



November 25, 2011

Dear Contractor,

Cabrillo College would like to invite new and returning contractors to participate in our 2012 Pre-Qualified vendor program.

Cabrillo College has elected to adopt a provision of Public Contract Code (Section 22003), enabling the College to increase the informal bid limits. By adopting the Code, the College is now able to award contracts for public works between \$45,000 and \$175,000 without going through the formal bid process. The College will maintain a list of qualified contractors according to the trade categories of work that they perform. The College may then award contracts between \$45,000 and \$175,000 to the pre-approved contractor who submits the lowest responsible informal bid. In order to be eligible to submit an informal bid, a contractor must be on file as a "qualified" contractor. In order to be "qualified", a contractor must submit a pre-qualification application and be selected by the College as qualified. Qualified contractors would be solicited on each informal bid between \$45,000 and \$175,000 (the College would still reserve the right to formally bid a project in this range if desired). Bid bonds, performance bonds, and payment bonds would continue to be required of all contractors doing work under these provisions. Projects of more than \$175,000 would be subject to formal bidding requirements, and would be open to all contractors.

The purpose of enacting the changes is (1) to more efficiently and effectively manage small to medium sized projects and (2) provide opportunities for contractors who are deemed "qualified".

All previously approved contractors must submit a new 2012 Pre-Qualification Application and be selected by the College as "Qualified" to remain on the College 2012 list of qualified contractors.

We have enclosed a copy of the Pre-Qualification application, and Instructions on how to complete the application. These forms can also be found on our website <http://www.cabrillo.edu/internal/purchasing/>. We hope that you will submit a completed application by our first review date of December 15, 2011 so that we include your company on our initial 2012 pre-qualified list.

If you have any questions or would like more information please call Gale Stevens at 831-479-5613.

Sincerely,

Serena M. Muindi
Interim Director of Purchasing, Contracts & Risk Management

CABRILLO COMMUNITY COLLEGE DISTRICT
INFORMAL BIDDING
QUALIFICATIONS APPLICATION INSTRUCTIONS

Cabrillo Community College District ("District") has adopted the California Uniform Construction Cost Accounting Procedures pursuant to Public Contract Code §22000. The District has also implemented Informal Bidding procedures pursuant to Public Contract Code §22034. The following provide bidders with a description of the Informal Bidding procedures adopted by the District, the building trades subject to Informal Bidding procedures and instructions for completing the accompanying Qualifications Application.

1 Uniform Construction Cost Accounting and Informal Bidding.

1.1 Accounting Procedures. By action of the District's Board of Trustees On September 12, 2005, the District elected to become subject to the procedures established by the California Uniform Construction Cost Accounting Commission ("Commission") in the Cost Accounting Policies and Procedures Manual ("Accounting Procedures"). These procedures include specific requirements for maintaining records of labor and materials costs incurred by the District for projects completed by the District's internal employee staff and for projects completed by contractors to the District. **The Accounting Procedures impose certain requirements on the District with respect to specific methods for maintaining cost records, but no extraordinary requirements are imposed on bidders/contractors to the District performing work under the Informal Bidding procedures.**

1.2 Informal Bidding. By adopting the Accounting Procedures, the District is authorized by Public Contract Code §22034 to enact specific procedures to implement the Informal Bidding permitted under Section 22034. Informal Bidding procedures were enacted by action of the District's Board of Trustees on September 12, 2005.

1.2.1 Projects Subject to Informal Bidding Procedures. Pursuant to Public Contract Code §22034 and the Informal Bidding procedures enacted by the District, the projects subject to Informal Bidding procedures will be those designated by the District with an estimated construction cost value of One Hundred Seventy Five Thousand Dollars (\$175,000) or less. The foregoing notwithstanding, the District may, in the District's discretion, award separate contracts under the Informal Bidding procedures for performance of portions of a project with an estimated construction cost value of greater than One Hundred Seventy Five Thousand Dollars (\$175,000), provided that each such contract for such a project awarded through the Informal Bidding procedure is for an estimated construction cost value of One Hundred Seventy Five Thousand Dollars (\$175,000) or less.

