



DUNSMUIR
Joint Union High
School District

Est. 1911
 100 Years of Academic and Athletic Excellence

CONTRACTOR'S
PRE-QUALIFICATION
QUESTIONNAIRE

5805 High School Way
 Dunsmuir, CA 96025
 530.235.4835* Fax 530.235.2224
 www.dunsmuirhigh.k12.ca.us

NAME OF FIRM:			
CHECK ONE:	<input type="checkbox"/> Corporation	<input type="checkbox"/> Partnership	<input type="checkbox"/> Sole Proprietor
CONTACT NAME:		TITLE:	
ADDRESS:			
CITY:		STATE:	ZIP:
TELEPHONE:		FAX:	
EMAIL:			
DIR REGISTRATION NUMBER:			

CA CONTRACTOR'S LICENSE NUMBER(S):	CLASS OF CONTRACTOR LICENSE(S) HELD:	EXPIRATION DATE(S):
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Contractors should **circle those categories of work** in which they are licensed and are seeking to be prequalified.

CATEGORIES OF WORK

General Contractor	B	Ornamental Metal	C-23
Boiler, Hot Water Heating & Stem Fitting	C-4	Painting & Decorating	C-33
Cabinet & Mill Work	C-6	Parking & Highway Improvement	C-32
Communication	C-7	Pipeline	C-34
Concrete	C-8	Plastering	C-35
Drywall	C-9	Plumbing	C-36
Electrical (General)	C-10	Refrigeration	C-38
Electrical (Sign)	C-45	Roofing	C-39
Elevator Installation	C-11	Sanitation System	C-42
Earthwork & Paving	C-12	Sheet Metal	C-43
Fencing	C-13	Steel, Reinforcing	C-50
Fire Protection Engineering	C-16	Steel, Structural	C-51
Flooring & Floor Covering	C-15	Swimming Pool	C-53
Glazing	C-17	Tile (Ceramic & Mosaic)	C-54
Building Moving, Wrecking	C-21	Warm Air Heating, Ventilating & Air Condition	C-20
Insulation & Acoustical	C-2	Water Conditioning	C-55
Landscaping	C-27	Welding	C-60
Lathing	C-26	Well Drilling	C-57
Masonry	C-29	Limited Specialty	C-61
Other, list here:			

Application certification: I certify that to the best of my knowledge, the elements of information provided above are accurate and true, as of this date. I am properly licensed and skilled to perform the above work and am able to secure bonds to perform the work. My company shall comply with all local, state and federal requirements.



CONTRACTOR'S PRE-QUALIFICATION QUESTIONNAIRE

PART I. ESSENTIAL REQUIREMENTS FOR QUALIFICATION

Contractor will be immediately disqualified if the answer to questions 1 through 5 is "No."⁵ YES NO

- 1) Do you have a commercial general liability policy in accordance with minimum State requirements? What is that amount? _____ YES NO
- 2) Contractor possess a valid and current California Contractor's license for the work for which contractor is seeking prequalification, and is registered with the California Department of Industrial Relations for public works projects. YES NO
- 3) Have you attached your latest copy of a reviewed or audited financial statement with accompanying notes and supplemental information?⁷ YES NO
NOTE: A financial statement that is not either reviewed or audited is not acceptable. 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.
- 4) Have you attached a notarized statement from an admitted surety insurer (approved by the California Department of Insurance) and authorized to issue bonds in the State of California, which states your current available bonding capacity?⁸ YES NO
NOTE: Notarized statement must be from the surety company, not an agent or broker.
- 5) Do you either a) have a current workers' compensation insurance policy as required by the Labor Code, or b) comply with Labor Code sections 3700 *et seq.*'s requirements to be legally self-insured, or c) have no employees, exempting you from the worker's compensation requirement? YES NO

Contractor will be immediately disqualified if the answer to any of questions 6 through 9 is "Yes."⁶

- 6) Has your contractor's license been suspended or revoked at any time during the last five (5) years? YES NO
- 7) Has a surety company completed a contract on contractor's behalf, or paid for completion of a project because contractor was default terminated by the project owner within the last five (5) years? YES NO
- 8) Are you currently ineligible to bid on, or be awarded, or perform as a subcontractor on a public works contract pursuant to either Labor Code Section 1777.1 (violation of public works labor laws) or Labor Code Section 1777.7 (violation of apprentice requirements)? YES NO
- 9) At any time during the last five (5) 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
- 10) Are you currently the debtor in a bankruptcy case? YES NO

⁵A "no" answer to question 3 will not be disqualifying if the contractor is exempt from complying with Question 3, for reasons explained in footnote 7.

