



## **LONG BEACH COMMUNITY COLLEGE DISTRICT**

### **CONTRACTOR PRE-QUALIFICATION PROGRAM**

## **INTRODUCTION**

Founded in 1927, the Long Beach City College District (District) is one of the 114 community colleges in California. The District encompasses the cities of Long Beach, Signal Hill, Avalon, and most of Lakewood. To assist in providing services to the public, the District enters into contracts with general contractors, trade contractors, and vendors.

Pre-qualification is authorized by Public Contracts Code Section 20101 (for public agencies) and 20651.5 (for community colleges in particular), permitting the governing board to require each prospective bidder for a contract to complete and submit to the district a standardized questionnaire and financial statement in a form specified by the district, including a complete statement of the prospective bidder's financial ability and experience in performing public works.

To comply with this requirement, the District has developed a Pre-Qualification Application (Application), which must be completed in advance by all firms competing for contracts requiring pre-qualification. The Application requests firms to disclose information relating to certain areas, such as:

1. Experience;
2. Quality and timeliness of past performance;
3. Reliability and responsibility;
4. Compliance with equal employment requirements;
5. Compliance with wage, hours, and other fair labor standards;
6. Integrity and business ethics of the firm and its key personnel;
7. Gifts given, or contributions made to members or alternate members or employees of the District; and
8. Financial and operational capability.

All contracts for projects requiring pre-qualification will only be awarded to firms who have been pre-qualified no later than 10 calendar days prior to the District's opening of bids or proposals.



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## WHO SHOULD COMPLETE THIS APPLICATION?

- Any general contractor or trade contractor wishing to bid on a bid or proposal, as a prime contractor, for projects advertised as requiring pre-qualification.
- Contractors that can meet the Essential Requirements (see Part III Essential Requirements, page 23.
- Subcontractors, vendors, or any other firms not bidding as a Direct general contractor do NOT have to complete this application.

## THE PRE-QUALIFICATION PROCESS

### *Overview*

Any general contractor or trade contractor acting as a prime contractor (hereinafter "Applicant") wishing to do business with the District must be pre-qualified 10 days prior to submission of a bid or proposal unless the District publishes another deadline for a specific project.

All Invitation for Bid (IFB) and Requests for Proposal (RFP) packages for contracts requiring pre-qualification will contain a blank Pre-Qualification Program Application, a copy of the Program and a Validation Form. Please contact The Solís Group directly for the Pre-Qualification Program Application.

### *Preparation and Submittal of Application*

A person who is knowledgeable and duly authorized to attest to the past and present operations of the Applicant and its policies must complete the Application. A Pre-Qualification Certification Form must be SIGNED by the preparer and by at least one general partner, owner, principal, or executive officer of the firm who is authorized to legally commit the firm. More than one certification page may be necessary.

All questions must be answered. Disclaimers, general statements with global qualifications, or notations of "Not Applicable" are not acceptable. Any pages containing supplemental information, and other documentation which the Applicant submits to ensure full disclosure, should be attached to the Application. Each page must contain the Applicant's name and tax identification number.

Applicants are encouraged to submit Applications as soon as possible to allow pre-qualification prior to submission of a bid or proposal. Applications received with the bid or proposal may not be processed in time for acceptance of the bid/proposal.

If you are unsure of your filing requirements, please contact the Pre-Qualification Administrators at (949) 485-9597 or send an email to [mlutz@thesolisgroup.com](mailto:mlutz@thesolisgroup.com)

Applications should be mailed or delivered to:

The Solís Group, Attn: Pre-Qual  
3452 E Foothill Blvd, Suite 200  
Pasadena, CA 91107



### *Pre-Qualification Period and Renewal*

Pre-Qualification is valid for a period of two years as specified on the approval notification letter, unless new information comes to light that may disqualify the Applicant, such as conviction for fraud or other crimes, or significant changes in the composition or financial status of the Applicant.

If a contractor is already pre-qualified and a new project is advertised for bids, that contractor may be required to complete a supplementary Validation Form that contains project-specific qualifying questions and information about the firm's bonding capacity.

*Note: A contractor Pre-Qualified status expires after two (2) years. A previously approved contractor may need to resubmit an application, should it be necessary. Please check with The Solís Group for pre-qualification status.*

### *Pre-Qualification Contracting Level*

Applicants will be pre-qualified for contract award amounts not to exceed the value specified in the approval notification letter. This amount will be based on the amount of bonding capacity and the largest single completed project performed by the contractor within the last five years that provides a satisfactory reference in the pre-qualification process. Applicants may submit additional information regarding new bonding limits, financial conditions, or increased capacity with a request to reconsider the pre-qualified limit at any time.

### *Validation Form*

All pre-qualified firms submitting on contracts requiring pre-qualification must submit a Validation Form ten (10) days prior to the bid submission due date. On the Validation Form the pre-qualified firm must certify that the information contained in the most recently submitted Application has not changed, and must list contact information for all current projects that affect the firm's aggregate bonding capacity at the time of the new bid. If it is determined that the firm's aggregate bonding capacity will be surpassed with the submittal of the new bid, the District may reject the firm's bid as non-responsive. Likewise, if the information has changed or the firm's ownership or financial status has changed, the firm must attach a separate sheet with a full explanation. Any new annual financial statements published since submittal of the most recently submitted Application must also be attached. A copy of the Validation Form is attached to these instructions.