1.2.2 Informal Bidding Qualifications. Under the Informal Bidding procedures enacted by the District, the District will annually engage in a qualifications process by: (a) establishing categories of trade contracting services for the ensuing calendar year; (b) soliciting bidders' responses to the Qualifications Application; (c) evaluation of responses to the Qualifications Application; and (d) placement of bidders deemed qualified, in accordance with applicable standards set forth in the Qualifications Application, in categories of trade contracting services.

1.2.3 Notice of Informal Bidding. Over the ensuing calendar year, as the District develops a project suitable for the Informal Bidding procedures by Bidders deemed qualified to participate in the Informal Bidding procedures, the District

will provide such Bidders with notice of the availability of such a project for Informal Bidding. Notices of Informal Bidding will conform to the requirements set forth in Public Contract Code §22034, including a description of the project in general terms, how to obtain additional information relating to the project and the date/time/place for submission of bid proposals.

2 Qualifications Application.

2.1 Purpose of Qualifications Application (“Application”). The Application is a part of the process for the District’s selection of Bidders in specific trade categories to provide construction services for projects bid under the District’s Informal Bidding procedures. Timely submitted Responses to the Application will be evaluated by the District to ascertain the Respondents’ respective qualifications, based on the criteria established herein.

2.2 District Modifications to the Application. The District expressly reserves the right to modify any portion of the Application or these Instructions prior to the latest date/time for submission of Responses to the Application. Modifications, if any, made by the District to the Application will be in writing; potential Respondents who have obtained the Application from the District prior to any such modifications will be issued modifications to the Application by written addenda.

2.3 No Oral Clarifications/Modifications. The District will not provide any oral clarifications or modifications to these Instructions, the Application or the requirements thereof; no employee, officer, agent or representative of the District is authorized to provide oral clarifications or modifications to the Application. No Respondent shall rely on any oral clarification or modification to the Application or these Instructions.

2.4 Public Records. Except for materials deemed Trade Secrets (as defined in California Civil Code §3426.1) and materials specifically marked “Confidential” or “Proprietary,” all materials submitted in response to the Application are deemed property of the District and public records upon submission to the District. The foregoing notwithstanding, the District may reject for non-responsiveness a Response to the Application which indiscriminately notes that its Response to the Application or portions thereof are “Trade Secret” “Confidential” or “Proprietary” and exempt from disclosure as a public record. The District is not liable or responsible for the disclosure of Responses to the Application, or portions thereof, deemed to be public records, including those exempt from disclosure if disclosure is by law, by an order of a court of competent jurisdiction, or which occurs through inadvertence, mistake or negligence on the part of the District or its agents or representatives. If the District is required to defend or otherwise respond to any action or proceeding wherein request is made for the disclosure of the contents of any portion of a Response to the Application deemed exempt from disclosure hereunder, by submitting a Response to the Application, each Respondent agrees to defend, indemnify and hold harmless the District in any action or proceeding from and against any liability, including without limitation attorneys’ fees arising there from. The party submitting materials sought by any other party shall be solely responsible for the cost and defense in any action or proceeding seeking to compel disclosure of such materials; the District’s sole involvement in any such action shall be that of a stakeholder, retaining the requested materials until otherwise ordered by a court of competent jurisdiction.

2.5 Errors/Discrepancies/Clarifications to the Application. If a Respondent encounters errors or discrepancies in the Application or portions thereof, the Respondent shall immediately notify the District’s Director of Purchasing & Contracts, in writing, of such error or discrepancy. Any Respondent seeking clarification of any portion of the Application shall submit the requested clarification in writing to the District’s Director of Purchasing & Contracts at 6500 Soquel Drive, Aptos, CA 95003. Responses of the District to any requested clarification will be in writing.

3 Response to the Application.

3.1 Submission of Response to the Application.

The District will consider only fully completed and timely submitted Applications. The first review date for submission of completed Applications is **4:00 P.M., December 15, 2011**; completed Applications must be submitted in accordance with applicable provisions of the Qualifications Application.

3.1.1 Prospective bidders for the District's informally bid projects may obtain the Application from the District's Director of Purchasing & Contracts at any time during the District's working days and working hours. Over the ensuing calendar year, the District will accept completed Applications for review at any time and will notify Respondents submitting a completed Application of the Respondent's Qualification status in accordance with Paragraph 4 hereof. If a Respondent is deemed "Qualified" for the trade category(ies) for which the Respondent has requested qualification, the "Qualified" status shall be for the balance of the calendar year in which the "Qualified" status of the Respondent is determined. Notwithstanding a Respondent's "Qualified" status, each Respondent must re-submit the then current Application issued by the District for determination of the Respondent's "Qualified" status for subsequent calendar years.

