

**INDIAN SPRINGS HIGH SCHOOL
PERFORMING ARTS CENTER
PHASE 2**

**650 North Del Rosa
San Bernardino, CA 92410**

PHASE 2 ADDENDUM 01

September 14, 2016

Prepared By

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To: All bidders FROM: John Sergio Fisher, Architect, AIA, Principal PROJECT: Indian Springs High School Performing Arts Center

SUBJECT: Phase 2 - Addendum 01

The following changes, omissions, and/or additions to the Project Manual, Construction Manual and/or Drawings shall apply to proposals made for and to the execution of the various parts of the work affected thereby, and all other conditions shall remain the same.

Careful note of the Addendum shall be taken by all parties of interest so that the proper allowances may be made in strict accordance with the Addendum, and that all trades shall be fully advised in the performance of the work which will be required of them.

Bidder shall acknowledge receipt of this Addendum in the space provided on the Bid Form. Failure to do so may subject Bidder to disqualification.

In case of conflict between Drawings, Project Manual, Construction Manual and this Addendum, this Addendum shall govern.

1 CONSTRUCTION MANUAL

1.1 Section 2

- A. Remove and Replace with Revised Notice Inviting Bids (*Changes to Important Dates*)

1.2 Section 15

- A. Remove and Replace Prequalification Application Form

****Note:** The district will post the results of the prequalification process five days before the bid opening and will be posted on the Facilities website.

NOTICE INVITING TRADE CONTRACTOR BIDS

San Bernardino City Unified School District Indian Springs High School Performing Arts Center – Phase 2

Bid Deadline: October 12, 2016 at 10:00 a.m.

Place of Bid Receipt: San Bernardino City Unified School District Board of Education Administration
Building Lobby
777 North “F” Street
San Bernardino, CA 92410

Project Identification Name: Indian Springs High School Performing Arts Center

Project Location: 650 North Del Rosa
San Bernardino, CA 92410

Project Description: Performing Arts Center

A non-mandatory Job Walk will be held at Indian Springs High School, September 28, 2016 at 10:00 a.m.

Plans Available From:

- McGraw Hill Dodge
- CMD Group
- Kern County Builders Exchange
- Blue Book Building & Construction Network
- C2 Reprographics
- S. C. Anderson, Inc. Drop box (download only)

NOTICE IS HEREBY GIVEN THAT S.C. Anderson, Inc. has been designated as Construction Manager to represent the San Bernardino City Unified School District, hereinafter referred to as “DISTRICT” for the construction of Indian Springs High School PAC. As such S.C. Anderson is seeking Trade Contract Bids for the work noted below on behalf of the DISTRICT. The DISTRICT will receive bids for the award of Trade Contracts for the above project up to, but not later than, the above-stated time.

Method of Bid Receipt: Personal Delivery, Courier, UPS, Fed-Ex, or mailed via United States Postal Service.

Trade Contractor bids will be received for all trades in the form of Bid Packages including:

- BP 00 – Project Requirements
- BP 04 – Site Utilities
- BP 06 – Structural and Site Concrete and Reinforcing Steel
- BP 07 – Concrete Unit Masonry and Reinforcing Steel
- BP 08 – Structural and Miscellaneous Steel
- BP 09 – Plumbing
- BP 10 – Heating Ventilation and Air Conditioning
- BP 11 – Electrical Systems and Low Voltage
- BP 12 – Fire Sprinkler
- BP 13 - Curtainwall/Storefront/Entrances/Aluminum Doors & Windows/Glass/Glazing
and Stainless Steel
- BP 14 – Roofing and Flashing
- BP 15 – Building Insulation
- BP 16 - Waterproofing
- BP 17 - Metal Stud Framing and Gypsum Wallboard
- BP 18 – Ceramic and Porcelain Tile
- BP 19 – Wood Flooring

