

Purchasing Services

1830 South Nogales Street
Rowland Heights
CA 91748
Phone: (626) 854-8387
Fax: (626) 854-8587
www.rowlandschools.org



Governing Board

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Julie Sayler Mitchell, Ed. D.
Superintendent

CONTRACTORS AND SUBCONTRACTORS PRE-QUALIFICATION APPLICATION

Rowland Unified School District will be soliciting bids for reconstruction and new construction on several of its facilities over a five year period. It is estimated the construction costs for specific work will range from \$1 to \$10 million per facility.

As a condition of bidding and in accordance with the provisions of Section 20111.6 of the California Public Contract Code, the District requires that all prospective bidders, including, without limitation, General Contractors, Electrical subcontractors, Mechanical Subcontractors and Plumbing Subcontractors on certain projects, submit a completed prequalification questionnaire and financial statement on the forms supplied by the District.

Once submitted and approved, a Contractor's prequalification statement is valid for one year.

In order to bid on a project, the Contractor must submit a prequalification statement for approval at least fifteen (15) working days prior to the bid opening date for a particular project or other date established by and at the discretion of the District's Director of Purchasing and must be prequalified at least five (5) business days prior to the date fixed for the public opening of sealed bids. The District will notify the applicant if, in the District's opinion, the applicant meets the prequalification requirements and may bid the project(s).

Please complete the attached questionnaire and return it to:

Director of Purchasing
Rowland Unified School District
1830 Nogales Street
Rowland Heights, CA 91748

Bids for projects requiring prequalification will not be accepted if a Contractor's prequalification statement is not on file with the District.

For information regarding prequalification please call (626) 854-8387.

GENERAL INFORMATION

1. The Bidder (“Contractor”) shall complete the enclosed Pre-Qualification Application. If an explanation and/or additional sheets are required for any of the responses, please attach additional pages signed by the preparer and identify clearly which questions the attached page refer to.
2. “You” or “Your” as used herein refers to the Bidder’s firm and any of its officers, directors, shareholders, parties or principals.
3. Any statement which is proven to be false shall be grounds for immediate disqualification.
4. The District reserves the right to determine disqualification on the basis of information secured from any source(s).
5. Failure to complete all questions and provide all information requested within this pre-qualification application form shall be basis for disqualification.
6. Please be advised that all references are subject to verification.

PREQUALIFICATION APPLICATION

Rowland Unified School District (“District”) has determined that all Contractors, including, without limitation, General Building Contractors, General Engineering Contractors, Electrical subcontractors, Mechanical Subcontractors and Plumbing Subcontractors, must be pre-qualified prior to submitting bids for all public works projects with a Project Contract Price of One Million Dollars (\$1,000,000.00) or more. It is mandatory that all licensed Contractors who intend to submit bids complete this Prequalification Application, provide all materials requested herein, be currently registered with the DIR as a public works contractor, and be approved by the District to be on the Bidder’s list. No Bid will be accepted from Contractor and/or Electrical subcontractor, Mechanical Subcontractor and Plumbing Subcontractor that has failed to comply with these requirements. If two or more business entities submit a bid on a project as a Joint Venture, or expect to submit a bid as part of a Joint venture, each entity within the Joint Venture must be separately qualified to bid. Contractors are encouraged to submit pre-qualification packages as soon as possible, so that they may be notified of omissions of information to be remedied or of their pre-qualification status well in advance of the bid advertisement for any given project.

Answers to questions contained in the attached questionnaire, information about current bonding capacity, notarized statement from surety, and the most recent reviewed or audited financial statements, with accompanying notes and supplemental information, are required. The District will use these documents as basis for rating Contractors in respect to the size and scope of contracts upon which each Contractor is qualified to bid.

Contractor Qualification will be determined based on the dollar value of the projects and in four (4) different categories:

- 1. New Construction**
Minimum Bidder Experience Qualifications: Completion of at least two (2) DSA-approved new construction projects.
- 2. Modernization/Infrastructure**
Minimum Bidder Experience Qualifications: Completion of at least two (2) DSA-approved Modernization/Infrastructure projects
- 3. Modernization with Classrooms**
Minimum Bidder Experience Qualifications: Completion of at least two (2) DSA-approved K-12 Modernization projects with a combined total at least fifteen (15) modernized individual Classrooms.
- 4. Modernization with Science Classrooms.**
Minimum Bidder Experience Qualifications: Completion of at least two (2) DSA approved K-12 Modernization projects with a combined total at least fifteen (15) modernized individual Classrooms and at least eight (8) modernized individual science rooms in total.

The District reserves the right to check other sources available. The District’s decision will be based on objective evaluation criteria and scorable questions. Not all questions in the questionnaire are scorable; some questions simply ask for information about the contractor firm’s structure, officers and history. Omission of requested information may result the Prequalification Application being deemed non-responsive.

1. Prequalification of Bidders.

The District requires from prospective bidders answers to questions contained in this Application including a complete statement of the prospective bidder's financial ability and experience in performing public works, DSA projects. These documents will be the basis of rating bidders to determine whether a bidder is qualified to bid on the Project.

