



IRVINE UNIFIED SCHOOL DISTRICT
2015 Roosevelt
Irvine, CA 92620

**CONTRACTOR'S
PREQUALIFICATION QUESTIONNAIRE**

_____, 20__

The Irvine Unified School District ("District") has determined that bidders on an annual basis must be prequalified prior to submitting a bid on a project for contracts with projected expenditures one million dollars or more. Each prospective contractor shall be currently licensed and shall submit the following information to establish its qualifications to bid to perform construction work on a Project. **A Contractor's bid for a Project will not be accepted unless the District has prequalified the Contractor.**

A Contractor who submits a complete Prequalification Questionnaire thereby consents to and will comply with the procedures outlined below and as set forth in greater detail in this document.

- A. **Form.** Each Contractor shall fully complete the Prequalification Questionnaire and timely submit all documents as indicated therein. No other prequalification documents submitted by Contractor will meet these requirements. All information requested in the Prequalification Questionnaire must be provided in order for a Prequalification Questionnaire to be considered responsive. The Prequalification Questionnaire shall be submitted simultaneously as one package – it shall not be submitted piecemeal. Contractors shall submit one (1) completed Prequalification Questionnaire in a sealed envelope as indicated above. A Contractor's submission of an incomplete and/or unclear Prequalification Questionnaire will likely result in a determination that the Contractor is non-responsive.

- B. **District's Review.** Information submitted in the Prequalification Questionnaire and Financial Statements shall not be public information and shall not be open to public inspection, to the extent permitted by law. In addition, the identities of any of Contractor's references and information provided to District by any references contacted in connection with this Prequalification Questionnaire will not be available to the public or the submitting Contractor. Once a Contractor's Prequalification Statement is submitted, the District will notify the Contractor if the Contractor meets the prequalification requirements and, if so, the maximum size of the contract upon which the Contractor is prequalified to bid, which will be fifty percent (50%) of the Contractor's total aggregate bonding capacity as indicated herein. Prequalified Contractors will still

need to comply with each Project's specific Bid Document requirements to be eligible to submit a bid.

C. **Nonresponsiveness.** A Contractor's Prequalification Questionnaire shall be deemed nonresponsive if:

1. The Prequalification Questionnaire is not returned on time.
2. Contractor does not provide all requested information on District forms.
3. The Prequalification Questionnaire is not signed under penalty of perjury by individuals who have the authority to bind the Contractor on whose behalf they are signing.
4. Information contained in the Prequalification Questionnaire is not updated under penalty of perjury when it is no longer accurate.
5. Any information provided by the Contractor is misleading or inaccurate in any material manner (e.g., financial resources are overstated; previous violations of law are not accurately reported). Even after a Contractor has been prequalified, the District reserves the right to revoke that determination at any subsequent time, to terminate any contract awarded, and to cease making payments if it determines that any information provided by the Contractor in its Prequalification Questionnaire or subsequently was incomplete, misleading, or inaccurate in any material manner.
6. Contractor fails or refuses initial in the space provided in Section G below, acknowledging and agreeing that any information provided by any of Contractor's references will not be released to Contractor under any circumstances, including an appeal pursuant to Section D below.

D. **Appealing a Prequalification Finding.** A Contractor may appeal the District's decision. If a Contractor decides to appeal the District's prequalification decision, it must follow this procedure: Within three (3) working days from receipt of the District's prequalification notice/finding, Contractor must submit, in writing, a request for a meeting with the District's staff. Contractor must submit with the request any and all information that it believes supports a finding that District's determination should be changed.

If a Contractor gives the required notice of appeal and requests a hearing, the hearing shall be conducted so that it is concluded no later than fifteen (15) business days after the Irvine Unified School District's receipt of such Contractor's notice of appeal and any information or documents to support the appeal. The hearing so provided shall be an informal process conducted by a Hearing Officer appointed by the District's Board of Education pursuant to a delegation of authority. At or prior to the hearing, the contractor will be advised of the basis for the District's prequalification determination, provided that the District will not release or otherwise provide Contractor with any information obtained from Contractor's references or any of the completed "Prequalification Evaluation Reference Form." The contractor will be given the opportunity to present information and present reasons in opposition to the prequalification determination. At the conclusion of the hearing or no later than five (5) business days after completion of the hearing, the Hearing Officer will render his or her decision. The date for submission and opening of bids for a specific project will not be delayed or postponed to allow for completion of an appeal process.