BP 20 - Carpentry/Doors/Frames/Hardware
BP 21 – Custom Casework
BP 22 - Floor Covering
BP 23 – Painting/Concrete and Masonry Sealers/Anti Graffiti Coating
BP 24 – Acoustical Ceiling/Acoustical Wall and Ceiling panels/Tectum
BP 25 – Overhead/Sectional/Coiling Doors
BP 26 – Limited Use, Limited Access Lift
BP 27 – Wheelchair Lift
BP 28 – Toilet Partitions and Toilet Accessories
BP 29 – Landscaping and Irrigation
BP 30 – Theatrical Rigging
BP 31 – Theatrical Draperies
BP 32 – Theatrical Lighting Controls
BP 33 - Theatrical Light Fixtures
BP 34 – Stage Filler
BP 35 – Orchestra Enclosure
BP 36 – Theatrical Seating
BP 37 – Audio Visual
BP 38 - Interior and Exterior Signage
BP 39 - Scaffolding

Pursuant to Public Contract Code Section 20111.6, some bidders on all public projects using funds received pursuant to the Leroy F. Greene School Facilities Act of 1998 or any funds from any future state school bond that involves a projected public project expenditure of one million dollars (\$1,000,000) or more. Any bidder intending to perform work on this project under License Types A, B, C4, C7, C10, C16, C20, C34, C36, C38, C42, C43 or C46 must be prequalified prior to submitting a bid. NOTE: In addition to the licenses noted above, the District is requiring prequalification for anyone submitting a proposal to perform work under Bid Packages 06 “Structural and Site Concrete”, 07 “Concrete Unit Masonry and Reinforcing Steel”, and 08 “Structural and Miscellaneous Steel” regardless of the licensing requirement.

All bids shall be made and submitted only on the forms furnished by the District. Bid Forms, together with all required attachments to the Bid Forms, shall be delivered to the DISTRICT in a sealed envelope with a copy of the completed required bid cover sheet affixed to the outside of the envelope and placed in the Bid Box in the Lobby of the San Bernardino City Unified School District Board of Education Administration Building (“BOE”). Bid submission documents shall include Bid Form, Bid Bond, Non-Collusion Declaration, Site Visit Certification, Designation of Subcontractors, Certification of Compliance with DVBE Policy, Bidder References and Responsibility Information, Contractor’s Certificate Regarding Workers’ Compensation, and Acknowledgement of Bidding Practices Regarding Indemnity.

Bid forms received by the stipulated times will be promptly opened in public and read aloud immediately after sealed envelopes are collected at the time, date, and location stated above in the Conference Room. Bid Forms and Attachments thereto received after the stipulated time will be rejected and returned to Bidders unopened.

IMPORTANT DATES

- First Publication – Friday, September 9, 2016
- Second Publication – Friday, September 16, 2016
- **Pre-Bid Conference/Job Walk – Thursday September 22, 2016 at 10:00 a.m.**
- **Pre-qualification deadline – No later than Wednesday September 28, 2016**
- RFI Due – Monday October 3, 2016
- Addendum Due – Wednesday October 5, 2016
- Bid Opening – Wednesday October 12, 2016 at 10:00 a.m.
- Tentative Board Meeting – Tuesday, November 1, 2016
- NOA Issued (Tentative) – Wednesday, November 2, 2016

REQUESTS FOR INFORMATION OR CLARIFICATION

All requests for information and/or clarifications must be submitted in writing and sent via email to both Gary Fullerton (garyfullerton@scanderson.com) and John Pellico (johnpellico@scanderson.com). The deadline to submit Requests for bid information is August 30, 2016. Responses to Requests for bid information will be issued no later than September 2, 2016 and be issued to plan holders or registered plan reviewers only by posting at the (C2 Reprographics Public Plan room website www.c2repro.com)

Prevailing Wage Project

Pursuant to Labor Code Section 1776, Trade Contractors and subcontractors are required to keep accurate payroll records showing the name, address, social security number, work classification, straight time and overtime hours worked each day and week, and the actual per diem wages paid to each employee, owner, journey person, apprentice or other employee hired in connection with a public works project. Each payroll record shall contain or be verified by a written declaration that it is made under penalty of perjury; That the payroll record is true and correct and complies with Labor Code §§ 1771, 1811, and 1815. No Trade contractor or subcontractor may be listed on a bid proposal for public works projects (submitted on or after March 1, 2015) unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5 [with limited exceptions from this requirement for bid purposes only under Labor Code section 1771.1(a)]. No Trade contractor or subcontractor may be awarded a contract for public work on a public works project (awarded on or after April 1, 2015) unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5

This project is subject to compliance monitoring and enforcement by the Department of Industrial Relations. All Trade contractors and subcontractors are required to submit certified payroll records (CPR's) using the DIR's online system. Information regarding prevailing wage rates is available at <http://www.pd.dgs.ca.gov/smbus/default.htm>.