2. Contents of Prequalification Application.

A Prequalification Application consists of the following:

- Statement of Experience;
- Notarized Statement of Bondability;
- Notarized Statement of Insurability;
- Financial Statement and Accountant's Release Letter;
- Prequalification Rating Questionnaire with required explanations.
- DIR Registration Verification

3. Submission of Completed Application.

One fully completed Prequalification Application with all required documentation should be submitted to the District in a sealed envelope labeled in the lower left-hand corner "CONFIDENTIAL- Prequalification Application" and submitted to:

Director of Purchasing
Rowland Unified School District
1830 S. Nogales Street
Rowland Heights, CA 91748

4. Questions Regarding Prequalification Application.

All questions regarding the Prequalification Application or Prequalification process must be submitted no later than 3:00 P.M. on _____, 201_. Questions will only be accepted in writing and sent via fax or email to _____.

5. Notarized Statement of Bondability.

The prospective bidder must attach a notarized statement from an admitted surety insurer authorized to issue bonds in the State of California which states the bidder's current available bonding capacity. The surety must be an admitted surety in the State of California and have an A.M. Best rating of A- or better.

6. Notarized Statement of Insurability.

The prospective bidder must attach a notarized statement from a qualified insurer which states the current insurability of Contractor. The contractor must show insurability of at least \$1,000,000 per occurrence/\$2,000,000 aggregate in Comprehensive General Liability Insurance. Notarized Statement of Insurability will be accepted by the District only if the insurer is: (i) A.M. Best rated A- or better; (ii) A.M. Best Financial Size Category VII or higher; and (iii) authorized under California law to transact business in the State of California and authorized to issue

insurance policies in the State of California.

7. Non-Responsiveness.

Each Prequalification Application shall include: (a) Statement of Experience; (b) Notarized Statement of Bondability; (c) Notarized Statement of Insurability; (d) Financial Statement and Accountant's Release Letter; (d) completed Prequalification Rating Questionnaire with required written explanations; and (e) DIR Registration Verification. Any Prequalification Application not containing the above-referenced requisite documents completed with all information required and bearing the signature of the Bidder's duly authorized representative under penalty of perjury may render the Prequalification Application non-responsive. All information or responses of a prospective Bidder in its Prequalification Application and other documents accompanying the Prequalification Application shall be complete, accurate and true.

8. Waiver of Irregularities.

The District reserves the right to waive minor irregularities and omissions in the information contained in the Prequalification Application submitted, to make all final determinations.

9. Late Applications.

The District may refuse to grant prequalification where the requested information and materials are not provided by the specified date and time. There is no appeal from a failure to submit an incomplete application or late application. The closing time for prequalification will not be changed to accommodate supplementation of an incomplete submission of an application, or a late submission of an application.

10. Confidentiality.

The completed Prequalification Applications submitted by Contractors are not public records and are not open to public inspection. All information provided will be kept confidential to the extent permitted by law. However, the contents may be disclosed to third parties for purpose of verification, or investigation of substantial allegations, or in the appeal process. State law requires, however, that the names of Contractors applying for prequalification status shall be subject to disclosure, and the first page of the questionnaire will be used for that purpose.

11. Notification of Prequalification Results.

Contractors will be notified by fax or e-mail of their prequalification rating. Prequalification approval will remain valid for until January 31st of the following calendar year, except that the District reserves the right during the calendar year to adjust, increase, limit, suspend or rescind the prequalification ratings based on subsequently learned information and after giving notice of the proposed action to the prequalified Bidder and affording the prequalified Bidder an opportunity to rebut any evidence used as a basis for disqualification and to present evidence to the District as to why the prequalified Bidder's prequalification status should not be altered or rescinded.

12. Post-Bid Determination of Responsibility.

While it is the intent of this Prequalification Application to assist the District in determining

bidder responsibility prior to bid, neither the fact of prequalification, nor any prequalification rating, will preclude the District from a post-bid consideration and determination of whether a bidder has the quality, fitness, capacity and experience to satisfactorily perform the proposed work, and has demonstrated the requisite trustworthiness.

13. Prequalification Requirements/Scoring.

To prequalify, each prospective bidder must meet or exceed the requirements outlined in the sections below:

i) Pass/Fail Section

Part IV, Section I – Essential Requirements for Qualification. The questions within this section are evaluated utilizing pass or fail approach. Bidders that do not meet all requirements in this section will not be qualified to bid. Bidders receiving a fail score in this section will not be evaluated any further.

ii) Scoring Sections. Part IV, Section II. Bidders must achieve a minimum score of 147 out of 197 possible on questions that are scored and the reference questionnaires contained in parts II and III. Note that meeting the minimum score on the scored sections does not guarantee prequalification as there are non-scored questions that will also be objectively evaluated.

Section II - Evaluation Criteria. The questions in this section are evaluated utilizing a points system. The points from this section will be added to the points from section III. There are 167 possible points in this section.

Section III: Reference Questionnaire. The questionnaire will be used to evaluate the contractors past performance. The Contractor shall send this questionnaire to the owner references listed for each project and shall ensure that the three (3) completed questionnaires are sent directly from the references to Rowland Unified School District. If more than three responses are received by the District the three (3) lowest scored questionnaires will be utilized in calculating the points from this section. A score of zero will be assigned for any questionnaires less than three (3) not received by the District, and a maximum score of ten (10) for each received questionnaire. The highest possible score for this part is thirty (30) Points.