3.1.2 Location for Submission of Response to the Application. Responses to the Application shall be submitted to:

**Cabrillo College Purchasing & Contracts Department
Attention: Gale Stevens
6500 Soquel Drive Bldg. 2030, Aptos, CA 95003**

3.1.3 Application Response Costs. All costs and expenses incurred by a Respondent to prepare and submit a Response to the Application shall be borne solely and exclusively by the Respondent.

3.2 Application Response Contents/Format.

3.2.1 Response to the Application. All materials submitted in response to the Application shall be on 8 ½" x 11" paper, preferably in portrait orientation. All submitted materials must be bound in either a three-ring binder or spiral bound notebook. Tabbed dividers should be used to identify and separate discrete sections of the Response to the Application which correspond to the contents/format described herein. Each Response to the Application must conform to the following described format and must include the content described below. Failure of a Respondent to submit its Response to the Application in a format and with content conforming to the following requirements will be a basis for the District's rejection of the Application.

3.2.2 Additional Materials. Respondents are not prohibited, but are discouraged, from submitting materials in addition to those specifically responding to the matters noted in the Application. If a Respondent elects to submit additional materials with its Response to the Application, the Respondent shall separately bind all such additional materials.

3.2.3 Copies of Response to the Application. Each Respondent shall submit one (1) original of their respective Responses to the Application.

3.2.4 Application Response Format. Each Response to the Application shall include the following items, in the order noted below:

3.2.4.1 Cover Sheet. Identify the submittal as the Response to the Application and an identification of the firm submitting the Application Response.

3.2.4.2 Letter of Interest. Include a brief letter expressing the interest of the Respondent in participating in the District's Informal Bidding procedures.

The letter of interest should be bound with other materials responding to the Application. Indicate the category (ies) of Informal Bidding Work for which your firm is seeking Pre-Qualification (see Paragraph 2 of the Pre-Qualification Application for the Informal Bidding categories of Work).

3.2.5 Application Response Contents.

3.2.5.1 Tab 1; Application. Complete the Application attached as Exhibit A to these Instructions.

3.2.5.2 Tab 2; Relevant Project Experience. Provide additional details of the Projects within the immediately preceding eighteen (18) months which reflect the skills, experience and other qualifications of the Respondent to successfully complete projects under the Informal Bidding procedures.

3.2.5.3 Tab 3; Insurance Certificates. Provide copies of Certificates of Insurance for the Respondent; required Certificates of Insurance and minimum coverage amounts for each policy of insurance are as set forth below. At all times the Contractor shall obtain and maintain the following insurance policies with the minimum coverage amount indicated below.

Required Insurance Policy	Minimum Respondent Coverage Amount	Minimum Design Consultant Coverage Amount
Workers Compensation	In accordance with law	In accordance with law
Employers Liability	One Million Dollars (\$1,000,000)	One Million Dollars (\$1,000,000)
Comprehensive General Liability (including property damage and automobile liability)	One Million Dollars (\$1,000,000) per occurrence/ Two Million Dollars (\$2,000,000) aggregate	One Million Dollars (\$1,000,000) per occurrence/ Two Million Dollars (\$2,000,000) aggregate

3.2.5.4 Tab 4; Letter from Surety Company as defined in Question 6.1.5 in the Application.

4 NOTIFICATION OF PRE-QUALIFICATION RESULTS

Bidders timely submitting Responses to the Application will be notified by email of their pre-qualification within thirty (30) calendar days after submission of responses to the Application.

