to Education Code section 17250.
- "CUPCCAA" pursuant to applicable PCC sections.

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.

LOCATION Galt Joint Union Elementary School District 1018 C Street, Suite 210 Galt, California 95632

Note: Verifiable dollar amounts will be used as part of the bidding capacity calculation.

The Galt Joint Union Elementary School District reserves the right to check all other sources available.

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.

Non-responsiveness. A Contractor's prequalification questionnaire shall be deemed non-responsive 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).

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 2011.6 (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.

Appeal. A Contractor may appeal the District's decision. If a Contractor decides to appeal the District's prequalification decision, it must adhere to the following procedure:

Contractor shall submit, in writing, within three (3) working days from District's notification of determination, a request for a written response from the District to explain the District's determination. All communication shall be addressed to the Chief Business Officer, Alejandra Garibay, agaribay@galt.k12.ca.us and copied to Alicia Valdovinos, avaldovinos@galt.k12.ca.us

FAILURE OF A CONTRACTOR TO TIMELY FOLLOW THIS APPEAL STEP SHALL BE A WAIVER OF THE CONTRACTOR'S RIGHTS TO APPEAL THE DISTRICT'S DECISION.

CHECKLIST OF REQUIRED SUBMITTALS

Check off all complete steps of checklist to verify completion and submit with application:

1. Pre-Qualification Program Questionnaire:

- ☐ All questions answered
- ☐ Signed and dated

2. Reviewed or Audited Financial Statements for a full year ending within the last 12 months and reflecting the most recent, fiscal year activity. Complete Financial Statements include the following components:

- ☐ Balance Sheet
- ☐ Statement of Income and Retained Earnings
- ☐ Statement of Cash Flows
- ☐ Notes
- ☐ Supplemental Schedules

3. Bond Letter:

- ☐ Dollar amount for a single contract
- ☐ Dollar amount for an aggregate program
- ☐ Original addressed to Galt Joint Union Elementary School District
- ☐ Notarized with Power of Attorney

4. Projects completed within the last (5) years under your current California State license:

- ☐ Contractor References

5. Licenses – Certificates:

- ☐ DIR Registration Number
- ☐ Workman's Comp Certificates
- ☐ Liability/Auto insurance

Contractors will maintain current, valid licenses and certifications for the duration of each project. If a license or certification expires, it is the contractor's responsibility to reinstate the license and certification, as well as notify the District of the reinstatement.

**GALT JOINT UNION ELEMENTARY SCHOOL DISTRICT
PREQUALIFICATION QUESTIONNAIRE FOR CONTRACTORS**

CONTRACTOR ("OR FIRM") INFORMATION

Date:			
Contractors' company name:			
Address:			
Telephone:			
Mobile:			
Email:			
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:			
	\$	\$	\$
Submit an audited or reviewed financial statement for the past one (1) full fiscal year. 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.			
Name of license holder exactly as on file with the California State License Board:			
CSLB License classification(s):			
CSLB License number(s):			
CSLB 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 the Contractor has done business in California under contractor's license law:			
Number of years the Contractor has done business in California under current Contractor's license:			
DIR Registration Number:			
Has your Firm changed name(s) or license number(s) in the past five (5) years? (<u>Y</u> / <u>N</u>) If "yes" explain on a separate signed sheet, including the reason for change. Type in Yes or No. <input style="width: 50px;" type="text"/>			
Has there been any change in ownership of the Firm at any time in the past five (5) years? NOTE: A corporation whose shares are publicly traded is not required to answer this question. (<u>Y</u> / <u>N</u>) If "yes" explain on a separate signed sheet, including the reason for change. Type in Yes or No. <input style="width: 50px;" type="text"/>			
Is the Firm a subsidiary, parent, holding company, or affiliate of another construction firm? NOTE: 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. (<u>Y</u> / <u>N</u>) If "yes" explain on a separate signed sheet, including the reason for change. Type in Yes or No. <input style="width: 50px;" type="text"/>			
Indicate the Contractor's firm type of business entity. Check only one: <input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Joint Venture <input type="checkbox"/> Other: _____ <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Limited Partnership <input type="checkbox"/> Limited Liability Company			

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 Associate 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 years (not broker or agency):		
Address(es) of those years Contractor has been with those bonding company/surety:		
Number of years Contractor has been with those bonding company/surety:		
Name of broker/agent:		
Address of broker/agent:		
Telephone number of broker/agent:		
E-mail of broker/agent:		
Contractor's total current bonding capacity: \$		

CONTRACTOR'S INSURANCE INFORMATION

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

Address of those insurance company(ies):

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

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

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

Worker's Compensation Experience Modification Rate (EMR) for the past five (5) premium year:

(1) Current year:

(2)

(3)

(4)

(5)

PREVIOUS CONTRACTOR PROJECT DELIVERY EXPERIENCE

Indicate YES or NO below based on previous experience.