14. Appeal of Prequalification Rating.

Where a timely and completed Prequalification Application results in a rating below that necessary to prequalify or a Contractor is deemed disqualified based upon the essential elements, an appeal can be made. An appeal is begun by the Contractor delivering notice to Director of Purchasing, Rowland Unified School District of its appeal of the decision with respect to its prequalification rating, no later than two (2) working days after the District provides notice to the Contractor of the Contractor prequalification status for the Project. The written appeal shall set forth in detail all grounds for the appeal, including without limitation all facts, supporting documentation, legal authorities and argument in support of the grounds for the appeal. Any matters not set forth in the written appeal may be deemed invalid. All factual contentions must be supported by competent, admissible and credible evidence.

Unless the Contractor submits a timely appeal, the Contractor waives any and all rights to challenge the decision of the District, whether by administrative process, judicial process or any

other legal process or proceeding.

Upon receipt of a timely written appeal from Contractor, the District shall have five (5) working days within which to prepare and forward to Contractor a written response to Contractor's Appeal which advises Contractor of the basis for the District's prequalification determination. If Contractor disputes the District's response, Contractor may submit to the District a written request for an appeal hearing, provided such request is made no later than two (2) working days after the District serves its written response on Contractor. Contractor's failure to submit a written request for an appeal hearing within the two (2) working day period shall be deemed to have waived its right to an appeal hearing and shall also waive any and all rights to challenge the decision of the District, whether by administrative process, judicial process or any other legal process or proceeding..

If the Contractor gives the required notice of appeal and requests a hearing, the hearing shall be conducted so that it is concluded no later than five business days after Public Entity's receipt of the notice of appeal. The hearing shall be an informal process conducted by a panel to whom the District's Board of Education has delegated responsibility to hear such appeals (the "Appeals Panel"). The Contractor will be given the opportunity to present information and present reasons in opposition to the rating. After the conclusion of the hearing, a decision will be rendered and the Contractor shall be notified in writing of the decision. It is the intention of the District that the date for the submission and opening of bids will not be delayed or postponed to allow for completion of an appeal process.

A Contractor may be found not pre-qualified for bidding on a specific public works contract to be let by the District, or on all contracts to be let by the District until the Contractor meets the District's requirements. In addition, a Contractor may be found not pre-qualified for either:

- (1) Omission of requested information or
- (2) Falsification of information

Any appeal not conforming to the foregoing may be rejected by the District as invalid. The foregoing notwithstanding, Contractor's waiver of an appeal hearing shall not render this appeal process invalid.

ROWLAND UNIFIED SCHOOL DISTRICT PREQUALIFICATION APPLICATION

GENERAL ENGINEERING CONTRACTOR GENERAL BUILDING CONTRACTOR

SUBCONTRACTORS: ELECTRICAL PLUMBING MECHANICAL

LICENSE CLASSIFICATION (Check ALL that apply and provide License No.):

X	Classification	Description	License No.
<input checked="" type="checkbox"/>	A	General Engineering Contractor*	
<input type="checkbox"/>	B	General Building Contractor*	
<input type="checkbox"/>	C-4	Boiler, Hot-Water Heating & Steamfitting	
<input type="checkbox"/>	C-7	Low Voltage Systems	
<input type="checkbox"/>	C-10	Electrical	
<input type="checkbox"/>	C-16	Fire-Protection	
<input type="checkbox"/>	C-20	Warm-Air Heating, Ventilating and Air Conditioning	
<input type="checkbox"/>	C-34	Pipeline	
<input type="checkbox"/>	C-36	Plumbing	
<input type="checkbox"/>	C-38	Refrigeration	
<input type="checkbox"/>	C-42	Sanitation	
<input type="checkbox"/>	C-43	Sheet Metal	
<input type="checkbox"/>	C-46	Solar	

*General Contractors should also check all Specialty Licenses maintained by them.

PART I. CONTACT INFORMATION

Firm Name: _____ Check One: Corporation
 (as it appears on license) Partnership
 Sole Prop.

Contact Person (Name/Title): _____

Address: _____

Phone: _____ Fax: _____ E-Mail: _____
 (Mandatory Notification Fax)

If firm is a sole proprietor or partnership:

Owner(s) of Company _____

Contractor's License Classifications and License Numbers:

PART II. STATEMENT OF EXPERIENCE

A. Current Organization and Structure of the Business

For Firms That Are Corporations:

- 1a. Date incorporated: _____
- 1b. Under the laws of what state: _____
- 1c. 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 per cent of the corporation's stock.

Name	Position	Years with Co.	% Ownership	Social Security #

- 1d. 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 years.
NOTE: For this question, "owner" and "partner" refer to ownership of ten per cent or more of the business, or 10 per cent or more of its stock, if the business is a corporation.

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

For Firms That Are Partnerships:

- 1a. Date of formation: _____
- 1b. Under the laws of what state: _____
- 1c. Provide all the following information for each partner who owns 10 per cent or more of the firm.

Name	Position	Years with Co.	% Ownership	Social Security #

- 1d. 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 years.
NOTE: For this question, "owner" and "partner" refer to ownership of ten per cent or more of the business, or ten per cent or more of its stock, if the business is a corporation.

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

For Firms That Are Sole Proprietorships:

- 1a. Date of commencement of business. _____
 1b. Social security number of company owner. _____
 1c. 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 years.
NOTE: For this question, "owner" and "partner" refer to ownership of ten per cent or more of the business, or ten per cent or more of its stock, if the business is a corporation.

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

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

- 1a. Date of commencement of joint venture. _____
 1b. 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

B. History of the Business and Organizational Performance

2. Has there been any change in ownership of the firm at any time during the last three 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.

- 3. Is the firm a subsidiary, parent, holding company or affiliate of another construction firm?
NOTE: Include information about other firms if one firm owns 50 per cent 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.