⁶A contractor disqualified solely because of a "Yes" answer given to question 6, 7 or 9 may appeal the disqualification and provide an explanation of the relevant circumstances during the appeal procedure.

⁷Public Contract Code section 20101(e) exempts from this requirement a contractor who has qualified as a small business pursuant to Government Code section 14837(d)(1), if the bid is "no more than 25 percent of the qualifying amount provided in section 14837(d)(1)."

⁸An additional notarized statement from the surety may be requested by the District at the time of submission of a bid, if this pre-qualification is submitted more than 60 days prior to submission of the bid.



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PART II. ORGANIZATION, HISTORY, ORGANIZATIONAL PERFORMANCE, COMPLIANCE WITH CIVIL AND CRIMINAL LAWS

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 10 percent of the corporation's stock.

NAME	POSITION	YEARS WITH CO.	% OWNERSHIP

- 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 10 percent or more of the business, or 10 per cent or more of its stock, if the business is a corporation.

PERSON'S NAME	CONSTRUCTION COMPANY	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 of the following information for each partner who owns 10 percent or more of the firm.

NAME	POSITION	YEARS WITH CO.	% OWNERSHIP



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A. Current Organization and Structure of the Business - Continued

For Firms That Are Partnerships: (Continued)

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 10 percent or more of the business, or 10 percent 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. 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 10 percent or more of the Business, or 10 percent 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



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B. History of the Business and Organizational Performance (If answer to any of the following is "Yes", please explain on a separate signed sheet)

- | | YES | NO |
|--|--------------------------|--------------------------|
| 1) 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. | <input type="checkbox"/> | <input type="checkbox"/> |
| 2) 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 percent or more of another, or if an owner, partner, or officer of your firm holds a similar position in another firm. | <input type="checkbox"/> | <input type="checkbox"/> |
| 3) 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. | <input type="checkbox"/> | <input type="checkbox"/> |
| 4) State your firm's gross revenues for each of the last three years:

_____ | | |
| 5) How many years has your organization been in business in California as a contractor under your present business name and license number?

_____ | | |

The following questions relate to the last five years preceding this submission. If answer to any of the following is yes, please explain on a separate signed sheet.

- | | YES | NO |
|--|--------------------------|--------------------------|
| 6) Is your firm currently the debtor in a bankruptcy case, or has it been? | <input type="checkbox"/> | <input type="checkbox"/> |
| 7) Was your firm in bankruptcy at any time during the last 5 years? (This question refers only to A bankruptcy action that was not described in answer 6 above). | <input type="checkbox"/> | <input type="checkbox"/> |

Licenses

8) List all California construction license numbers, classifications and expiration dates of the California Contractor licenses held by your firm:

9) 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.



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The following questions relate to the last five years preceding this submission. If answer to any of the following is yes, please explain on a separate signed sheet.

YES NO

Licenses - Continued

- 10) Has your firm changed names or license number in the past five years? YES NO
- 11) 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
- 12) Has any Contractor's State License Board (CSLB) license held by your firm or Responsible Managing Employee (RME) or Responsible Managing Officer (RMO) been suspended? YES NO

Disputes

- 13) How many times has contractor ever failed to enter into a contract once selected?

- 14) How many times in the past 5 years has contractor been assessed and paid liquidated damages for a project under contract with either a public or private owner?

- 15) Has contractor, or any firm contractor's owners, officers or partners are associated with, been debarred, disqualified, removed or otherwise prevented from bidding on or competing for any public works project? YES NO
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.

- 16) Has your firm been denied an award of a public works contract based on a finding by a public agency that the contractor was not a responsible bidder? YES NO
NOTE: Do not include any instance in which your firm was found not responsible solely due to lacking specified experience of the firm or key personnel.

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 less than \$50,000.

- 17) Has any claim in court or arbitration concerning your firm's work on a construction project been filed against your firm in excess of \$100,000 and either (i) won or (ii) compromised for 55% or more than the amount asserted? YES NO
- 18) Has your firm made any claim against a project owner in court or arbitration concerning work on a project or payment for a contract and in excess of \$100,000 and either (i) lost or (ii) compromised that claim for 55% or less than the amount asserted? YES NO



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Disputes – Continued

YES NO

- 19) Has any surety made any payments on contractor's behalf as a result of a default to satisfy a claim made against a performance or payment bond issued on contractor's behalf in connection with a construction project?