## *What We Do With Your Application*

### Initial Screening

All Applications will be checked for completeness upon receipt. Applications found to be incomplete will be returned to the Applicant with a letter advising them of missing answers or documentation. All Applications will also be checked to ensure the Applicant is not on any public agency list of debarred firms.

After this initial screening process is completed, the Application is evaluated to determine whether Pre-Qualification is approved or denied.

### Verification

The verification process will include review of public databases and records check of references, financial analysis, and utilization of other investigative methods.

### Evaluation

The Application contains Parts I through VII. Each part may contain questions that will be scored and/or questions that request background information on the Applicant. Applicants who meet the essential qualifications, receive an acceptable score, have the requisite financial wherewithal and bonding capacity will be approved for Pre-Qualification. The evaluation will include consideration of the following:

1. Does the Applicant have adequate financial capability to perform the contract in question or have the ability to obtain adequate financial resources in a timely manner?
2. Does the Applicant have sufficient bonding capacity?
3. Does the Applicant have an acceptable past performance record?
4. Is the Applicant capable of performing or complying with the required delivery or performance schedules, considering all existing commercial and governmental business commitments?
5. Does the Applicant have an acceptable record of integrity and business ethics?
6. Does the Applicant have the necessary organization, experience, accounting and operational controls, and technical skills, or the ability to obtain them?
7. Does the Applicant have the necessary production, construction, and technical equipment and facilities, or the ability to obtain them?
8. Is the Applicant qualified and eligible to receive an award under applicable laws and regulations?
9. Has the Applicant been determined to be unqualified or ineligible to participate in public contracts?
10. Is the Applicant's Experience Modification Rate (EMR) below 1.25%?



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Maximum possible points per application section:

**Part I – Contact Information: Not Scored**

**Part II – Statement of Experience: Weighted**

**Part III – Essential Requirements**

**Part IV – Evaluation Criteria:**

- **Contracting History:** 75 points (minimum points: 54)  
(At least three (3) reference checks must score at least 18 points each, or contractor may be deemed not qualified)
- **Performance History:** 275 points (minimum points: 192)

**Part V – Conflicts of Interest: Not Scored**

**Part VI – Financial Information: Weighted**

**Part VII – Additional Documentation:** Not Scored, but failure to submit all required documentation will result in Applicant being deemed non-responsive.

Factors Leading to Denial of Pre-Qualification Status

The following can result in denial of Pre-Qualified status:

1. Failure to satisfy Essential Qualifications.
2. Failure to submit any material information required on the questionnaire.
3. Deliberate submission of false information.
4. Debarment or suspension (with finding) by any public entity.
5. Conviction of a crime or public offense.
6. Any combination of substantive factors such as, but not limited to, disregard for laws and regulations, history of failure to perform in other contracts, unresolved tax liens, excessive claims, patterns of serious OSHA violations, etc., which, in the sole discretion of the District, do not meet the standards of fitness or reliability expected from contractors wishing to do business with this agency;
7. Inability to meet financial qualifications.
8. Lack of bonding capacity.
9. Applicant's Experience Modification Rate (EMR) is at or above 1.25%; or
10. Reference interviews for Applicant's past projects are not commendable.

Notification of Pre-Qualification Status

Once the evaluation is complete, the Applicant will be notified by a letter whether the Pre-Qualification Application has been approved or denied. If an Applicant achieves Pre-Qualified status, the letter will also contain the term of the Pre-Qualification and the maximum dollar value of any contract that may be awarded to the firm.



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### Supplemental Information

Applicants who are not approved for Pre-Qualification will be given the opportunity to submit additional information within a predetermined timeframe. This supplemental information will be considered and evaluated along with the initial Application and a new score developed. Applicants who receive an acceptable score based on the initial and supplemental information will be approved for Pre-Qualification. Applicants who *do not* receive an acceptable score, based on deficiencies in the initial and supplemental information, may re-submit a Pre-Qualification Application once the application deficiencies have been corrected.

### Debriefing Meeting

If the Pre-Qualification is denied, a debriefing meeting to discuss the rationale for the denial of a Pre-Qualification can be scheduled. In some cases, information obtained during such debriefings may assist a denied Applicant in planning a corrective action plan that could result in their approval on an Application re-submittal. The scheduling of such debriefings shall not extend the time for appeal.

### *Appeal of Denial*

Any Applicant denied Pre-Qualification has a right to appeal the decision. The Applicant has ten (10) business days from the date of receipt of the Denial Notification to file a written appeal with the District to:

Long Beach Community College District  
Deputy Director of Purchasing & Contracts – Mail Code G-4  
4901 E. Carson, Long Beach, CA 90808

The District has established a Review Panel for appeals. Upon receipt of the written appeal, the Review Panel (Panel) will meet to address the appeal. The Panel may consult with District counsel during its review. The Panel will examine the appeal and the facts surrounding the determination before making a decision. The Panel's decision is the final decision of the District. There are no further administrative appeals.