5 CONFIDENTIALITY

The completed Pre-Qualification Applications (questionnaire answers and financial statements) submitted by Bidders are not public records and are not open to public inspection. All information provided will be kept confidential to the extent permitted by law provided, however, the District expressly reserves the right to disclose information set forth in a Bidder's completed Pre-Qualification Application for purpose of verification and investigation of information provided. The District is not liable or responsible for the disclosure of such records, including those exempt from disclosure if disclosure is deemed required by law, by an order of Court, or which occurs through inadvertence, mistake or negligence on the part of

the District or its employees, officers, agents or representatives. If the District is required to defend or otherwise respond to any action or proceeding wherein request is made for the disclosure of the contents of any portion of a Pre-Qualification Application deemed exempt from disclosure hereunder, the Bidder submitting the materials sought by such action or proceeding agrees to defend, indemnify and hold harmless the District in any action or proceeding from and against any liability, including without limitation attorneys' fees arising there from. The party submitting materials sought by any other party shall be solely responsible for the cost and defense in any action or proceeding seeking to compel disclosure of such materials; the District's sole involvement in any such action shall be that of a stakeholder, retaining the requested materials until otherwise ordered by a court of competent jurisdiction. The identities of the prospective Bidders submitting a Pre-Qualification Application and the District's determination of whether a prospective bidder is deemed "qualified" are matters of public record and subject to disclosure.

6 WAIVER OF IRREGULARITIES

The District reserves the right to waive minor irregularities and omissions in Responses to the Application.

7 APPEAL OF QUALIFICATION DETERMINATION

Where a timely and completed Response to the Application results in a rating below that necessary for a Bidder to be deemed qualified, an appeal can be made. An appeal is begun by the Contractor by submitting a written notice to the Vice President, Administrative Services for the District at 6500 Soquel Drive, Aptos, CA 95003 of its appeal of the decision with respect to its Qualification rating, no later than five (5) working days after the late date for submission of Response to the Application. 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 shall be deemed waived. All factual contentions must be supported by competent, admissible and credible evidence.

Without a timely appeal, Bidders 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.

**INFORMAL BIDDING
APPLICATION FOR QUALIFICATION
2012**

Instructions: See the accompanying Informal Bidding Qualification Application Instructions for directions and guidelines to complete and submit this Informal Bidding Application for Qualification.

1. Bidder Information.

1.1. Bidder Name: _____

1.2. Address (physical office/shop location):

Street Address : _____

City, State and Zip Code: _____

1.3. Mailing Address (if different than address above):

Street Address : _____

City, State and Zip Code: _____

1.4. Phone: (_____) _____ Fax: (_____) _____

1.5. Web Address: _____

1.6. Federal Tax ID No.: _____

1.7. Contractor License Type: _____

1.8. Contractor License Number: _____

1.9. Bidder's principal contacts:

Name: _____ Title: _____

Phone: (_____) _____ Fax: (_____) _____

E-Mail: _____

Name: _____ Title: _____

Phone: (_____) _____ Fax: (_____) _____

E-Mail: _____

1.8 Length of time firm has been in business _____ years

- 2. Trade Categories.** The trade categories for which Informal Bidding qualification is requested are those checked below (the required classification of California Contractors' License for each trade category is identified below):

Qualification Requested (check appropriate boxes)	Trade Categories	Required Classification of California Contractors' License
<input type="checkbox"/>	General Engineering Contractor	A General Engineering Contractor
<input type="checkbox"/>	General Construction	B General Building
<input type="checkbox"/>	Insulation and Acoustical	C-2 Insulation and Acoustical Contractor
<input type="checkbox"/>	Boiler, Hot-Water Heating System Fitting Contractor	C-4 Boiler, Hot-Water Heating System Fitting Contractor
<input type="checkbox"/>	Framing and Rough Carpentry Contractor	C-5 Framing and Rough Carpentry Contractor
<input type="checkbox"/>	Cabinetry, Millwork, Finish Carpentry	C-6 Cabinet, Millwork, Finish Carpentry
<input type="checkbox"/>	General Low Voltage Electrical	C-7 Low Voltage Electrical
<input type="checkbox"/>	Telecommunications/ Data Cabling	C-7 Low Voltage Electrical
<input type="checkbox"/>	Concrete Contractor	C-8 Concrete Contractor
<input type="checkbox"/>	Drywall Contractor	C-9 Drywall Contractor
<input type="checkbox"/>	General Electrical	C-10 Electrical
<input type="checkbox"/>	Elevator Contractor	C-11 Elevator Contractor
<input type="checkbox"/>	Earthwork/Paving	C-12 Earthwork and Paving
<input type="checkbox"/>	Fence	C-13 Fencing
<input type="checkbox"/>	Flooring	C-15 Floor and Flooring
<input type="checkbox"/>	Fire Protection/Fire Alarms	C-16 Fire Protection
<input type="checkbox"/>	Glass	C-17 Glazing
<input type="checkbox"/>	HVAC	C-20 Warm-Air Heating and Air Conditioning
<input type="checkbox"/>	Moving/Demolition	C-21 Building Moving/Demolition
<input type="checkbox"/>	Ornamental Metal Contractor	C-23 Ornamental Metal Contractor
<input type="checkbox"/>	Landscaping/Irrigation	C-27 Landscaping
<input type="checkbox"/>	Doors, Locks, Security	C-28 Lock and Security Equipment
<input type="checkbox"/>	Masonry Contractor	C-29 Masonry Contractor
<input type="checkbox"/>	Construction Zone Traffic Control	C-31 Construction Zone Traffic Control Contractor
<input type="checkbox"/>	Parking Lot	C-32 Parking and Highway Improvement
<input type="checkbox"/>	Painting	C-33 Painting and Decorating
<input type="checkbox"/>	Pipeline Contractor	C-34 Pipeline Contractor