FAILURE OF A CONTRACTOR TO TIMELY FOLLOW THIS APPEAL PROCEDURE SHALL BE A WAIVER OF THE CONTRACTOR'S RIGHT TO APPEAL THE DISTRICT'S DECISION WHETHER BY ADMINISTRATIVE PROCESS, JUDICIAL PROCESS, OR ANY OTHER LEGAL PROCESS OR PROCEEDING.

A. CONTRACTOR'S INFORMATION

Firm name: _____

Address: _____

Telephone: _____

Fax: _____

Mobile Telephone: _____

E-mail: _____

By: _____ Title: _____

(Name of individual completing Prequalification Questionnaire)

Date: _____

License No. _____ Expiration Date: _____

Classifications: _____

(List all classifications applying for prequalification)

Years in business as a licensed contractor: _____

Types of work performed with own forces: _____

Years in business under current firm name: _____

Years at the above address: _____

B. CURRENT ORGANIZATION AND STRUCTURE OF THE BUSINESS

For Firms That Are Corporations:

- 1 Date incorporated : _____
- 2 Type of corporation (e.g., S Corp., C Corp., LLC): _____
- 3 Under the laws of what state: _____
- 4 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. Attach all additional references and/or information on separate signed sheets.

Name	Position	Years with Co.	% Ownership

For Firms That Are Partnerships:

- 1 Date of formation: _____
- 2 Type of partnership (e.g., general, limited): _____
- 3 Under the laws of what state: _____
- 4 Provide all the following information for each partner who owns ten percent (10%) or more of the firm. Attach all additional references and/or information on separate signed sheets.

Name	Position	Years with Co.	% Ownership

For Firms That Are Sole Proprietorships:

- 1 Date of commencement of business: _____

Name	Position	Years with Co.

For Firms That Intend to Bid as a Joint Venture:

- 1 Date of commencement of joint venture: _____
- 2 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. Attach all additional references and/or information on separate signed sheets.

Name of Firm	% of Ownership of Joint Venture

- 3 Provide all the following information for each owner of a firm that is a participant in a joint venture. Attach all additional references and/or information on separate signed sheets.

Firm Name	Name of Owner	Position	Years with Co.	% Ownership of Co.

C. ASSOCIATED FIRMS

Identify every construction firm and/or construction management firm that the contractor or any person listed above has been associated with (as owner, general partner, limited partner or officer) at any time during the past five (5) years. Attach all additional references and/or information on separate signed sheets. 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.

State Person’s Name or “Contractor” if Your Firm was Associated with Another Firm	Construction Firm or Construction Management Firm Name	Contractor’s License No.	Dates of Person’s Participation with Company

- e. Has your firm and/or any firm identified in Section B or Section C been required to pay either back wages or penalties for its failure to comply with California's prevailing wage laws, with California's apprenticeship laws or regulations, or with federal Davis-Bacon prevailing wage laws within the past five (5) years?

(Please circle one)

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, and 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.

- f. 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 District.

- g. Has your firm and/or any firm identified above in Section B and/or Section C ever been disqualified, debarred, forbidden, found non-responsible, or otherwise prohibited, from performing work and/or bidding on work for any school district or other public agency within California within the past five (5) years?

(Please circle one)

Yes

No

If "yes," attach a separate signed page or pages providing an explanation, identifying the name of the project, the date of its completion, and the public agency for which it was constructed.

- h. Has your firm's Surety paid out or performed work to guarantee the performance of a construction contract in the past five (5) years?

(Please circle one)

Yes

No

If "yes," attach a separate signed page or pages providing an explanation, identifying the name of the project, the date of its completion, and the public agency for which it was constructed.