***NOTE: The District's formal contract protest procedure is not applicable or available in this appeals process. No Bid Opening or Proposal Process will be delayed or continued to accommodate a Contractor's appeal of the District's Pre- Qualification decision.***



## **GENERAL CONDITIONS**

1. The Applicant must provide current, accurate, and complete information. Incomplete or inaccurate documentation may result in denial of Pre-Qualification.
2. The District reserves the right to verify the information submitted by the Applicant, in any related documents, or by supplemental information or data, as necessary. If it is determined that false information or data was submitted in conjunction with the Application, the District may deny Pre-Qualification, revoke previously granted approval, or, if an award has been made, may terminate the contract.
3. All costs associated with completion of the Application shall be borne by the Applicant. The District shall not, in any event, be liable for any expense incurred by the Applicant in connection with the preparation, completion or submission of the Application.
4. The District reserves the right to extend the Application submission deadline if such action is determined to be in the best interest of the District.
5. The District's Contracts Management Office has access to all information provided on the Application, related documents, and supplemental data. Should information or data provided in the Application indicate possible fraud, collusion, or intentional submission of false information, the matter may be referred to the District's Legal Counsel for further review and possible investigation independent of the Pre-Qualification process.
6. If the Applicant displays a significant lack of cooperation in facilitating verification of its information or providing data, the District, at its sole discretion, may deny the firm Pre-Qualification approval and declare the Applicant's bid or proposal to be non-responsive for the specific procurement.
7. The Application responses and the financial information submitted in conjunction with the Applicant's Application shall not be deemed public records, shall not be open to public inspection and will be afforded protection by the District to the fullest extent permitted by law.



8. Any dispute arising out of this Application or relating to Pre-Qualification in general shall be heard and determined in the Superior Court of the State of California, County of Los Angeles, or in the United States District Court for the Central District of California. If an action is commenced against the District in jurisdictions other than the above courts, and the District is forced to compel compliance with this provision through court action, Applicant and its owners shall be liable for all expenses, including attorney's fees, incurred by the District in its effort to compel compliance.
9. The District reserves the right to revise the Application and instructions in whole or in part at any time.
10. The Pre-Qualification of a prospective Applicant shall neither limit nor preclude the District's subsequent consideration of a Pre-Qualified Applicant's responsibility on factors other than those considered in the Pre-Qualification process.

## *Definitions*

**Affiliate** is defined as any one of the following: (1) any person other than Applicant which owns 25% or more of Applicant, such as parent companies or holding companies; (2) a subsidiary or a firm in which Applicant owns 25% or more; (3) a firm with which Applicant has or has had an unseverable business or professional identity; and (4) any permanent or temporary common business enterprise relationship in which the parties share operating responsibility and profits (such as or joint ventures).

**Key Person** is defined as any one of the following: (1) any person who owns 5% or more of the Applicant and/or those who make decisions with respect to its operations, finances, or policies, such as the President, CEO, CFO, COO, and in the case of partnerships, the General Partner(s); (2) Corporate Secretaries and Treasurers, as well as Directors, if they meet criteria #1, above; and (3) Division or Regional Business Managers who operate away and independently from the Applicant, but only if the division or regional office is bidding directly with the District.

**Organizational Conflict of Interest** means a situation in which performance of a previous or current contract with the District may provide the Applicant with an unfair competitive advantage, or the Applicant or any Affiliate has a relationship, which could adversely affect the Applicant's ability to fully perform the contract and concurrently to protect the best interests of the District.





**Owners** are defined as any person or other legal entity who owns 5% or more of the Applicant and who exercise a certain degree of control in the day-to-day operations, finances, or policies. For the purpose of this Application, shareholders of publicly traded companies are excluded, provided they do not participate in the day-to-day management of the firm.

**Project Team Members** are those employees of the firm who will be directly involved in the execution and management of the project.

**Personal Conflict of Interest** means a business or financial interest of any Key Person that could adversely affect the ability of the individual to fully perform the contract in a manner consistent with the best interests of the District.

***Review this document carefully to ensure that all information to each question is complete and accurate. For questions and assistance call the District's Contractor Pre-Qualification Administrators, The Solís Group.***

***Direct Contact:***

***Mason Lutz  
The Solís Group  
Phone: (949) 485-9597  
mlutz@thesolisgroup.com***



**Long Beach Community College District  
Contractor Pre-Qualification Program**

Applicant: \_\_\_\_\_; Tax ID: \_\_\_\_\_

**DISTRICT CONTRACTOR AND VENDOR  
PRE-QUALIFICATION APPLICATION**

*If application is for a specific project/bid procurement:*

Name of Procurement: \_\_\_\_\_

Procurement Number (If known): \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

(As it appears on License)

Tax ID No. or SSN \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Preparer's Name: \_\_\_\_\_

***Note:***

***If this Application is being submitted in response to a Request for Proposal (RFP), Invitation for Bid (IFB), or other procurement action, please reference the RFP or IFB name and number in the spaces provided above.***

***Whether or not the Application is being submitted in response to a Request for Proposal (RFP), Invitation for Bid (IFB), or other procurement action, a successful Pre- Qualification will be valid for two (2) years, though additional projects requiring Pre- Qualification may require the submittal of supplementary information particular to that project.***