☐ Design Bid Build☐ Design Build☐ Lease-Leaseback**SUB CONTRACTOR PREQUALIFICATION****Please complete the following sections for seeking prequalification as a mechanical, electrical, plumbing subcontractor ("MEPs subcontractor")****PLEASE INDICATE THE MEPS SUBCONTRACTOR PREQUALIFICATION IS BEING SUBMITTED FOR**☐ Mechanical Subcontractor – License Classification(s):☐ Electrical Subcontractor – License Classification(s):☐ Plumbing Subcontractor – License Classification(s):

QUESTIONS

Pass/Fail Questions (Essential Criteria)

1.	Has your Firm contracted for and completed construction of a minimum of: <ul style="list-style-type: none"> Eight (8) California K-12 public school district construction projects within the past five (5) years, and did at least five (5) of those projects each have a value of at least \$1,000,000 as a prime contractor OR \$500,000 as an MEP? NOTE: You must list these projects as Project References.	
2.	Does your Firm currently hold all contractors' 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?	
3.	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 ten (10) years?	
4.	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 ten (10) years and, if so and if challenged, has that default or termination been upheld by a court or an arbitrator?	
5.	Has your Firm or an Associated Firm or any of their owners or officers been convicted of a crime under federal, state, or local law involving: <ul style="list-style-type: none"> (1) Bidding for, awarding of, or performance of a contract with a public entity; (2) Making a false claim(s) to any public entity; or (3) Fraud, theft, or other act of dishonesty to any contracting party within the past ten (10) years?	
6.	Has a performance bond surety for your Firm or a performance bond surety for an Associated Firm had to: <ul style="list-style-type: none"> (1) Take over or complete a project, (2) Supervise the work of a project, or (3) Pay amounts to third parties, related to construction activities of your Firm or an Associated Firm within the past ten (10) years?	



If you answered:

"NO" to question 1-2 or

"YES" to question 3-6, then STOP.

You are not eligible for prequalification, at this time, as a General Contractor.

Type in Yes or No in the answer box		
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 <u>ten (10) years?</u></p> <p>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> <input type="text"/>
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 <u>ten (10) years?</u></p> <p>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> <input type="text"/>
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 <u>five (5) years?</u></p> <p>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> <input type="text"/>
4.	<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 <u>five (5) years?</u></p> <p>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> <input type="text"/>
5.	<p>Has your Firm declared bankruptcy or been placed in receivership within the past <u>ten (10) years?</u></p> <p>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> <input type="text"/>
6.	<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 ten <u>(10) years?</u></p> <p>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> <input type="text"/>
7.	<p>Has a project owner, general contractor, architect, or construction manager filed claim(s) 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 ten <u>(10) years?</u></p> <p>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> <input type="text"/>

8.	<p>In the past five years, has your firm made any claim against a project owner concerning work on a project or payment for a contract and filed that claim in court or arbitration?</p> <p>If YES, explain and indicate 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).</p>	<p>YES NO</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
9.	<p>Has your Firm's Workers' Compensation Experience Modification Rating (EMR) averaged more than 1.25 over the past five (5) premium years?</p> <p>If the EMR for any of these years rated 1.00 or higher, please attach a letter of explanation regarding all incidents.</p>	<p>YES NO</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
10.	<p>Has your Firm 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 ten (10) years?</p> <p>If YES, explain and indicate on separate signed sheet(s) the project name(s), violation(s), and date(s) of citation(s) and/or assessment(s).</p>	<p>YES NO</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
11.	<p>Has your Firm 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 ten (10) years?</p> <p>If YES, explain and indicate on separate signed sheet(s) the project name(s), violation(s), and date(s) of citation.</p>	<p>YES NO</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
12.	<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 ten (10) years?</p> <p>If YES, explain and 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>YES NO</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
13.	<p>Has 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 ten (10) years?</p> <p>If YES, explain and 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>YES NO</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>

14.	Does your Firm require weekly , documented safety meetings to be held for construction employees and field supervisors during the course of a project?	YES NO <input type="checkbox"/>
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CONTRACTOR PROJECT REFERENCES

List **ALL** projects in which your Firm has participated as a prime contractor during the past **five (5) years** with a Firm contract value of more than **\$1,000,000.00**.

- You may limit your response to seven (7) most-recently completed projects, but you **must** include at least the five (5) most recent California K-12 public school projects with a contract value of more than \$1,000,000.00 or more performed by your Firm. MEP subcontractors, may list projects with a contract value of more than \$500,000.
- Include all information indicated in questions 1-15 on separate signed sheets as necessary, and explain or clarify any response as necessary.

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: _____