G. PROJECT REFERENCES

IN SUBMITTING THIS PREQUALIFICATION FORM, CONTRACTOR ACKNOWLEDGES AND AGREES THAT THE DISTRICT HAS AN INTEREST IN CONDUCTING CONFIDENTIAL REFERENCE CHECKS, AND HEREBY FOREVER WAIVES AND RELINQUISHES ANY RIGHTS TO REVIEW, INSPECT, COPY, OR OTHERWISE OBTAIN FROM DISTRICT ANY OF THE INFORMATION SUPPLIED BY ANY REFERENCE, INCLUDING ANY PREQUALIFICATION EVALUATION REFERENCE FORMS, OR ANY WRITTEN DOCUMENTATION OR HANDWRITTEN NOTES RELATING THERETO.

INITIAL HERE _____

List **ALL** projects that your firm contracted for and completed during the past five (5) years. **You must identify the five (5) projects that satisfy the Essential Criteria section (F)(1)(a) on this form(one project per form).** You may limit your response to the **ten (10) most-recently completed projects**, but you must include the projects that satisfy the above-referenced Essential Criteria, even if they are not within your firm's ten (10) most recently completed projects.

Include all information indicated below and attach references on separate signed sheets as necessary. Please use and attach additional signed sheets when needed to explain or clarify any response.

Project Name/Identification: _____

- 1 Name of contractor/entity performing work: _____
- 2 Project owner firm/District name: _____
- 3 Project owner contact name/title/phone number: _____

- 4 Project architect name: _____
- 5 Project architect contact name/title/phone number: _____

- 6 Project construction manager name: _____
- 7 Project construction manager contact name/title/phone number: _____

- 8 If contractor was a subcontractor on the project, name of general contractor: _____

- 9 Specific license classification required by the contract/scope of work: _____
- 10 Project address/location: _____
- 11 Original completion date: _____
- 12 Date completed: _____
- 13 Initial contract value (as of time of bid award): _____
- 14 Final contract value: _____
- 15 Were liquidated damages assessed (If yes, explain): _____
- 16 Did the project owner, general contractor, architect, or construction manager file claim(s) against you or your firm, or did you or your firm file claim(s) against a project owner, general contractor, architect, or construction manager? ____ If yes, explain and indicate on separate signed sheet(s) the project name(s), claim(s), and date(s) of claim(s).

H. CONTRACTOR'S BONDING/SURETY

Contractors must fully comply with all bid conditions including, without limitation, a ten percent (10%) bid bond, a hundred percent (100%) payment bond, and a hundred percent (100%) performance bond. Contractor's surety must be admitted and authorized to transact business as a surety in California. List all sureties utilized in the past five (5) years. Use separate signed sheets as necessary, with all requested information.

Name of bonding company (not agency): _____

Address of company: _____

Name of agent: _____

Address and telephone number of agent: _____

Years contractor has been with this surety: _____

- 1 Amounts paid out by or work performed by surety in the past five (5) years that were in any way related to construction activities of contractor and/or any firm identified above in section B and/or Section C (Please provide an explanation on separate signed sheets):
\$ _____
- 2 Has your firm and/or any firm identified in Section B above paid a premium of more than one percent (1%) for a performance and payment bond on any project(s) at any time during the past five (5) years? If yes, state the percentage paid. You may provide an explanation for a percentage rate higher than one percent, if you wish to do so: _____
_____ %
- 3 During the past five (5) years, has your firm and/or any firm identified above in Section B and/or Section C, 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?

(Please circle one)	Yes	No
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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.

- 4 Provide written evidence from your surety of your firm's current total aggregate bonding capacity. Written evidence shall be an **original** letter from your surety and must be dated within 30 days of the prequalification submission.

I. CONTRACTOR’S INSURANCE

List all insurers your firm and any firm identified in Section B utilized in the past five (5) years. Use separate signed sheets as necessary, with all requested information.

- 1 Name of insurance company (“Insurer”): _____

- 2 Address of Insurer: _____

- 3 Name of agent: _____
- 4 Address of agent: _____

- 5 Telephone number of agent: _____
- 6 Years your firm and any firm identified in Section B has been with this Insurer: _____
- 7 Amounts paid out by Insurer in the past five (5) years that were in any way related to construction activities of your firm or any firm identified in Section B (Please provide an explanation on separate signed sheets): \$ _____
- 8 Insurer’s “Best” rating: _____