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## PART I. CONTACT INFORMATION

Firm Name: \_\_\_\_\_  
(as it appears on license)

**Check One:**

Corporation ☐

Partnership ☐

Sole Prop. ☐

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Contact Person (Name/Title): \_\_\_\_\_

Address (if different): \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

If firm is a sole proprietor or partnership:

Owner(s) of Company \_\_\_\_\_

Contractor's License Classifications, License Numbers, and expiration dates:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## PART II. STATEMENT OF EXPERIENCE

### A. *Current Organization and Structure of the Business*

**For Firms That Are Corporations:**

1a. Date incorporated: \_\_\_\_\_

1b. Under the laws of what state: \_\_\_\_\_

1c. Provide all the following information for each person who is either (a) an officer of the corporation (president, vice president, secretary, treasurer), or (b) the owner of at least ten per cent of the corporation's stock.

Name	Position	Years with Co.	% Ownership	Social Security #



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- 1d. Identify every construction firm that any person listed above has been associated with (as owner, general partner, limited partner, officer or RMO) 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	% Ownership	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, officer or RMO) 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 Firm	% Ownership	Dates of Person's Participation with Firm



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**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, officer or RMO) 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	% Ownership	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	Type of Entity (Corporation, Partnership, Sole

- 1c. For each firm identified in the Joint Venture, complete all organizational information under section A based as required for each type of entity.
- 1.d. For Joint Ventures, the phrase "your firm" refers to any entity with ownership interest.



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**For All Firms**

**2a. Owners/Key Persons**

List Owners and Key Persons of Applicant (See Definitions). For large publicly traded companies, list only Key Persons. Attach resumes (project titles).

Full Legal Name	Title	% of Ownership

[Use additional sheets if necessary]

**2b. Related Entities (Affiliates, Subsidiaries, Joint Ventures)**

List Affiliates, subsidiaries, holding companies, joint ventures, etc., of Applicant. If no affiliates, state "NONE." (N/A is not an acceptable answer.) Include the name of the Affiliate, address, telephone number, and percentage of ownership. Also, list the top executive of Affiliate. Provide organizational, geographical, or functional chart if it would assist in clarifying the line(s) of authority.

Affiliate Name & Address	Telephone	% Owned	Top Executive's Name	*Type of Relationship

\*Type of Relationship: Joint Venture (JV); Parent Co (PC); Holding Co (HC); Subsidiary (S); or, Other (O). If Other, please explain.



Applicant: \_\_\_\_\_; Tax ID: \_\_\_\_\_

**B. *History of the Business and Organizational Performance***

3. 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: \_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

5. How many years has your organization been in business in California as a contractor under your present business name and license number? \_\_years

6. Was your firm in bankruptcy at any time during the last five years?

☐ Yes ☐ No

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

7. Your organization's Federal Tax Identification Number: \_\_\_\_\_

8. Applicant Annual Revenue: Complete the following. If the Applicant is engaged in business enterprises other than construction, responses to the following are limited to the Applicant's construction operations.

Calendar Year/ Fiscal Year	Annual Gross Revenue	Annual Net Revenue	Average Dollar Value of all Contracts	Dollar Value of Largest Contract

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

Contractor's Total Assets: \$ \_\_\_\_\_

Contractor's Current Liabilities: \$ \_\_\_\_\_

Contractor's Net Worth: \$ \_\_\_\_\_



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

Name of bonding company/surety: \_\_\_\_\_

Name of surety agent, address, and telephone number:

\_\_\_\_\_  
\_\_\_\_\_

Aggregate bonding capacity:

\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

13. Are you currently prequalified with any other community college district or school district in California?

☐ Yes ☐ No

If yes, list the district(s) and dollar rating(s):

_____	\$ _____
_____	\$ _____
_____	\$ _____

**C. Licenses**

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

15. If any of your firm's license(s) are held in the name of a corporation or partnership, list below the names of the qualifying individual(s) listed on the CSLB records who meet(s) the experience and examination requirements for each license.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_





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16. Has your firm changed names, license numbers or its Responsible Managing Employee (RME) or Responsible Managing Officer (RMO) in the past five years?  
☐ Yes ☐ No  
If "yes," identify each RME.RMO and the date and reason for the change: \_\_\_\_\_

17. Has any CSLB license held by your firm or its RME or RMO been suspended within the last five years?  
☐ Yes ☐ No  
If "yes," please explain: \_\_\_\_\_

**D. *DIR Registration***

18. DIR Registration Verification Form. Each Contractor and Subcontractor must complete and submit with its Pre-Qualification Application the form of DIR Registration Verification. A Pre-Qualification Application submitted without the DIR Registration Verification duly completed and executed by the Contractor/Subcontractor will result in rejection of the Pre-Qualification Application as non-qualified.

**E. *Disputes***

19. At any time in the last five years has your firm been assessed and paid liquidated damages after completion of a project under a construction contract with either a public or private owner?  
☐ Yes ☐ No  
If yes, explain on a separate signed page, identifying all such projects by owner, owner's address, the date of completion of the project, amount of liquidated damages assessed and all other information necessary to fully explain the assessment of liquidated damages.