- 4. Are any corporate officers, partners or owners connected to any other construction firms?
NOTE: Include information about other firms 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.

- 5. If your organization has conducted business under a name or name style different than your organization's present name, identify all prior name(s) or name style(s):

- 6. How many years has your organization been in business in California as a contractor under your present business name and license number? _____ years

- 7. Was your firm in bankruptcy at any time during the last five 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.

- 8. Your organization's Federal Tax Identification Number: _____

- 9. State your firm's gross revenues for each of the last three years:

- 10. State your firm's net revenues for each of the last three years:

- 11. The Contractor has the following net worth, computed as total assets minus current liabilities:

Contractor's Total Assets: \$ _____

Contractor's Current Liabilities: < _____ >

Contractor's Net Worth: \$ _____

12. Bonding capacity: Provide documentation from your surety confirming your firm has sufficient bonding capacity for this Project and identifying the following:

Name of bonding company/surety: _____

Name of surety agent, address and telephone number:

Total bonding capacity: _____

13. List all other sureties (name and full address) that have written bonds for your firm during the last five years, including the dates during which each wrote the bonds:

14. Type of construction in which your firm specializes and trades/scope of work that you self-perform: _____

Licenses

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

16. 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 CSLB records who meet(s) the experience and examination requirements for each license.

17. Has your firm changed names or license number in the past five years?

Yes No

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

18. Has any owner, partner or (for corporations:) officer of your firm operated a construction firm under any other name in the last five years?

Yes No

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

19. Has any CSLB license held by your firm or its Responsible Managing Employee (RME) or Responsible Managing Officer (RMO) been suspended within the last five years?

Yes No

If “yes,” please explain on a separate signed sheet.

20. Are you currently a DIR Registered Contractor?

Yes No

If “no,” Not Qualified to bid any District projects.

Disputes

21. At any time in the last five years has your firm been assessed and paid liquidated damages after completion of a project 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, amount of liquidated damages assessed and all other information necessary to fully explain the assessment of liquidated damages.

22. In the last five 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 1c or 1d 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.

23. In the last five years has your firm been denied an award of a public works contract based on a finding by a public agency that your company was not a responsible bidder?

Yes No

If “yes,” explain on a separate signed page. Identify the year of the event, the owner, the project and the basis for the finding by the public agency.

* * *

NOTE: The following two questions refer only to disputes between your firm and the owner of a project. You need not include information about disputes between your firm and a supplier, another contractor, or subcontractor. You need not include information about “pass-through” disputes in which the actual dispute is between a sub-contractor and a

project owner. Also, you may omit reference to all disputes about amounts of less than \$50,000.

24. In the past five years has any claim **against** your firm concerning your firm's work on a construction project been **filed in court or arbitration?**

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).

25. 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?**

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).

26. At any time during the past five years, has any surety company made any payments on your firm's behalf as a result of a default, to satisfy any claims made against a performance or 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.

27. In the last five 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.

28. Within the last five 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 years. (If your firm has been in the construction business for less than five 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.)

Criminal Matters and Related Civil Suits

29. 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.
30. 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.
31. 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

32. If your firm was required to pay a premium of more than one per cent for a performance and payment bond on any project(s) on which your firm worked at any time during the last three years, state the percentage that your firm was required to pay. You may provide an explanation for a percentage rate higher than one per cent, if you wish to do so.
-
33. During the last five 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

34. 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 years?

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

Yes No

If "yes," attached 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, 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.

35. Has the federal Occupational Safety and Health Administration cited and assessed penalties against your firm in the past five 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.

36. 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 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.

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

38. Within the last five 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 years. (If your firm has been in the construction business for less than five 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

39. Has there been more than one occasion during the last five 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.

40. During the last five years, has there been more than one 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.

41. 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 *[Public Entity]*.

42. 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 years in each apprenticeship and the number of persons who, during the past three years, completed apprenticeships in each craft while

employed by your firm.

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

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

Yes No

If “yes,” provide the date(s) of such findings, and attach copies of the Department’s final decision(s).

PART III. CONTRACTOR’S PERFORMANCE/EXPERIENCE

QUALIFICATION CATEGORIES:

Using the forms attached hereto (Attachments 1 and 2), Contractor shall provide the following information:

- 1. Contractor shall identify and provide information about its six most recently completed public works projects and its three largest completed private projects within the last five (5) years. Names and references must be current and verifiable.
- 2. Contractor shall identify and provide information about K-12 new construction and/or modernization construction completed by your organization within the past five (5) years sufficient to satisfy the Bidder Experience Qualification requirement of any or all of the following **Contractor Qualification Categories:**
 - A. New Construction**
Minimum Bidder Experience Qualifications: Completion of at least two (2) DSA-approved new construction projects.
 - B. Modernization (No Classrooms)/Infrastructure**
Minimum Bidder Experience Qualifications: Completion of at least two (2) DSA-approved Modernization/Infrastructure projects.
 - C. Modernization with Classrooms**
Minimum Bidder Experience Qualifications: Completion of at least two (2) DSA-approved K-12 Modernization projects with a combined total at least fifteen (15) modernized individual classrooms.
 - D. Modernization with Science Classrooms.**
Minimum Bidder Experience Qualifications: Completion of at least two (2) DSA approved K-12 Modernization projects with a combined total at least fifteen (15)

modernized individual Classrooms and at least eight (8) modernized individual science classrooms.