Miscellaneous Information

Plans and Construction Manual will be provided via download or CD only, printed copies will not be provided.

Each bid shall be submitted by a licensed Trade Contractor pursuant to the California Business and Professions Code, and be licensed pursuant to California law for the trades necessary to perform the work called for in the contract documents and associated bid packages. **Please note: pay particular attention to the Pre-qualification requirements as they will be strictly enforced.**

Bid bonds are required for ALL bids in excess of \$100,000.00 in favor of the DISTRICT, executed by the Bidder as principal and a California admitted surety company as Surety, in an amount not less than ten percent (10%) of the Base Bid submitted by the Bidder. Bids in excess of \$100,000.00 will also require a Payment and Performance Bond in the amount of 100% of the bid amount or contract amount, from a California Admitted Surety acceptable to DISTRICT and not less than AM Best A-rating. See Contract Documents for Bond Forms and individual Owner requirements and/or Liability Insurance (not less than AM Best A- or better rating).

All Trade Contractors are required to sign the DISTRICT'S Contract and Owner Option Assignment Agreement and provide Waiver of Subrogation.

Each bid must strictly conform with and be responsive to the contract documents as defined in the General Conditions and Construction Manual.

The DISTRICT reserves the right to reject any or all bids or to waive any irregularities or informalities in any bids or in the submission of bids.

No submitting participant may withdraw any bid for a period of ninety (90) calendar days after the date set for the opening of bids.

Bidders must adhere to the DISTRICT'S Disabled Veteran Business Enterprise (DVBE) participation goal.

Any request for substitutions pursuant to Public Contracts Code Section 3400 must be made on the form set forth in the contract documents and included with the bid. All substitution requests shall be submitted ten (10) days prior to the bid submission date.

It is each submitting participant's sole responsibility to ensure its bid is timely delivered and received at the location designated as specified above.

Advertised: September 9, 2016 and September 16, 2016



SECTION 15

PREQUALIFICATION APPLICATION





PRE-QUALIFICATION APPLICATION

FOR

**PERFORMING ARTS CENTER CONSTRUCTION PROJECT
INDIAN SPRINGS HS**

**MECHANICAL
ELECTRICAL
PLUMBING
FIRE SPRINKLER
STRUCTURAL STEEL
MASONRY
STRUCTURAL CONCRETE**

September 14, 2016
Facilities, Planning and Development

ANNOUNCEMENT OF PRE-QUALIFICATION PROCEDURES

The San Bernardino City Unified School District (“District”) has determined that all bidders, on certain public projects to be undertaken by the District, must be pre-qualified prior to submitting bids for such public projects. Pursuant to Public Contract Code Section 20111.6, bidders on all public projects using funds received pursuant to the Leroy F. Greene School Facilities Act of 1998 or any funds from any future state school bond that involves a projected public project expenditure of one million dollars (\$1,000,000) or more. Any bidder intending to perform work on this project under License Types A, B, C4, C7, C10, C16, C20, C34, C36, C38, C42, C43, or C46 must be prequalified prior to submitting a bid. **NOTE: In addition to the licenses noted above, the District is requiring prequalification for anyone submitting a proposal to perform work for Structural Concrete, Concrete Unit Masonry and Structural Steel.** It is mandatory that all Licensed Contractors, who intend to submit a bid on a public project requiring pre-qualification, fully complete the pre-qualification questionnaire, provide all materials requested herein, and be approved by the District to be on the final Bidders List.

No bid will be accepted from a Contractor 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.

District seeks to prequalify general contractors, and if utilized, all electrical, mechanical, plumbing, structural concrete, masonry, structural steel subcontractors, and prime trade contractor bid packages that require specify a specialty license. Pre-qualification applications may be submitted at any time beginning on September 9, 2016. Contractors who submit a complete pre-qualification package will be notified by email (to the contact name in the application) of their qualification status.