20. In the last five years has your firm, or any firm with which any of your company's owners, officers or partners was associated, been debarred, disqualified, removed or otherwise prevented from bidding on, or completing, any government agency or public works project for any reason?  
***NOTE: "Associated with" refers to another construction firm in which an owner, partner or officer of your firm held a similar position, and which is listed in response to question 1c or 1d on this form.***  
☐ Yes ☐ No  
If "yes," explain on a separate signed page. State whether the firm involved was the firm applying for pre-qualification here or another firm. Identify by name of the company, the name of the person within your firm who was associated with that company, the year of the event, the owner of the project, the project, and the basis for the action.



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21. In the last five years has your firm been denied an award of a public works contract based on a finding by a public agency that your company was not a responsible bidder?  
☐ Yes ☐ No  
If "yes," explain on a separate signed page. Identify the year of the event, the owner, the project, and the basis for the finding by the public agency.
22. In the past five (5) years, has your firm, or any Owner/Key Person currently with your firm, signed an agreement with an Owner, Developer, or public agency as part of a negotiated settlement agreement that precludes your firm from bidding on projects that are being financed in part or whole by that Owner, Developer, or public agency?  
☐ Yes ☐ No  
If "yes," explain any such agreement(s) on a separate signed page. Identify the owner/developer/agency, the date and duration of the agreement(s), and the name, contract date, and contract value of all projects (completed or not) that your firm has worked on for that owner/developer/agency in the last five (5) years.

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

23. In the past five (5) years has any claim against your firm concerning your firm's work on a construction project been **filed in court or arbitration?**

☐ Yes ☐ No

If "yes," on separate signed sheets of paper identify the claim(s) by providing the project name, date of the claim, name of the claimant, a brief description of the nature of the claim, the court in which the case was filed and a brief description of the status of the claim (pending or, if resolved, a brief description of the resolution).

24. In the past five years has your firm made any claim against a project owner concerning work on a project or payment for a contract and **filed that claim in court or arbitration?**

☐ Yes ☐ No

If "yes," on separate signed sheets of paper identify the claim by providing the project name, date of the claim, name of the entity (or entities) against whom the claim was filed, a brief description of the nature of the claim, the court in which the case was filed and a brief description of the status of the claim (pending, or if resolved, a brief description of the resolution).

25. At any time during the past five years, has any surety company made any payments on your firm's behalf as a result of a default, to satisfy any claims made against a performance or payment bond issued on your firm's behalf, in connection with a construction project, either public or private?

☐ Yes ☐ No

If "yes," explain on a separate signed page the amount of each such claim, the name and telephone number of the claimant, the date of the claim, the grounds for the claim, the present status of the claim, the date of resolution of such claim if resolved, the method by which such was resolved if resolved, the nature of the resolution and the amount, if any, at which the claim was resolved.

26. In the last five years has any insurance carrier, for any form of insurance, refused to renew the insurance policy for your firm?

☐ Yes ☐ No

If "yes," explain on a separate signed page. Name the insurance carrier, the form of insurance and the year of the refusal.



Applicant: \_\_\_\_\_; Tax ID: \_\_\_\_\_

27. Within the last five years has there ever been a period when your firm had employees but was without workers' compensation insurance or state-approved self-insurance?  
☐ Yes ☐ No

If "yes," please explain the reason for the absence of workers' compensation insurance on a separate signed page. If "No," please provide a statement by your current workers' compensation insurance carrier that verifies periods of workers' compensation insurance coverage for the last five years. (If your firm has been in the construction business for less than five years, provide a statement by your workers' compensation insurance carrier verifying continuous workers' compensation insurance coverage for the period that your firm has been in the construction business.)

**F. *Criminal Matters and Related Civil Suits***

28. Has your firm or any of its owners, officers, partners, RMOs or RMEs 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.

29. Has your firm or any of its owners, officers, partners, RMOs or RMEs 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.

30. Has your firm or any of its owners, officers, partners, RMOs or RMEs ever been convicted of a federal or state crime of fraud, theft, or any other act of dishonesty?  
☐ Yes ☐ No

If "yes," identify on a separate signed page the person or persons convicted, the court (the county if a state court, the district, or location of the federal court), the year and the criminal conduct.

**G. *Bonding***

31. 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.

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Applicant: \_\_\_\_\_; Tax ID: \_\_\_\_\_

32. 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.

**H. *Compliance with Occupational Safety and Health Laws and with Other Labor Legislation Safety***

33. Has CAL OSHA cited and assessed penalties against your firm for any "serious" and "willful" or "repeat" violations of its safety or health regulations in the past five years?

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

☐ Yes ☐ No

If "yes," attached a separate signed page describing the citations, including information about the dates of the citations, the nature of the violation, the project on which the citation(s) was or were issued, the amount of penalty paid, if any. If the citation was appealed to the Occupational Safety and Health Appeals Board and a decision has been issued, state the case number and the date of the decision.

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

*NOTE: If you have filed an appeal of a citation and the Appeals Board has not yet ruled on your appeal, or if there is a court appeal pending, you need not include information about the citation.*

☐ Yes ☐ No

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

35. Has the EPA or any Air Quality Management District or any Regional Water Quality Control Board cited and assessed penalties against either your firm or the owner of a project on which your firm was the contractor, in the past five years?