- 3. Contractor shall identify and provide information about **all construction projects your organization currently has in progress**

* * * * *

CONTRACTOR CERTIFICATION

I, the undersigned, certify that I am duly authorized to execute this Contractor Certification on behalf of applicant. I further certify and declare that I have read all the foregoing answers to this prequalification questionnaire and know their contents. The matters stated in the questionnaire answers are true of my own knowledge and belief, except as to those matters stated on information and belief, and as to those matters I believe them to be true. I acknowledge that if the matters stated in the answers to this Prequalification Questionnaire are determined by the District to be false or untrue, Applicant may be deemed disqualified and may further be precluded from applying for prequalification with District for a period of one year. I declare under penalty of perjury under the laws of the State of California, that the foregoing is true and correct.

Dated: _____

Signature

Printed Name

Title

**ATTACHMENT 1
CONSTRUCTION PROJECTS COMPLETED**

Contractor Name: _____

Project Name: _____

Location: _____

Owner: _____

Owner Contact (name, address, current phone number and e-mail address):

Project Type: New Construction Modernization Modernization with Classrooms
 Modernization with Science Rooms

Procurement: General Contractor Multi-Prime Lease/Leaseback Design-Build

Contractor's Role: General Contractor Subcontractor. Trade _____

Architect or Engineer (name, company name, current phone number and e-mail address):

Construction Manager (name, company name, current phone number and e-mail address):

Description of Project, Scope of Work Performed: _____

Contractor's Original Contract Price:	
Contractor's Total Adjusted Contract Price:	
Start Date and Planned Duration	/
Date of Completion and Actual Duration	/
Time Extensions Granted (no. of days):	
Included Modernization of #__ Classrooms	
Included Modernization of #__ Science Rooms	

**ATTACHMENT 2
CONSTRUCTION PROJECTS IN PROGRESS**

Contractor Name: _____

Project Name: _____

Location: _____

Owner: _____

Owner Contact (name, address, current phone number and e-mail address):

Project Type: New Construction Modernization Modernization with Classrooms
 Modernization with Science Rooms

Procurement: General Contractor Multi-Prime Lease/Leaseback Design-Build

Contractor's Role: General Contractor Subcontractor. Trade _____

Architect or Engineer (name, company name, current phone number and e-mail address):

Construction Manager (name, company name, current phone number and e-mail address):

Description of Project, Scope of Work Performed:

Contractor's Original Contract Price:	
Contractor's Total Adjusted Contract Price:	
Start Date and Planned Duration	/
Date of Completion and Actual Duration	/
Time Extensions Granted (no. of days):	
Included Modernization of #__ Classrooms	
Included Modernization of #__ Science Rooms	
Contractor's Original Contract Price:	

PART IV, SECTION I. ESSENTIAL REQUIREMENTS FOR QUALIFICATION

Contractor will be immediately disqualified if the answer to any of questions 1 through 9 is “no.”
Contractor will be immediately disqualified if the answer to any of questions 10 through 18 is “yes.”
Contractor will be immediately disqualified from modernization projects involving classroom remodels if the answer to question 19 is “no.”
Contractor will be immediately disqualified from modernization projects involving science classrooms if the answer to question 20 is “no.”

NOTE: ESSENTIAL REQUIREMENTS 1 AND 2 APPLY TO GENERAL CONTRACTORS ONLY.

- 1. Has your firm completed two (2) public works projects with a contract price of at least One Million Dollars (\$1,000,000.00) that were subject to review, approval, and inspection by the California Department of the General Services, Division of State Architect within the last five (5) years?
 Yes No

- 2. Does your firm have a minimum of three (3) years experience in public school/community college construction as a prime general contractor?
 Yes No

NOTE: ESSENTIAL REQUIREMENTS 3 AND 4 APPLY TO ELECTRICAL, MECHANICAL AND PLUMBING SUBCONTRACTORS ONLY.

- 3. Has your firm completed two (2) public works projects, either as a Prime Contractor or a subcontractor, with a contract price of at least Two Hundred Fifty Thousand Dollars (\$250,000.00) in your license classification that were subject to review, approval, and inspection by the California Department of the General Services, Division of State Architect within the last five (5) years?
 Yes No

- 4. Does your firm have a minimum of two (2) years experience in public school/community college construction as a licensed trade contractor in one of the following C.S.C.L.B. Classifications:
 ?
 Yes No

- 5. Contractor possesses a valid and current California Contractor’s license for the Project for which it intends to submit a bid?
 Yes No

- 6. Contractor has a liability insurance policy with a policy limit of at least \$1,000,000 per occurrence and \$2,000,000 aggregate from an insurer with an A.M. Best rated A- or better; A.M. Best Financial Size Category VII or higher; authorized under California law to transact business in the State of California and authorized to issue insurance policies in the State of California?
 Yes No

7. Contractor has current workers' compensation insurance policy as required by the Labor Code or is legally self-insured pursuant to Labor Code section 3700, et. seq.?
 Yes No Contractor is exempt from this requirement, it has no employees
8. Have you attached a notarized statement from an admitted surety insurer (approved by the California Department of Insurance) authorized to issue bonds in the State of California having an A.M. Best rating of A- or better which states: (a) that your current bonding capacity is sufficient for the project for which you seek pre-qualification if you are seeking pre-qualification for a single project; or (if you are seeking pre-qualification valid for a year) (b) your current available bonding capacity?
NOTE: Notarized statement must be from the surety company, not an agent or broker.
 Yes No
9. Have you attached your latest copy of a reviewed or audited financial statement with accompanying notes and supplemental information.
 Yes No
10. Is the Contractor's current Workers Compensation Insurance EMR higher than 1.25?
 Yes No
11. Has your contractor's license been revoked at any time in the last five years?
 Yes No
12. Has a surety firm completed a contract on your behalf, or paid for completion because your firm was terminated for cause or default by the project owner within the last five (5) years?
 Yes No
13. At the time of submitting this Prequalification 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
14. At any time during the last five 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. Has any CSLB license held by your firm or its Responsible Managing Employee (RME) or Responsible Managing Officer (RMO) been suspended within the last five years?
 Yes No
16. In the last five 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 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 1c or 1d on this form.