Answers to questions contained in the attached questionnaire, information about current bonding capacity on an aggregate and per project limit, 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 the basis of rating Contractors for the Performing Arts Center project at Indian Springs HS. District reserves the right to check other sources available. The District’s decision will be based on objective evaluation criteria.

In order to submit a valid bid for the Performing Arts Center project at Indian Springs HS, prospective Bidders must submit a pre-qualification questionnaire and a financial statement at least ten (10) business days prior to the date fixed for the public opening of sealed bids. All prospective Bidders must be deemed pre-qualified to bid at least five (5) business days prior to that date.

Pre-qualification approval for the Performing Arts Center projects will remain valid for one (1) calendar year from the date of notice of qualification, except that the District reserves the right during that calendar year to adjust, increase, limit, suspend or rescind the pre-qualification ratings based on subsequently learned information and after giving notice of the proposed action to the Contractor and an opportunity for a hearing consistent with the hearing procedures described below for appealing a pre-qualification determination.

While it is the intent of the pre-qualification questionnaire and documents required therewith to assist the District in determining Bidder responsibility prior to the submission of bids and to aid the District in selecting the lowest responsible Bidder, neither the fact of pre-qualification, nor any pre-qualification rating, will preclude the District from a post-bid consideration and determination on a specific project of whether a Bidder has the quality, fitness, capacity and experience to satisfactorily perform the proposed work, and has demonstrated the requisite trustworthiness. Contractors are encouraged to submit pre-qualification packages as soon as possible, so that they may be notified of pre-qualification status well in advance of upcoming projects.

The pre-qualification packages should be submitted under seal and marked “CONFIDENTIAL” to

**Attention: Performing Arts Center at Indian Springs HS
Contractor Pre-Qualification
Facilities Management Department
San Bernardino Unified School District
956 W. 9th Street
San Bernardino, CA 92411**

The pre-qualification packages (questionnaire answers and financial statements) 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, although the contents may be disclosed to third parties for the purpose of verification, investigation of substantial allegations, and in the process of an appeal hearing. State law requires that the names of Contractors applying for pre-qualification status shall be public records subject to disclosure, and the first page of the questionnaire will be used for that purpose.

Each questionnaire must be signed under penalty of perjury in the manner designated at the end of the form, by an individual who has the legal authority to bind the Contractor on whose behalf that person is signing. If any information provided by a Contractor becomes inaccurate, the Contractor must immediately notify the San Bernardino City Unified School District and provide updated accurate information in writing, under penalty of perjury.

The District reserves the right to waive minor irregularities and omissions in the information contained in the pre-qualification application submitted, to make all final determinations, and to determine at any time that the pre-qualification procedures will not be applied to a future public works project.

A Contractor who has submitted a completed application form, and who receives a rating of “not qualified” from the District may appeal that determination. There is no appeal from a finding that a Contractor is not pre-qualified because of a failure to submit required information, but re-application during one of the designated time periods is permitted. Any Contractor may appeal the decision by the District related to the Contractor’s request for pre-qualification, and request a hearing, by giving notice to the District no later than ten (10) business days after receipt of notice of its qualification status. Unless a Contractor files a timely appeal, the Contractor waives any and all rights to challenge the qualification decision of the District, whether by administrative process, judicial process or any other legal process or proceeding.

If a Contractor gives the required notice of appeal and requests a hearing, the hearing shall be conducted so that it is concluded no later than ten (10) business days after the District's receipt of such Contractor's Notice of Appeal. The hearing so provided shall be an informal process conducted by a panel to whom the District's Board of Trustees has delegated responsibility to hear such appeals (the "Appeals Panel"). At or prior to the hearing, the Contractor will be advised of the basis for the District's pre-qualification determination. The Contractor will be given the opportunity to present information and present reasons in opposition to the pre-qualification determination. At the conclusion of the hearing or no later than three (3) days after completion of the hearing, the Appeals Panel will render its decision. The date for submission and opening of bids for a specific project will not be delayed or postponed to allow for completion of an appeal process.