*NOTE: If you have filed an appeal of a citation and the Appeals Board has not yet ruled on your appeal, or if there is a court appeal pending, you need not include information about the citation.*

☐ Yes ☐ No

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

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



Applicant: \_\_\_\_\_; Tax ID: \_\_\_\_\_

I. *Prevailing Wage and Apprenticeship Compliance Record*

37. Has there been more than one occasion during the last five years in which your firm was required to pay either back wages or penalties for your own firm's failure to comply with 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.**

☐ 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/or penalties that you were required to pay.

38. During the last five years, has there been more than one occasion in which your own firm has been penalized or required to pay back wages for failure to comply with the **federal** Davis-Bacon prevailing wage requirements?

☐ Yes ☐ No

If "yes," attach a separate signed page or pages describing the nature of the violation, identifying the name of the project, the date of its completion, the public agency for which it was constructed; the number of employees who were initially underpaid, the amount of back wages you were required to pay along with the amount of any penalty paid.

39. 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.

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40. 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 and state the year in which each such apprenticeship program was approved. Attach evidence of the most recent California Apprenticeship Council approval(s) of your apprenticeship program(s).

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**Long Beach Community College District  
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- (b) 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.

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

☐ Yes ☐ No

If "yes," provide the date(s) of such findings and attach copies of the Department's final decision(s).

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Applicant: \_\_\_\_\_; Tax ID: \_\_\_\_\_

### PART III: ESSENTIAL REQUIREMENTS FOR CONTRACTOR PRE-QUALIFICATION

***Note: Contractor will be immediately disqualified if the answer to any of questions 1 through 5 is "no." Contractor will be immediately disqualified if the answer to any of questions 6 through 14 is "yes."***

1. Does Contractor possess a valid and current California Contractor's license in the Classification required for the Project for which it intends to submit a bid?  
☐ Yes ☐ No, not qualified.
2. Does Contractor have a liability insurance policy with a policy limit of at least \$2,000,000 per occurrence and \$3,000,000 aggregate from an insurer with an A.M. Best rated A- or better; A.M. Best Financial Size Category VII or higher; authorized under California law to transact business in the State of California and authorized to issue insurance policies in the State of California?  
☐ Yes ☐ No, not qualified.
3. Does Contractor have current workers' compensation insurance as required by the Labor Code?  
☐ Yes ☐ No, not qualified.  
  
☐ No; Contractor is exempt from this requirement, as it has no employees.
4. Have you attached a notarized statement from an admitted surety insurer (approved by the California Department of Insurance) authorized to issue bonds in the State of California having an A.M. Best rating of A- or better which states: (a) your single-project bonding capacity; (b) your total bonding capacity; and (c) your current available bonding capacity?  
***NOTE: Notarized statement must be from the surety company, not an agent or broker.***  
☐ Yes ☐ No, not qualified.
5. Have you attached your latest copy of a reviewed or audited financial statement with accompanying notes and supplemental information?  
☐ Yes ☐ No, not qualified.
6. Has your contractor's license been revoked at any time in the last five years?  
☐ Yes, not qualified. ☐ No
7. Has a surety firm completed a contract on your behalf, or paid for completion because your firm was terminated for cause or default by the project owner within the last five (5) years?  
☐ Yes, not qualified. ☐ No





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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, not qualified. ☐ No
9. At any time during the last five years, has your firm or any of its owners, partners, officers or RMOs 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, not qualified. ☐ No
10. Has any CSLB license held by your firm or its Responsible Managing Employee (RME) or Responsible Managing Officer (RMO) been suspended within the last five years?  
☐ Yes, not qualified. ☐ No
11. In the last five years has your firm, or any firm with which any of your company's owners, officers, partners or RMOs was associated, been debarred, disqualified, removed or otherwise prevented from bidding on any government agency or public works project for any reason?  
***NOTE: "Associated with" refers to another construction firm in which an owner, partner or officer of your firm held a similar position, and which is listed in response to question 1c or 1d on this form.***  
☐ Yes, not qualified. ☐ No
12. Is your firm currently the debtor in a bankruptcy case?  
☐ Yes, not qualified. ☐ No
13. At any time during the last five years, has your firm or any of its owners, officers, partners or RMOs 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, not qualified. ☐ No
14. Does your firm, its principals and/or its RMO/RME have any unpaid outstanding judgments against them?  
☐ Yes, not qualified. ☐ No



## **PART IV: EVALUATION CRITERIA**

### ***1. CONTRACTING HISTORY (125 Possible Points)***

Using the form attached hereto (Attachment 1), Contractor shall provide the following information:

- a. Contractor shall identify and provide information about its six most recently completed public works projects and its three largest completed private projects within the last five (5) years valued over \$1 M in construction costs for this project. Names and references must be current and verifiable. (If contractor has not performed three private projects, please indicate this.)
- b. If not already covered by a), Contractor shall identify and provide information about its largest completed project within the last five (5) years. Names and references must be current and verifiable.