Bonding

- 20) Has any insurance carrier, for any form of insurance, refused to renew the insurance policy for your firm?

- 21) Has your firm or any of its owners, officers or partners ever been found liable in a civil suit for making any false claim or material misrepresentation to any public agency or entity?

- 22) Has your firm or any of its owners, officers or partners ever been convicted of a crime involving Federal, state or local law related to construction?

- 23) 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 (including making any false claim or material misrepresentation to a public agency)?

- 24) In the last five (5) years, has your company ever been found in violation of Education Code section 17407.5, or sections 10191 or 22164 of the Public Contract Code?

- 25) 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?

- 26) Bonding capacity: Provide documentation from your surety identifying the following:

Name of bonding company/surety: _____

Name of surety agent, address, and telephone number: _____

- 27) If your firm was 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 3 years, state the Percentage that your firm was required to pay. You may provide an explanation for a percentage Rate higher than one percent, if you wish to do so.

C. Compliance with Occupational Safety and Health Laws and with Other Labor Legislation Safety

- 28) How many times in the past 5 years has your firm been cited or assessed a penalty by Cal/OSHA for any "serious," "willful" or "repeat" violations of its safety or health regulations? _____

- 29) How many times in the past 5 years has your firm been cited or assessed a penalty by the federal OSHA for any "serious," Willful" or "repeat" violations of its safety or health regulations? _____



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C. Compliance with Occupational Safety and Health Laws and with Other Labor Legislation Safety – Continued

- 30) How many times in the past 5 years 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? _____
- 31) How often do you require documented safety meetings to be held for construction employees, sub-contractors and field supervisors during the course of a project?

Field Supervisors: _____ Employees: _____ Subcontractors: _____
- 32) How often do you conduct documented safety inspections by the safety officer or manager during the course of a project? _____

D. Workers' Compensation Insurance

- 33) List your firm's Experience Modification Rate (EMR) (California workers' compensation insurance) for each of the past 3 premium years:
NOTE: An Experience Modification Rate is issued to your firm annually by your worker's compensation insurance carrier.

Current year: _____

Previous year: _____

Year prior to previous year: _____

Three year average: _____

If your EMR for any of these 3 years is or was 1.00 or higher you may, if you wish, attach a letter of explanation.

YES NO

- 34) Has there ever been a period when your firm had employees but was without workers' compensation Insurance or state-approved self insurance?

E. Prevailing Wage and Apprenticeship Compliance Record

- 35) How many times during the last five (5) years has your firm been required to pay either back wages or penalties for failure to comply with the state's prevailing wage laws or the federal Davis-Bacon prevailing wage requirements? _____
- 36) How many times during the last five (5) 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 to your firm for use on any public work project for which you are awarded a contract by the Town? _____



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E. Prevailing Wage and Apprenticeship Compliance Record - Continued

37) 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].

38) 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 3 years in each apprenticeship and the number of persons who, during the past 3 years, completed apprenticeships in each craft while employed by your firm.



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PART III. RECENT CONSTRUCTION PROJECTS COMPLETED

Contractor shall provide information about its six most recently completed public works projects and its three largest completed private projects within the last five years. Names and references must be current and verifiable. Use separate sheets of paper that contain all the following information:

PROJECT NAME:	
LOCATION:	
OWNER:	
OWNER CONTACT (NAME & PHONE NO.):	
ARCHITECT OR ENGINEER:	
ARCHITECT OR ENGINEER CONTACT (NAME & PHONE NO.):	
CONSTRUCTION MANAGER (NAME & PHONE NO.):	
DESCRIPTION OF PROJECT, SCOPE OF WORK PERFORMED:	
TOTAL VALUE OF CONSTRUCTION (INCLUDING CHANGE ORDERS:	
ORIGINAL SCHEDULED COMPLETION DATE:	
TIME EXTENSIONS GRANTED (DAYS):	
ACTUAL DATE OF COMPLETION:	

I, the undersigned, certify and declare that I have read all the foregoing answers to this pre-qualification application and know their contents. The matters stated in the application are true of my knowledge and belief. I declare under penalty of perjury under the laws of the State of California, that the foregoing is correct.

Print Name

Signature

Date

COMPLETE THE FORM AND RETURN TO: Dunsmuir Joint High School District
 Attn: Ray Kellar, Superintendent
 5805 High School Way
 Dunsmuir, CA 96025