Note: A Contractor may be found not pre-qualified for bidding on a specific public works contract to be let by the San Bernardino City Unified School District, or on all contracts to be let by the San Bernardino City Unified School District until the Contractor meets San Bernardino City Unified School 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

NOTICE: To Contractors who are using subcontractors and all Prime Trade Contractors:

Mechanical, electrical, plumbing, structural concrete, masonry, structural steel subcontractors or Prime Trade Contractors (licensed pursuant to Section 7058 of the Business and Professions Code, specifically contractors holding C-4, C-7, C-10, C-16, C-20, C-34, C-36, C-38, C-42, C-43, C-46, C-51, C-8 and C-29 licenses) must also meet pre-qualification requirements on all projects using funds received pursuant to the Leroy F. Greene School Facilities Act of 1998 or any funds from any future state school bond that involves a projected public project expenditure of one million dollars (\$1,000,000) or more. If a public works project includes electrical, mechanical, or plumbing components that will be performed by electrical, mechanical, or plumbing subcontractors, a list of pre-qualified general contractors and electrical, mechanical, and plumbing subcontractors will be made available by the District to all bidders at least five (5) business days prior to the dates fixed for the public opening of sealed bids.

Accordingly, on all projects using funds received pursuant to the Leroy F. Greene School Facilities Act of 1998 or any funds from any future state school bond that involves a projected public project expenditure of one million dollars (\$1,000,000) or more, general contractors must utilize mechanical, electrical, and/or plumbing subcontractors that meet the District's prequalification requirements. Further, any Performing Arts Center project that may utilize multiple prime trade contractors, each of the bid packages that requires any of the specialty licenses listed above must be prequalified. The prequalification of mechanical, electrical, and/or plumbing subcontractors or prime trade contractors is subject to the same timelines as the pre-qualification of general contractors as set forth above.

Please note where mechanical, electrical, plumbing, structural concrete, masonry and structural steel subcontractors must meet pre-qualification requirements, general contractors will be required to specify subcontractors who have already been pre-qualified with the District or if the Contractor intends on using a mechanical, electrical, and/or plumbing subcontractor who is not on the District's Bidder's List, then such

Contractor must ensure that its mechanical, electrical, and/or plumbing subcontractor is pre-qualified with the District in accordance with the timelines and procedures applicable to all Bidders.

GENERAL INFORMATION

- A. The Bidder shall complete the enclosed Performing Arts Center Specific Prequalification Questionnaire. 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 to which questions the attached page refers.
- B. “You” or “Your” as used herein refers to the bidder’s firm and any of its officers, directors, shareholders, parties, or principals.
- C. Any statement which is proven to be false shall be grounds for immediate disqualification.
- D. The District reserves the right to determine disqualification on the basis of information secured from any source(s).
- E. Failure to complete all questions and provide all information requested within this pre-qualification questionnaire shall be basis for disqualification.
- F. Please be advised that all references are subject to verification.
- G. When questions require justification the District may determine that the Applicant is “not pre-qualified” if the justification is incomplete or does not provide the information requested

Additional copies of the prequalification questionnaire are available at the District's
website
(See “Contractor
Prequalification”):

<http://sbcusdfacilities.com/notices/>

**PERFORMING ARTS CENTER PROJECT SPECIFIC PREQUALIFICATION
QUESTIONNAIRE**

SPECIFIC EXPERIENCE

The General Contractor and/or Prime Trade Contractors must demonstrate that they have specific experience as follows:

- A. **Public Works Construction Experience.** The General Contractor and/or Prime Trade Contractor must have successfully completed and/or successfully performed its trade scope of work on at least three (3) Public Works Projects in the past seven (7) years with a project construction value of \$5 million or greater. California High Schools or California Community College District Public Works projects are preferred. However, other Public Works projects of similar size will be considered.