***Note: As the majority of companies have staff working remotely due to the current pandemic, please provide at least two cell phone contacts for each of listed references.***



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Applicant: \_\_\_\_\_; Tax ID: \_\_\_\_\_

***CONTRACTOR PERFORMANCE: ATTACHMENT 1  
CONSTRUCTION PROJECTS COMPLETED***  
(Duplicate Form as Required for Each Completed Project)

Contractor Name: \_\_\_\_\_

Project Name: \_\_\_\_\_

Location: \_\_\_\_\_

Owner: \_\_\_\_\_

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

Project Type: ☐ New Construction ☐ Modernization/Infrastructure

Procurement Type: ☐ General Contractor Design-Bid-Build ☐ Multi-Prime

☐ Lease/Leaseback ☐ Design-Build ☐ Other: \_\_\_\_\_

Contractor's Role: ☐ General ☐ Prime Contractor Trade: \_\_\_\_\_

☐ Subcontractor. Trade: \_\_\_\_\_ Tier: \_\_\_\_\_

☐ Indicate here if project was subject to review, approval, and inspection by the California Department of General Services, Division of State Architect.

Architect or Engineer (name, company name, current cell & office phone number and e-mail address):  
\_\_\_\_\_  
\_\_\_\_\_

Construction Manager (name, company name, current cell & office phone number and e-mail address):  
\_\_\_\_\_  
\_\_\_\_\_

Description of Project, Scope of Work Performed:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Project Original Contract Price	
Project Total Adjusted Contract Price	
Contractor's Original Contract Price (for Prime and/or Subcontractors)	
Contractor's Total Adjusted Contract Price (for Prime and/or Subcontractors)	
Start Date <b>and</b> Planned Completion Date	/ /   / /
Date of Actual Completion	
Time Extensions Granted (no. of days) / LDs Assessed in Dollars	\$



Applicant: \_\_\_\_\_; Tax ID: \_\_\_\_\_

## 2. PERFORMANCE HISTORY (275 Possible Points)

1. How many years has your organization been in business in California as a contractor under your present business name and license number? \_\_\_\_\_ years  
5 points for 6 years or more                      4 points for 5 years  
**3 points for 4 years                      2 points for 3 years or less**
  
2. Was your firm or any predecessor to your firm, or any of its owners, officers, or partners at any time during the last five years in bankruptcy? (This question refers only to a bankruptcy action that was not described in answer to question 14 in Part III, above)  
☐ Yes    ☐ No  
If "yes," please attach a copy of the bankruptcy petition, showing the case number and the date on which the petition was filed, and a copy of the Bankruptcy Court's discharge order, or of any other document that ended the case, if no discharge order was issued.  
**10 points for "No"**  
**0 points for "Yes"**
  
3. How many college or school projects has your firm completed in California in the past 5 years?  
**10 points for 5 or more**  
**7 points for 4**  
**4 points for 3**  
**2 points for 2**  
**0 points for 1 or less**
  
4. At any time in the last five years has your firm been assessed and paid liquidated damages after completion of a project under a construction contract with either a public or private owner?  
☐ Yes    ☐ No  
If yes, explain on a separate signed page, identifying all such projects by owner, owner's address, the date of completion of the project, amount of liquidated damages assessed and all other information necessary to fully explain the assessment of liquidated damages.  
**10 points for "No"**  
**4 points for "Yes" indicating one project with liquidated damages of more than \$50,000**  
**0 points for "Yes" indicating two or more projects with liquidated damages of more than \$50,000**  
**0 points for any other answer**
  
5. In the last five years, has your firm 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  
**15 points for "No"**  
**0 points for "Yes"**



Applicant: \_\_\_\_\_; Tax ID: \_\_\_\_\_

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

☐ Yes ☐ No

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

**10 points for "No"**

**0 points for "Yes"**

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

☐ Yes ☐ No

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

**15 Points for "No"**

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

**0 Points for "Yes" indicating any other reason**

\* \* \* \* \*

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

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

**15 points for either "No" or "Yes" indicating 1 such instance. 7 points for "Yes" indicating 2 such instances.**

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

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

**15 points for either "No" or "Yes" indicating no more than 2 such instances. 7 points for "Yes" indicating up to 3 such instances.**

**0 points for "Yes" if 4 or more such instances.**



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Contractor Pre-Qualification Program**