Yes No

17. Is your firm currently the debtor in a bankruptcy case?

Yes No

18. At any time during the last five years, 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

19. Has your firm completed construction on one (1) or more K-12 public works modernization projects that cumulatively required modernization of at least fifteen (15) individual classrooms?

Yes No

20. Has your firm completed construction on one (1) or more K-12 public works modernization projects that cumulatively required modernization of at least eight (8) individual science classrooms?

Yes No

SECTION II: EVALUATION CRITERIA

1. How many years has your organization been in business in California as a contractor under your present business name and license number? _____ years

5 points for 6 years or more **4 points for 5 years**
3 points for 4 years **2 points for 3 years or less**

2. Was your firm or any predecessor to your firm, or any of its owners, officers or partners at any time during the last five years in bankruptcy? (This question refers only to a bankruptcy action that was not described in answer to question 7, above)

Yes No

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

10 points for “No”
0 points for “Yes”

3. Has any CSLB license held by your firm or its Responsible Managing Employee (RME) or Responsible Managing Officer (RMO) been suspended within the last five years?

Yes No

5 points for “No”
0 points for “Yes”

4. At any time in the last five years has your firm been assessed and paid liquidated damages after completion of a project 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, amount of liquidated damages assessed and all other information necessary to fully explain the assessment of liquidated damages.

10 points for “No”
4 points for “Yes” indicating one project with liquidated damages of more than \$50,000
0 points for “Yes” indicating two projects or more projects with liquidated damages of more than \$50,000
0 points for any other answer

5. In the last five 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 1c or 1d on this form.

Yes No

5 points for “No”
0 points for “Yes”

6. In the last five years, has your firm been denied an award of a public works contract based on a finding by a public agency that your company was not a responsible bidder?

Yes No

10 points for "No"

0 points for "Yes"

7. Has your organization ever refused to sign a construction contract awarded to it?

Yes No

If so, on a separate attachment, state the following: (i) describe each such contract; (ii) the owner's name, address, telephone number and contact person; and (iii) the circumstances of your refusal to sign such contract.

10 points for "No"

0 points for "Yes"

8. Has your organization ever failed to complete or been precluded from completing a construction contract or been terminated for convenience?

Yes No

If so, on a separate attachment, state the following: (i) describe each such contract; (ii) the owner's name, address, telephone number and contact person; and (iii) the circumstances of your failure to complete such contract.

10 Points for "No"

7 points for "Yes" if termination for convenience or if precluded due to events beyond Contractor's control

0 Points for "Yes" indicating any other reason

* * * * *

NOTE: The following two questions refer only to disputes between your firm and the owner of a project. You need not include information about disputes between your firm and a supplier, another contractor, or subcontractor. You need not include information about "pass-through" disputes in which the actual dispute is between a sub-contractor and a project owner. Also, you may omit reference to all disputes about amounts of less than \$50,000.

If the firm's average gross revenue for the last three years was less than \$50 million, scoring is as follows:

10 points for either "No" or "Yes" indicating 1 such instance.

5 points for "Yes" indicating 2 such instances.

0 points for "Yes" if more than 2 such instances.

If your firm's average gross revenue for the last three years was more than \$50 million, scoring is as follows:

10 points for either "No" or "Yes" indicating 1, 2, or 3 such instances.

5 points for "Yes" indicating either 4 or 5 such instances.

0 points for "Yes" if more than 5 such instances.

9. 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?
 Yes Number of instances: ____ No
10. In the past five years has any claim **against** your firm concerning your firm's work on a construction project been **filed in court or arbitration?**
 Yes Number of instances: ____ No
11. At any time during the past five years, has any surety company made any payments on your firm's behalf as a result of a default, to satisfy any claims made against a performance or payment bond issued on your firm's behalf in connection with a construction project, either public or private?
 Yes No
5 points for either "No" or "Yes" indicating 1 such claim.
3 points for "Yes" indicating no more than 2 such claims
Subtract five points for "Yes" if more than 2 such claims
12. In the last five years has any insurance carrier, for any form of insurance, refused to renew the insurance policy for your firm?
 Yes No
5 points for "No"
3 points for "Yes" indicating 1 such instance
0 points for "Yes" or if 2 or more such instances
13. Are there any judgments, orders, decrees or arbitration awards pending, outstanding against your organization or any of the officers, directors, employees or principals of your organization?
 Yes No
 If so, describe each such judgment, order, decree or arbitration award and the present status of the satisfaction or discharge thereof.
10 points for "No"
0 points for "Yes"
14. 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
5 points for "No"
0 points for "Yes"
15. 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
5 points for "No"
0 points for "Yes"

16. Was your firm required to pay a premium of more than one percent for a performance and payment bond on any project(s) on which your firm worked at any time during the last three years, state the percentage that your firm was required to pay.