For each project in this section, please provide the following information:

Project Name

Project Location (City and State)

Project Description (please provide a short paragraph on the project: size, seating, etc)

Scheduled Project Start Date

Scheduled Contract Completion Date

Actual Completion Date

Original Contract Amount

Final Contract Amount

Project Delivery Method

Scope of Work (i.e. General Contractor or subcontractor scope of work)

Owner's Name

Owner's representative (telephone number and email)

Architect's Name

Architect's representative (telephone number and email)

Construction Manager's Name

Construction Manager's representative (telephone number and email)

PREQUALIFICATION QUESTIONNAIRE

CONTACT INFORMATION

Contractor: _____
(as it appears on license)

Check one of the following:

- Corporation
- Partnership
- Sole Proprietorship
- Joint Venture

Contact Person: _____

Contact Person Email: _____

Address (City, State, Zip): _____

Phone: _____ Fax: _____

Company Website: _____

Contractor's License Number(s) and Types (Please include expiration date):

Tax ID Number _____

If firm is a sole proprietor or partnership:

Owner(s) of Company _____

Company Union Status: Union Non-Union

Minority Status: MBE DBE DVBE SBE DBE

Other Minority Certification: _____

PREQUALIFICATION QUESTIONNAIRE

PART I. ESSENTIAL REQUIREMENTS FOR QUALIFICATION

Contractor will be immediately disqualified if the answer to any of questions 1 through 5 is “no.”¹

Contractor will be immediately disqualified if the answer to any of questions 6, 7, 8 or 9 is “yes.”² If the answer to question 8 is “yes,” and if debarment would be the sole reason for denial of pre-qualification, any pre-qualification issued will exclude the debarment period.

1. Contractor possesses a valid and current California Contractor’s license for the project or projects for which it intends to submit a bid.
 Yes No

2. Contractor has a liability insurance policy with a policy limit of at least \$1,000,000 per occurrence and \$2,000,000 aggregate.
 Yes No **(Please provide a current Certificate of Insurance as verification)**

3. 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, because it has no employees

4. Have you attached your latest copy of a reviewed or audited financial statement with accompanying notes and supplemental information?³
 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.

¹ A “no” answer to Question 4 will not be disqualifying if the contractor is exempt from complying with Question 4, for reasons explained in footnote 7.

² A 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.

³ Public 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 per cent of the qualifying amount provided in section 14837(d)(1).” As of August 12, 2013, the qualifying amount is \$10 million, and 25 per cent of that amount, therefore, is \$2.5 million.

5. 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: (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?⁴

Yes No

NOTE: Notarized statement must be from the surety company, not an agent or broker.

6. Has your contractor's license been revoked at any time in the last five years?

Yes No

7. Has a surety firm completed a contract on your behalf, or paid for completion because your firm was default terminated by the project owner within the last five (5) years?

Yes No

8. At the time of submitting this pre-qualification 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

If the answer is "Yes," state the beginning and ending dates of the period of debarment:

9. 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

⁴ An additional notarized statement from the surety may be requested by San Bernardino City Unified School District at the time of submission of a bid, if this pre-qualification package is submitted more than 60 days prior to submission of the bid.

PREQUALIFICATION QUESTIONNAIRE

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 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. How many years has your organization completed work for public agencies? Years: _____

3. Has your organization ever been licensed in California under a different name or different license number?

Yes No

If "yes," please list all name(s) and license number(s), on a separate signed page.

4. Are you currently pre-qualified with any other school district?

Yes No

If yes, please identify the school district(s), with contact information and the dollar rating that you have been pre-qualified for at such school district(s), on a separate signed page.

5. 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.

6. Is the firm a subsidiary, parent, holding company or affiliate of another construction firm?

NOTE: Include information (including license number(s) 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. Please include all name(s) and license number(s)

7. 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.

List your firm's gross revenues for each of the last three years:

Year: _____ \$ _____

Year: _____ \$ _____

Year: _____ \$ _____

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

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

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.

10. If your firm is not currently in bankruptcy, was your firm in bankruptcy at any time during the last seven 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.

In what type of construction do you specialize?: _____

What was the largest amount of work completed in one year: _____

Number of projects: _____ Year: _____ Amount of Largest Project: _____

C. Licenses

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

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.

11. Has your firm changed names or license number in the past seven years?

Yes No

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

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

Yes No

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

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

Yes No

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

D. Surety and Bonding Information

Bonding capacity: **Please provide a letter stating bondability from current surety company.**
Also, please provide documentation from your surety (not agency) identifying the following:

Name of bonding company/surety: _____

Name of surety agent/contact person, address and telephone number:

14. 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.

List all other sureties, not agencies (name, contact person, full address, phone number, largest bond obtained) that have written bonds for your firm during the last five years, including the dates during which each wrote the bonds (If necessary, list on separate signed sheet):

15. 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.