<input type="checkbox"/>	Lathing and Plastering Contractor	C-35 Lathing and Plastering Contractor
<input type="checkbox"/>	Plumbing	C-36 Plumbing
<input type="checkbox"/>	Refrigeration Contractor	C-38 Refrigeration Contractor
<input type="checkbox"/>	Roofing	C-39 Roofing
<input type="checkbox"/>	Sanitation System Contractor	C-42 Sanitation System Contractor
<input type="checkbox"/>	Sheet Metal Contractor	C-43 Sheet Metal Contractor
<input type="checkbox"/>	Electrical Sign Contractor	C-45 Electrical Sign Contractor
<input type="checkbox"/>	Solar Contractor	C-46 Solar Contractor
<input type="checkbox"/>	General Manufactured Housing Contractor	C-47 General Manufactured Housing Contractor
<input type="checkbox"/>	Reinforcing Steel Contractor	C-50 Reinforcing Steel Contractor
<input type="checkbox"/>	Structural Steel Contractor	C-52 Structural Steel Contractor
<input type="checkbox"/>	Swimming Pool Contractor	C-53 Swimming Pool Contractor
<input type="checkbox"/>	Ceramic Tile	C-54 Tile
<input type="checkbox"/>	Trenching	D-56 Trenching
<input type="checkbox"/>	Hydro seed Spraying	D-59 Hydro seed Spraying
<input type="checkbox"/>	Air and Water Balancing	D-62 Air and Water Balancing
<input type="checkbox"/>	Construction Cleanup	D-63 Construction Cleanup
<input type="checkbox"/>	Non specialized	D-64 Nonspecialized
<input type="checkbox"/>	Weatherization and Energy Conservation	D-65 Weatherization and Energy Conservation
<input type="checkbox"/>	Asbestos Certification	ASB – Asbestos Certification
<input type="checkbox"/>	Hazardous Substance Removal Certification	HAZ - Hazardous Substance Removal Certification

3. Annual Revenue:

Calendar Year/ Fiscal Year	Annual Gross Revenue	Average Dollar Value of all Contracts	Dollar Value of Largest Contract
2007 (FY 2006/2007)			
2008 (FY 2007/2008)			
2009 (FY 2008/2009)			
2010 (FY 2009/2010)			

4. Bonding, Insurance and Banking Information.

4.1. Bonds and Insurance:

4.1.1. Surety.

Surety Company: _____

Surety Contact: _____

Surety Address: _____

Surety Telephone No.: (____) _____

Surety E-Mail: _____

4.1.2. Surety Broker.

Brokerage Company: _____

Broker Contact: _____

Broker Address: _____

Broker Telephone No.: (____) _____

Broker E-Mail: _____

4.1.3. Commercial General Liability Insurance.

Insurer: _____

Current Policy No.: _____

General Liability Insurance Broker:

Address: _____

Telephone No.: (____) _____

E-Mail: _____

Contact Name: _____

4.1.4. Workers' Compensation Insurance.

Insurer: _____

Current Workers' Compensation Insurance Policy No.: _____

Workers' Compensation Insurance Broker:

Address: _____

Telephone No.: (____) _____

E-Mail: _____

Contact Name: _____

4.2. Banking:

Bank Name: _____

Address: _____

Contact Person: _____ Phone: _____ E-Mail: _____

Line of credit: \$ _____ Unused portion: \$ _____ Expiration date: _____

5. References:

Material Suppliers			
Supplier Name	Address	Telephone No.	Contact Name

Public Agency Owners (K-12 school districts or community college districts preferred)			
Owner Name	Address	Telephone No.	Contact Name

6. Pre-Qualification Rating Questionnaire.

6.1. Essential Requirements. A Bidder will not be deemed qualified if the answer to any of questions 6.1.1 through 6.1.5 in this section is “no.”