Yes Bond Premium Paid: _____ No

3 points if the rate is no more than one percent

0 points if the rate is more than one percent

17. During the last five 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

5 points for "No"

0 points for "Yes"

18. During the last five years, has a claim or other demand been made against your organization's California Contractors License Bond?

Yes No

5 points for "No"

0 points for "Yes"

19. During the last five years, has a complaint been filed against your organization's California Contractors License with the California Contractors State License Board?

Yes No

5 points for "No"

0 points for "Yes"

20. Within the last five 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

5 points for "No"

3 points for "Yes" indicating 1 such instance

0 points for "Yes" if 2 or more such instances

21. Has there been more than one occasion during the last five 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 or with the **federal** Davis-Bacon prevailing wage requirements?

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.

5 points for "No"

3 points for "Yes" indicating no more than 3 such instances

0 points for "Yes" indicating 4 or more such instances

* * * * *

NOTE: The scoring for the following four (4) questions shall be as follows:

If the firm's average gross revenues for the last three years was less than \$50 million, scoring is as follows:

5 points for either "No" or "Yes" indicating 1 such instance.

3 points for "Yes" indicating 2 such instances.

0 points for "Yes" if more than 2 such instances.

If the firm's average gross revenues for the last three years was more than \$50 million, scoring is as follows:

5 points for either "No" or "Yes" indicating 1, 2, or 3 such instances.

3 points for "Yes" indicating either 4 or 5 such instances.

0 points for "Yes" if more than 5 such instances.

22. 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 years?

Note: If you have filed an appeal of a citation and the appropriate appeals Board has not yet ruled on your appeal, you need not include information about it.

Yes No

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

Note: If you have filed an appeal of a citation and the appropriate appeals Board has not yet ruled on your appeal, you need not include information about it.

Yes No

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

24. 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 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.

25. At any time during the last five 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).

26. List your firm’s Experience Modification Rate (EMR) (California workers’ compensation insurance) for each of the past three 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 years is or was 1.00 or higher you may, if you wish, attach a letter of explanation.

- 4 points for three-year average EMR of .95 or less**
- 3 points for three-year average of EMR of more than .95 but no more than 1.10**
- 2 points for three-year average of EMR of more than 1.10 but no more than 1.25**
- 0 points for any other EMR**

* * * * *

The individual executing this Prequalification Application on behalf of the Contractor is duly and fully authorized to execute this Prequalification Application and hereby certifies and declares:

I have read all of the responses to this Prequalification Application and the supporting documentation attached hereto and know their contents. The matters stated in the Prequalification Application responses and supporting documentation are true of my own knowledge and belief, except as to those matters stated on information and belief, and as to those matters I believe them to be true. I declare under penalty of perjury under the laws of the State of California, that the foregoing is correct.

Dated: _____

(Name)

Title: _____

PART V: REFERENCE/QUESTIONNAIRE

Contractor: _____

Contractor shall complete the following information about its largest completed public projects within the last five years. Please indicate if DSA project. Once complete, send to listed owner for completion of the questionnaire and submission of all pages to the District. District will verify all Reference Questionnaires submitted.

Project Name: _____

Location: _____

Owner: _____

Owner Contact (name and current phone number, fax and e-mail):

To Be Completed by Contractor and Verified By Owner:

Architect or Engineer: _____

Architect or Engineer Contact (name and current phone number, fax and e-mail):

Construction Manager (name and current phone number, fax and e-mail):

Description of Project, Scope of Work Performed:

Original Contract Price: _____

Total Adjusted Contract Price (including change orders): _____

Original Duration: _____

Actual Duration: _____

Time Extensions Granted (number of days): _____

REFERENCE QUESTIONNAIRE (con't)

Contractor Name: _____

Reference: Please confirm Project information identified on preceding page and then rate the contractor from 0 to 10, with 0 being the least and 10 being the highest, using the following questions. Once completed please sign and send all pages directly to Rowland Unified School District, Attention: Director of Purchasing, via fax at (626) 854-8369.

- 1. How did the contractor perform in preventing or resolving any stop notices or liens?
0 1 2 3 4 5 6 7 8 9 10
- 2. Did the contractor provide adequate personnel?
0 1 2 3 4 5 6 7 8 9 10
- 3. How was the contractor's performance in adequately planning, coordinating, and implementing the work?
0 1 2 3 4 5 6 7 8 9 10
- 4. How cooperative was the contractor in working with the Owner?
0 1 2 3 4 5 6 7 8 9 10
- 5. Rate the contractor's timeliness in providing reports and paperwork, including change order paperwork?
0 1 2 3 4 5 6 7 8 9 10
- 6. Was the contractor timely in completing the project?
0 1 2 3 4 5 6 7 8 9 10
- 7. How did the contractor perform in mitigating or preventing change orders on the job?
0 1 2 3 4 5 6 7 8 9 10
- 8. How fair was the contractor in pricing changes?
0 1 2 3 4 5 6 7 8 9 10
- 9. How has the contractor been in taking care of warranty items?
0 1 2 3 4 5 6 7 8 9 10
- 10. How fair was the contractor when dealing with claims?
0 1 2 3 4 5 6 7 8 9 10
- 11. Rate the effectiveness of the safety program provided by the contractor.
0 1 2 3 4 5 6 7 8 9 10
- 12. Rate the contractor's timeliness in paying their suppliers/subcontractors.
0 1 2 3 4 5 6 7 8 9 10