16. Has any surety company ever 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

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

17. Has your firm ever failed to complete a contract?

Yes No

If "yes," explain on a separate signed page.

How many projects is your firm currently bonded for? _____

What are the contract amounts your firm has currently bonded?

Contracts	Amount Bonded

E. Insurance

Insurance Company: _____

Address: _____

City, State, Zip: _____

Phone Number: _____ Facsimile Number: _____

Contact Person: _____

18. How long have you been with this insurance company? _____

If less than two years, please list prior insurance companies below:

Insurance Company	Address	Phone	Contact Person	Year(s)

19. In the last seven 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.

20. Has your organization ever had insurance terminated by a carrier in the past seven (7) years due to an excessive claims history and/or nonpayment of premium?
 Yes No

If “yes,” explain on a separate signed sheet. Name the insurance carrier, the form of insurance, and year of termination.

F. Safety Program & Workers’ Compensation

Each bidder shall submit a copy of the bidder’s established safety/injury prevention program which complies with the Contract Documents and all applicable governmental regulations. After determination of the successful bidder, its subcontractors must submit a copy of their respective safety/injury prevention programs within five (5) days of the District’s request.

If the bidder and/or its subcontractors have not established a safety/injury prevention program, the bidder and/or its subcontractors agree to implement a mutually agreed upon Project Safety Plan prepared by the District, taking into account the bidder’s experience, expertise, existing labor agreements relating to safety issues and any unique safety issues relating to the project. If the bidder and/or its subcontractors have established a safety/injury prevention program, but the District determines it does not comply with the Contract Documents, all applicable governmental regulations, or is deficient for any reason whatsoever, the bidder and/or its subcontractors agree to implement a mutually agreed upon Project Safety Plan prepared by the District.

Bidder:

Signature: _____

By: _____

Date: _____

Each bidder shall submit its workers' compensation experience modification factor. After determination of the successful bidder, its subcontractors must submit their workers compensation modification factor within five (5) days of District's request.

21. List your firm's Experience Modification Rate (EMR) (California Workers' Compensation Insurance) for each of the past premium years:

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.

22. Within the last seven 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.)

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

Each bidder, and its subcontractors, must declare any serious or willful violations of Part 1 (commencing with Section 6300) of Division 5 of the California Labor Code received during the last seven years. This information must include all construction work undertaken in the United States by the bidder and any affiliate of the bidder. Separate information shall be submitted for each particular partnership, joint venture, corporation, Limited Liability Company or individual bidder or subcontractor. The bidder or its subcontractors may be requested to submit additional information or explanation of data, which District may require for evaluating the safety record. The term “affiliate” shall mean any firm, corporation, partnership, joint venture, limited liability company or association which is a member, joint venturer or partner of the bidder, or any such entity which owns a substantial interest in, or is owned in common with, the bidder, its subcontractor or any of its members, joint venturers or partners, or any such entity in which the bidder, its subcontractor, or any of their members, joint venturers or partners own a substantial interest.

23. Has your firm ever received a serious or willful safety violation during the last seven (7) years?
 Yes No

If “yes,” attached a separate signed page describing the violation, including information about the dates, the nature of the violation, the project on which the citation(s) was or were issued, the amount of penalty paid, if any.

24. 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 seven 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.

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

26. Has the EPA or any Air Quality Management District or any Regional Water Quality Control Board or any local authorities 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.

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

28. How often do you conduct documented safety inspections on a construction site?

Daily _____ Weekly _____ Quarterly _____

29. Does your firm currently have a safety plan which complies with the current OSHA standards that will be provided to the District upon request?

Yes No

30. Have any of your subcontractors you retained ever received a serious or willful industrial safety violation during the last five (5) years?

Yes No

If "yes," attach a separate signed page listing each subcontractor, its license number and provide a brief explanation.

H. Prevailing Wage and Apprenticeship Compliance Record

31. Has there been more than one occasion during the last seven years in which your firm has been provided notice that it failed to pay prevailing wages and/or 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.

32. During the last seven 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.

33. Provide the **name, address and telephone number** of the apprenticeship program (approved by the California Apprenticeship Council) from whom you intend to request the dispatch of apprentices to your company for use on any public work project for which you are awarded a contract by the District.

