PITTSBURG UNIFIED SCHOOL DISTRICT
PREQUALIFICATION QUESTIONNAIRE

The Pittsburg Unified School District ("District") has determined that contractors on the follow project ("Contractor(s)" or "Firm(s)") must be prequalified prior to submitting a bid or proposal on any projects.

This form **must** be completed by:

- **Form Submission.** General and 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.
    - Project references will be completed by the contactor on a PDF document and ***emailed*** back to the District with ***current contact information***.
    - A project references questionnaire will be sent to all contacts and will be emailed back to the District.
    - Bonding capacity will be taken into consideration for General Contactors vs. Sub Contactors. 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.
    - Local vendors with corporate offices ***physically*** located in Contra Costa County will get an additional one (1) point. P.O. Boxes will not be accepted.
    - PUSD has a Project Stabilization Agreement for all projects $1 Million and over.
- **Scoring.** This Prequalification Questionnaire is worth a total of sixteen (16) points. Ten (10) points are required to pass. The Project References Questionnaire is worth a total of one hundred fifty (150) points. One hundred twenty (120) points are required to pass. Total required to pass is one hundred thirty (130) points.

Location
Pittsburg Unified School District Facilities Department 2000 Railroad Ave. Suite A Pittsburg, CA 94565 Attn: Alan Glass

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

Note: Verifiable dollar amounts will be used as part of the bidding capacity calculation.
The Pittsburg Unified 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 Deputy Superintendent, Enrique Palacios at epalacios@pusd.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 completes 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 the Pittsburg Unified School District
   - ☐ Notarized with Power of Attorney

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

   - ☐ CONTRACTOR PROJECT REFERENCES

5. Licenses – Certificates:

   - ☐ DIR Registration Number
   - ☐ Workman's Comp Certificates
   - ☐ CSLB License Certificate
   - ☐ 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 contactor's responsibility to reinstate the license and certification, as well as notify the District of the reinstatement.

CONTRACTOR (OR "FIRM") INFORMATION

Date:
Contractor's company name:
Address:
Telephone:
Mobile telephone:
E-mail:
Years in business under current company name:
Years at the above address:
Types of work performed with own forces:
Gross revenue of the Firm for the past three (3) years:

$	$	$

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 Contractor has done business in California under contractor's license law:
Number of years 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? (Y / N). If "yes", explain on a separate signed sheet, including the reason for the change. Type in Yes or No.
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. (Y / N). If "yes", explain on a separate signed sheet, including the reason for the change. Type in Yes or No
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. (Y / N). If "yes", explain on a separate signed sheet, the name of the related company(ies) and the percent ownership. Type in Yes or No
Indicate the Contractor's firm type of business entity. Check only one: ____ Individual ____ Sole Proprietorship ____ Partnership ____ Limited Partnership ____ Corporation, State: _____ ____ Limited Liability Company ____ Joint Venture ____ Other: _____

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

Name	Position	Years with Co.	% Ownership

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

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

CONTRACTOR'S BONDING COMPANY (SURETY) INFORMATION

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

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

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

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

Address of those insurance company(ies):

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

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)	$
Employers' Liability		$
Builder's Risk (Course of Construction)		$

Workers' Compensation Experience Modification Rate (EMR) for the past five (5) premium years:		
(1) Current year:	(2)	(3)
	(4)	(5)

QUESTIONS

Pass/Fail Questions (Essential Criteria)

1.	Has your Firm contracted for and completed construction of a minimum of: • **Ten** (**10**) 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 **$1,000,000.00?** **NOTE**: You **must** list these projects in the "Contractor Project References" Section.	YES NO NO = cannot prequalify
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?	YES NO NO = cannot prequalify
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**?	YES NO YES = cannot prequalify
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?	YES NO YES = cannot prequalify
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: (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**?	YES NO YES = cannot prequalify
6.	Has a performance bond surety for your Firm or a performance bond surety for an Associated Firm had to: (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**?	YES NO YES = cannot prequalify

If you answered:

"NO" to questions 1-2 or

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

You are not eligible for prequalification at this time.

Scored Questions: Type in Yes or No in answer box		
1.	Has your Firm paid liquidated damages pursuant to a contract for a project with either a public or private owner within the past **ten (10) years**? If YES, explain and indicate on separate signed sheet(s) the project name(s), damages(s), and date(s).	YES NO
2.	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 **ten (10) years**? If YES, explain and indicate on separate signed sheet(s) the project name(s), the premium amount(s), and date(s).	YES NO
3.	Has any insurer had to pay amounts to third parties that were in any way related to construction activities of your Firm within the past five (5) years? If YES, explain and indicate on separate signed sheet(s) the project name(s), the amount(s) paid, and date(s).	YES NO
4.	Has there been a period when your Firm had employees but was without workers' compensation insurance or state-approved self-insurance within the past five (5) years? If YES, explain and indicate on separate signed sheet(s) the reason(s) for not having this insurance and the applicable date(s).	YES NO
5.	Has your Firm declared bankruptcy or been placed in receivership within the past **ten (10) years**? 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).	YES NO
6.	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 (10) years**? 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.	YES NO
7.	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 (10) years**? If YES, explain and indicate on separate signed sheet(s) the project name(s), claim(s) and the date(s) of claim(s).	YES NO
8.	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?** 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).	YES NO
9.	Has your Firm's Workers' Compensation Experience Modification Rating (EMR) averaged more than 1.25 over the past five (5) premium years? **If the EMR for any of these years rated 1.00 or higher, please attach a letter of explanation regarding all incidents. If an adequate *detailed* explanation is not provided, 10 points will be removed.**	YES NO

10.	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**? If "YES," indicate on separate signed sheet(s) the project name(s), violation(s), and date(s) of citation(s) and/or assessment(s).	YES NO
11.	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**? If "yes," indicate on separate signed sheet(s) the project name(s), violation(s), and date(s) of citation.	YES NO
12.	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**? If "yes," indicate on separate signed sheet(s) the project name(s), violation(s), and date(s) of citation. If the citation was appealed and a decision has been issued, state the case number and the date of the decision.	YES NO
13.	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**? If "yes," indicate on separate signed sheet(s) the project name(s), the nature of the violation(s), the name and owner of the project(s), the number of employees who were initially underpaid and the amount of back wages and penalties that your Firm was required to pay.	YES NO
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
15.	Provide the name, address and telephone number of the apprenticeship program (approved by the California Apprenticeship Council) from whom you intend to request the dispatch of apprentices to your Firm for use on any public work project for which you are awarded a contract by the District.	

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**. ***USE THE FILLABLE .PDF SHEET PROVIDED TO FILL OUT PROJECT REFERNCES***

- 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 (One million dollars) or more performed by your Firm.
- Include all information indicated below 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: _____