13. How proactive was the contractor in resolving problems?

0 1 2 3 4 5 6 7 8 9 10

14. How would you rate the contractor's overall performance?

0 1 2 3 4 5 6 7 8 9 10

15. Would you work with this contractor again?

0 1 2 3 4 5 6 7 8 9 10

* * * * *

Dated: _____

Printed Name: _____

Title: _____

(Signature)

PART VI: FINANCIAL STATEMENT / ACCOUNTANT'S RELEASE LETTER

The certificate of a licensed Certified Public Accountant will be required in all cases. A suggested form of a certificate for both an audit and a review is attached hereto. One of these may be used if appropriate. It will be acceptable for the accountant to submit a certificate in the accountant's own words. However, such qualifications shall not be so extensive as to nullify the value of the statement or its usefulness to the District.

Accountant's Release Letter will be required. Rowland Unified School District will verify financial statement validity with responsible accountant.

Term of Financial Statements. A Contractor's financial information shall be valid until the date shown is more than one year old from the time the prequalification application is approved. Statements will be held on file until the financial information is fifteen (15) months old at which time it will be destroyed. All applicable portions of the form should be completed with schedules attached if the space provided does not suffice.

FINANCIAL INFORMATION

COMPLETE THIS CERTIFICATE FOR AN AUDIT OF FINANCIAL STATEMENT:

STATE OF: _____

We have examined the Financial Statement of _____ as of _____, a copy of which is attached hereto. Our examination was made in accordance with generally accepted auditing standards, and accordingly included such tests of the accounting records and such other auditing procedures as we considered necessary in the circumstances.

In our opinion, the accompanying financial statement included on pages ____ to ____ inclusive, sets forth fairly the financial condition of _____ as of _____, in conformity with generally accepted accounting principles.

Type Name of Firm

Accountant must sign here

Telephone No.

License No.

.....
COMPLETE THIS CERTIFICATE FOR A REVIEW ONLY OF FINANCIAL STATEMENT:

I (we) have reviewed the accompanying financial statement of _____ as of _____, a copy of which is attached hereto. The information included in the financial statement is the representation of the management of the above firm.

Based on my (our) review with the exception of the matter(s) described in the following paragraphs(s), I am (we are) not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in conformity with generally accepted accounting principles.

Type Name of Firm

Accountant must sign here

Telephone No.

License No.

(Note this review consists principally of inquiries of management and appropriate analytical procedures applied to this financial data. It is substantially less in scope than an examination in accordance with generally accepted auditing standards, the objective of which is the expression of opinion regarding the financial statements taken as a whole. Accordingly, we have not expressed such an opinion.)

Special note to Accountant:

The above Certificates of Accountant shall not be made by any individual who is in the regular employ of the individual, partnership or corporation submitting the statement; nor by any individual who is a member of the firm with more than a ten percent financial interest.

ACCOUNTANT'S RELEASE LETTER

By signing the form below, I authorize Rowland Unified School District to contact our company's licensed accounting firm to verify our most recent audited or reviewed financial statement. I understand the financial statement is confidential information and is not open to public inspection.

Name

Title

Company Name

Date

Verified by Rowland Unified School District	
_____	_____
<i>Name</i>	<i>Date</i>

DIR REGISTRATION VERIFICATION

I am the _____ of _____ (“Bidder”) submitting the accompanying Prequalification Application for Rowland Unified School District public works projects.

(Title/Position)

(Bidder Name)

1. Bidder is currently registered as a contractor with the Department of Industrial Relations (“DIR”).
2. Bidder’s DIR Registration Number is: _____. The expiration date of the Bidder’s DIR Registration is _____, 201__.
3. If Bidder is awarded the Contract for the Work and the expiration date of the Bidder’s DIR Registration will occur: (i) prior to expiration of the Contract Time for the Work; or (ii) prior to the Bidder completing all obligations under the Contract for the Work, the Bidder will take all measures necessary to renew the Bidder’s DIR Registration so that there is no lapse in the Bidder’s DIR Registration while performing Work under the Contract.
4. Bidder, if awarded a Contract for Work, will remain a DIR registered contractor for the entire duration of the Work.
5. The Bidder acknowledges that it shall be required to independently verify that each Subcontractor identified in the Subcontractors List submitted with the Bid Proposal of the Bidder is currently a DIR registered contractor.
6. Bidder has provided the DIR Registration Number for each subcontractor identified in Bidder’s Subcontractors’ List or within twenty-four (24) hours of the opening of Bid Proposals for the Work, the Bidder will provide the District with the DIR Registration Number for each subcontractor identified in Bidder’s Subcontractors List.
7. Bidder’s solicitation of subcontractor bids shall include notice to prospective subcontractors that: (i) all sub-tier subcontractors must be DIR registered contractors at all times during performance of the Work; and (ii) prospective subcontractors may only solicit sub-bids from and contract with lower-tier subcontractors who are DIR registered contractors.
8. If any of the statements herein are false or omit material facts rendering a statement to be false or misleading, Bidder may be deemed not qualified and its Bid Proposal may be deemed non-responsive.

I have personal first hand-knowledge of all of the foregoing. I declare under penalty of perjury under California law that the foregoing is true and correct.

Executed this ____ day of _____, 201__ at _____
City and State)

(Signature)

(Name, typed or printed)