34. 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.

35. At any time during the last seven 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)

I. Disputes

36. At any time in the last seven 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.

37. In the last seven 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.

38. In the last seven 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 or General Contractor of a project. You need not include information about disputes between your firm and a supplier or subcontractor. You may omit reference to all disputes about amounts of less than \$50,000.

39. In the past seven years has any claim **against** your firm concerning your firm’s work on a construction project in California 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).

40. In the past seven years has your firm been a party in any claim against a project owner or General Contractor concerning work on a project in California or payment for a contract in California and the resulting claim was **filed in court or involved in mediation 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).

J. Criminal Matters and Related Civil Suits

41. 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.

42. 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.

43. Has your firm or any of its owners, officers or partners ever been convicted of a federal, state, or local 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.

PREQUALIFICATION QUESTIONNAIRE

PART III. FINANCIAL INFORMATION

Reviewed or audited financial statements are required for all construction projects totaling \$1,000,000 or more which is the case with this Project.

(A certificate of a licensed accountant will be required in all cases)

1. **COMPLETE ONE OF THE FOLLOWING CERTIFICATIONS:**
 - a. **REVIEWED FINANCIAL STATEMENT CERTIFICATION; or**
 - b. **AUDIT OF FINANCIAL STATEMENT CERTIFICATION**

PREQUALIFICATION QUESTIONNAIRE

REVIEW OF FINANCIAL STATEMENT CERTIFICATION

STATE OF: _____

We have reviewed the accompanying Financial Statement of _____ as of _____. The information included in the financial statement is the representation of the management of the above firm.

Based on our review with the exception of the matter(s) described in the following paragraph(s), 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 Signature)

(Telephone Number)

(License Number)

(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 AN OPINION REGARDING THE FINANCIAL STATEMENTS TAKEN AS A WHOLE. ACCORDINGLY, WE HAVE NOT EXPRESSED SUCH AN OPINION.)

Special Note to Accountant: The above Certificate 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 ten percent financial interest.

PREQUALIFICATION QUESTIONNAIRE

AUDIT OF FINANCIAL STATEMENT CERTIFICATION

STATE OF: _____

We have examined the Financial Statement of _____ as of _____ . 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, in all material respects, the financial condition of _____ as of _____, in conformity with generally accepted accounting principles.

(Type Name of Firm)

(Accountant Signature)

(Telephone Number)

(License Number)

Special Note to Accountant: The above Certificate 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 ten percent financial interest.

PREQUALIFICATION QUESTIONNAIRE

ACCOUNTANT'S RELEASE LETTER

By signing the form below, I authorize the San Bernardino City 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.

Signature

Printed Name / Title

Company Name

Date

PREQUALIFICATION QUESTIONNAIRE

PREQUALIFICATION STATEMENT FOR

SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT

Each prospective bidder must have a current and active license at the time of the award and must submit the following information on this form. Bidder must also complete and submit with this questionnaire the attached “Contractor’s Statement of Experience and Financial Conditions.” If necessary, bidder may attach supplemental information as a separate package.

DECLARATION

I, _____ (printed name) hereby declare that I am the
_____ (title) of _____ (name of bidder)

submitting this Prequalification Statement; that I am duly authorized to execute this Prequalification Statement on behalf of the above-named company; and that all information set forth in this Prequalification Statement and all attachments hereto are, to the best of my knowledge, true, accurate, and complete as of its submission date. I acknowledge that any false statements, inaccuracies or failure to disclose are grounds for disqualification. In executing this Declaration, I hereby permit the San Bernardino City Unified School District to contact any owner, school district, contractor, subcontractor, supplier or any other party that the District deems relevant for purposes of verifying or gathering any information necessary to complete the evaluation of this pre-qualification submittal.

I declare, under penalty of perjury, that the foregoing is true and correct and that this declaration was

Subscribed at _____ (location and city), County of _____, State of
_____, on _____ (date).

(Signature)

(If signed by other than the sole proprietor, a general partner, or corporate officer, attach original notarized power of attorney or corporate resolution.)

All information submitted for prequalification evaluation will be considered official information acquired in confidence and the District will maintain its confidentiality to the extent permitted by law.