6.1.1. Bidder possesses a valid and currently in good standing California Contractors’ license for the trade category(ies) checked in Paragraph 2 above.

_____ Yes _____ No

6.1.2. Bidder maintains a commercial general liability insurance policy with a coverage amount of at least \$1,000,000 per occurrence and \$2,000,000 aggregate.

_____ Yes _____ No

6.1.3. Bidder has a current workers’ compensation insurance policy as required by the Labor Code or is legally self-insured pursuant to Labor Code § 3700.

_____ Yes _____ No

_____ Bidder is exempt from this requirement, because it has no employees

6.1.4. The Bidder’s most recent financial statement (i.e. Balance Sheet, Profit & Loss Statement) with accompanying notes and supplemental information or the completed form of Financial Statement will be provided if requested upon award of a bid.

_____ Yes _____ No

6.1.5. A letter from an admitted surety insurer (approved by the California Department of Insurance, NOT the Bidder’s agent or broker) and authorized to issue bonds in the State of California, which states the Bidder’s bonding capacity is submitted with this Application.

_____ Yes _____ No

6.2. Performance/Experience. A Bidder must receive a minimum of 70 points out of a possible 95 points in this section.

6.2.1. Has your organization been the Contractor (under direct contract to a public agency) greater than \$50,000 for a project in the past 2 years?

_____ Yes _____ No

If Yes, circle one: Greater than \$100,000.00 - 5 points

\$50,000.01 - \$99,999.00 - 3 points

Less than \$50,000 - 0 points

6.2.2. Has a claim or other demand ever been made against your organization's California Contractors License Bond?

_____ Yes _____ No

No - 5 points

Yes - 0 points

6.2.3. Has a complaint ever been filed against your organization's California Contractors' License with the California Contractors' State License Board?

_____ Yes _____ No

No - 5 points

Yes - 0 points

6.2.4. Has your organization ever been unable to obtain a bond or been denied a bond for a construction contract that you were awarded?

_____ Yes _____ No

If yes, list each occasion and explain on separate pages.

No - 5 points

Yes - 0 points

6.2.5. Has your organization ever asked to be relieved of or refused to sign a contract awarded to it?

_____ Yes _____ No

No - 5 points

Yes - 0 points

6.2.6. Has your organization ever failed to complete a construction contract?

_____ Yes _____ No

No -5 points

Yes - 0 points

6.2.7. Has your organization ever been declared in default of a construction contract?

_____ Yes _____ No

No - 5 points

Yes - 0 points

6.2.8. Has your organization ever failed to complete a public works construction contract within the authorized time?

_____ Yes _____ No

No - 5 points

Yes- 0 points

6.2.9. Has your organization ever been assessed and paid liquidated damages under a construction contract with either a public or private owner?

_____ Yes _____ No

No - 5 points

Yes- 0 points

6.2.10. Has your organization ever been denied an award of a public works contract based upon a finding by a public agency that your organization was not a responsible bidder?

_____ Yes _____ No

No - 5 points

Yes - 0 points

6.2.11. Has any claim against your organization concerning your organization's work on a construction project ever been filed in court or arbitration by either a public or private owner within the last 2 years?

_____ Yes _____ No.

If yes, on how many occasions? _____

Annual Sales ≥ \$10 Million

No occasions - 10 points

1 or 2 occasions - 5 points

More than 2 occasions - 0 points

Annual Sales < \$10 Million

No occasions - 10 points

1 occasion - 5 points

More than 1 occasion - 0 points

6.2.12. Has your organization ever made any claim against a public or private owner concerning work or payment on a construction project and filed that claim in court or arbitration within the last 10 years?

