



**WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
PREQUALIFICATION QUESTIONNAIRE FOR PROSPECTIVE BIDDERS**

The governing board ("Board") of the West Contra Costa Unified School District ("District") has determined that contractors ("Contractor(s)" or "Firm(s)") on the District's state-funding-eligible projects must be prequalified prior to submitting a bid or proposal on a project.

It is mandatory that all contractors submit a completed Prequalification Questionnaire to the District prior to submitting a bid or proposal on a project.





**WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
PREQUALIFICATION QUESTIONNAIRE FOR PROSPECTIVE BIDDERS**

CONTRACTOR (OR "FIRM") INFORMATION

Contractor's Company Name (as it appears on CSLB License):

Contact Person/Title:

Address:

Office 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 three (3) full fiscal years. 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.

NOTE: CONTRACTORS WHO QUALIFY AS A "SMALL BUSINESS ADMINISTRATION ENTITY" PURSUANT TO GOVERNMENT CODE SECTION 14837(D)(1)(B) ARE NOT REQUIRED TO SUBMIT AN AUDITED FINANCIAL STATEMENT IF CONTRACTOR'S BID IS EQUAL TO OR LESS THAN TWENTY-FIVE PERCENT OF THE QUALIFYING AMOUNT PROVIDED IN GOVERNMENT CODE SECTION 14837(D)(1)(B). IN LIEU OF THE FINANCIAL STATEMENT, THE DISTRICT WILL ACCEPT CONTRACTOR'S TAX RETURNS OVER THE LAST THREE (3) YEARS THAT DEMONSTRATE ACCURATELY ITS GROSS RECEIPTS, AND/OR AN INCOME AND BALANCE SHEET THAT DEMONSTRATES CONTRACTOR'S GROSS RECEIPTS OVER THE LAST THREE (3) YEARS. ANY FINANCIAL RECORDS SUBMITTED FOR PURPOSES HEREUNDER MUST BE CERTIFIED UNDER THE PENALTY OF PERJURY.

Name of license holder exactly as on file with the California State License Board:

License classification(s):

License Number(s):

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:

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.

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.

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.



Indicate the form of Contractor's firm (type of business entity):

- ☐ 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
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QUESTIONS

Pass/Fail Questions (Essential Criteria)

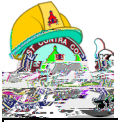
1a. FOR ALL CONTRACTORS PREQUALIFYING EXCEPT CONTRACTORS WITH C-16 LICENSE:

Has Firm contracted for and completed construction of a minimum of:

- **Four (4)** California K-12 public school district construction projects- can use up to two (2) California Community College projects
- Each with a value of at least **\$300,000**, and



- (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 five (5) years?
(Please circle one)



Scored Questions

1.	Has your Firm paid liquidated damages pursuant to a contract for a project with either a public or private owner within the past five (5) years? <i>(Please circle one)</i> If YES, explain and indicate on separate signed sheet(s) the project name(s), damages(s), and date(s).	<u>YES</u> <u>NO</u>
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 five (5) years? <i>(Please circle one)</i> If YES, explain and indicate on separate signed sheet(s) the project name(s), the premium amount(s), and date(s).	<u>YES</u> <u>NO</u>

3. Has any insurer had to pay amounts to third parties that were in any way related to construction activity within the past five (5) years?
(Please circle one)



9.	Has your Firm or any of its officers, supervisors, managers 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 five (5) years? <i>(Please circle one)</i> If YES, indicate on separate signed sheet(s) the project name(s), violation(s), and date(s) of citation(s) and/or assessment(s).	<table border="1"><tr><td data-bbox="1328 189 1388 220">YES</td><td data-bbox="1388 189 1500 220">NO</td></tr><tr><td data-bbox="1328 220 1388 455"></td><td data-bbox="1388 220 1500 455"></td></tr></table>	YES	NO		
YES	NO					
10.	Has your Firm or any of its officers, supervisors, managers been cited and/or assessed penalties by the					



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: _____