_____ Yes _____ No.

If yes, on how many occasions? _____

No occasions - 10 points

1 or 2 occasions - 5 points

More than 2 occasions - 0 points

6.2.13. Has your organization or any principal of your organization ever been found guilty of violating any federal, state or local law, rule or regulation regarding a construction contract within the last 10 years?

_____ Yes _____ No

No - 5 points

Yes - 0 points

6.2.14. Has any surety made any payments on your organization's behalf to satisfy any claims made against a Labor and Material Payment Bond or Performance Bond issued on your organization's behalf in connection with a public or private construction project within the last 10 years?

_____ Yes _____ No.

If yes, on how many occasions? _____

No occasions - 10 points

1 occasion - 5 points

More than 1 occasion - 0 points

6.2.15. Has any insurance carrier, for any policy of insurance, refused to renew an insurance policy for your organization within the last 10 years?

_____ Yes _____ No.

If yes, on how many occasions? _____

No occasions - 10 points

1 occasion - 5 points

More than 1 occasion - 0 points

6.3. Safety. Bidder must receive a minimum of 36 points out of a possible 43 points in this section.

6.3.1. 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 (5) years? (Note: If your firm filed an appeal of a citation and the Occupational Safety and Health Appeals Board has not yet ruled on the appeal, you need not include information about the citation.)

_____ Yes _____ No

1 or less occasion - 5 points

2 occasions - 3 points

More than 2 occasions - 0 points

6.3.2. Has the Federal Occupational Safety and Health Administration (“OSHA”) cited and assessed penalties against your firm in the past five (5) years? (Note: If you have filed an appeal of citation and the appropriate appeals Board has not yet ruled on your appeal, you need not include information about the pending citation.)

_____ Yes _____ No

1 or less occasion - 5 points

2 occasions - 3 points

More than 2 occasions - 0 points

6.3.3. Has the EPA, 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 citation and the appropriate appeals Board has not yet ruled on your appeal, you need not include information about it.)

_____ Yes _____ No

1 or less occasion - 5 points

2 occasions - 3 points

More than 2 occasions - 0 points

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

Once a week or more often - 3 points

More often than once per month but less than once per week-1 point

Any other answer - 0 points

6.3.5. List your firm's Workers' Compensation Insurance Experience Modification Rate (EMR) for each of the past three (3) 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: _____

No Employees or Three-year average EMR of .95 or less - 5 points

Three-year average EMR or more than .95 but no more than 1.1 - 3 points

Three-year average EMR of more than 1.1 but less than 1.2 - 1 point

Any other EMR - 0 points

6.3.6. Within the last five (5) 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

No Employees or 1 or less occasion - 5 points

More than 1 occasion - 0 points

6.3.7. Has there been more than one occasion during the last five (5) years on which your firm was required to pay either back wages or penalties for your own firm's failure to comply with California'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 to your firm.)

_____ Yes _____ No

2 or less occasions - 5 points

3 occasions - 3 points

More than 3 occasions - 0 points

6.3.8. During the last five (5) years, has there been more than one occasion on 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

2 or less occasions - 5 points

3 occasions - 3 points

More than 3 occasions - 0 points

6.3.9. 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, 2003 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).

2 or less occasions - 5 points

3 occasions - 3 points

More than 3 occasions - 0 points

7. Accuracy and Authority.

The undersigned is duly authorized to execute this Informal Bidding Qualification Application under penalty of perjury on behalf of the above-identified Bidder. The undersigned warrants and represents that he/she has personal knowledge of each of the responses to this Informal Bidding Qualification Application and/or that he/she has conducted all necessary and appropriate inquiries to determine the truth, completeness and accuracy of responses to this Informal Bidding Qualification Application.

The undersigned declares and certifies that the responses to this Informal Bidding Qualification Application are complete and accurate; there are no omissions of material fact or information that render any response to be false or misleading and there are no misstatements of fact in any of the responses. The above-identified Bidder acknowledge and agree that if the District determines that any response herein is false or misleading or contains misstatements of fact, the Bidder will not be deemed qualified to participate in the District's Informal Bidding procedures.

Executed this ___ day of _____ 20__ at _____
(City and State)

I declare under penalty of perjury under California law that the foregoing is true and correct.

(Signature)

(Typed or written name)