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- 
8. In the past five years has your firm made any claim against a project owner concerning work on a project or payment for a contract and filed that claim in court or arbitration?  
☐ Yes, Number of instances: \_\_\_\_\_. ☐ No
9. In the past five years has any claim against your firm concerning your firm's work on a construction project been filed in court or arbitration?  
☐ Yes, Number of instances: \_\_\_\_\_. ☐ No
10. At any time during the past five years, has any surety company made any payments on your firm's behalf as a result of a default, to satisfy any claims made against a performance or payment bond issued on your firm's behalf in connection with a construction project, either public or private?  
☐ Yes, Number of claims: \_\_\_\_\_. ☐ No  
**15 points for "No"**  
**0 points for "Yes" indicating no more than 1 such claims**  
**Subtract five points for each such claim for "Yes" if 2 or more such claims**
11. Has your firm had insurance terminated by a carrier in the past 5 years due to an excessive claims history and/or nonpayment of premium?  
☐ Yes ☐ No  
**10 points for "No"**  
**0 points for "Yes"**
12. In the last five years has any insurance carrier, for any form of insurance, refused to renew the insurance policy for your firm?  
☐ Yes ☐ No  
**5 points for "No"**  
**3 points for "Yes" indicating 1 such instance**  
**0 points for "Yes" or if 2 or more such instances**
13. Are there any orders, decrees or arbitration awards pending, outstanding against your organization or any of the officers, directors, employees, or principals of your organization?  
☐ Yes ☐ No  
If "Yes," describe each such order, decree or arbitration award and the present status of the satisfaction or discharge thereof.  
**15 points for "No"**  
**0 points for "Yes"**
14. Has the Applicant been the subject of a tax lien by federal, state or any other tax authority?  
☐ Yes ☐ No  
If "Yes," describe each such lien and the present status of the satisfaction or discharge thereof.  
**10 points for "No"**  
**0 points for "Yes"**



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- 
15. Has your firm or any of its owners, officers, partners or RMOs **ever** been convicted of a crime involving any federal, state, or local law related to construction?  
☐ Yes ☐ No  
**10 points for "No"**  
**0 points for "Yes"**
16. Has your firm or any of its owners, officers or partners ever been convicted of a federal or state crime of fraud, theft, or any other act of dishonesty?  
☐ Yes ☐ No  
**10 points for "No"**  
**0 points for "Yes"**
17. Was your firm required to pay a premium of more than one percent for a performance and payment bond on any project(s) on which your firm worked at any time during the last three years, state the percentage that your firm was required to pay.  
☐ Yes Bond Premium Paid: \_\_\_\_\_ ☐ No  
**5 points if the rate is no more than one percent**  
**0 points if the rate is more than one percent**
18. 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  
**15 points for "No"**  
**0 points for "Yes"**
19. During the last five years, has a claim or other demand been made against your organization's California Contractors License Bond?  
☐ Yes ☐ No  
**5 points for "No"**  
**0 points for "Yes"**
20. During the last five years, has a complaint been filed against your organization's California Contractors License with the California Contractors State License Board?  
☐ Yes ☐ No  
**5 points for "No"**  
**0 points for "Yes"**



Applicant: \_\_\_\_\_; Tax ID: \_\_\_\_\_

21. Within the last five years has there ever been a period when your firm had employees but was without workers' compensation insurance or state-approved self-insurance?

☐ Yes ☐ No

**10 points for "No"**

**3 points for "Yes" indicating 1 such instance**

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

22. Has there been any occasion during the last five years in which your firm was required to pay either back wages or penalties for your own firm's failure to comply with the **state's** prevailing wage laws or with the **federal** Davis-Bacon prevailing wage requirements?

NOTE: This question refers only to your own firm's violation of prevailing wage laws, not to violations of the prevailing wage laws by a subcontractor.

☐ Yes ☐ No

If "yes," attach a separate signed page or pages, describing the nature of each violation, identifying the name of the project, the date of its completion, the public agency for which it was constructed; the number of employees who were initially underpaid and the amount of back wages and penalties that you were required to pay.

**10 points for "No"**

**4 Points for "Yes" indicating no more than 1 such instance**

**3 points for "Yes" indicating no more than 2 such instances**

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

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

\* \* \* \* \*

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

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

**10 points for either "No" or "Yes" indicating 1 such instance. 3**

**points for "Yes" indicating 2 such instances.**

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

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

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

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

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

23. Has CAL OSHA cited and assessed penalties against your firm for any "serious," "willful" or "repeat" violations of its safety or health regulations in the past five years?

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

☐ Yes ☐ No





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

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

☐ Yes ☐ No

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

25. Has the EPA or any Air Quality Management District or any Regional Water Quality Control Board cited and assessed penalties against either your firm or the owner of a project on which your firm was the contractor, in the past five years?

***NOTE: If you have filed an appeal of a citation and the Appeals Board has not yet ruled on your appeal, or if there is a court appeal pending, you need not include information about the citation.***

☐ Yes ☐ No

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

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

☐ Yes ☐ No.

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

27. List your firm's Experience Modification Rate (EMR) (California workers' compensation insurance) for each of the past three premium years:

***NOTE: An Experience Modification Rate is issued to your firm annually by your workers' compensation insurance carrier.***

Current year: \_\_\_\_\_

Previous year: \_\_\_\_\_

Year prior to previous year: \_\_\_\_\_

If your EMR for any of these three years is or was 1.00 or higher you may, if you wish, attach a letter of explanation. A Contractor with an EMR of 1.25% or more may be denied pre-qualification status.

***5 points for three-year average EMR of .95 or less***

***3 points for three-year average of EMR of more than .95 but no more than 1.10***

***2 points for three-year average of EMR of more than 1.10 but no more than 1.25***

***0 points for any other EMR***

\* \* \* \* \*



**Long Beach Community College District  
Contractor Pre-Qualification Program**

Applicant: \_\_\_\_\_; Tax ID: \_\_\_\_\_

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

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

Dated: \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Title)



Applicant: \_\_\_\_\_; Tax ID: \_\_\_\_\_

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## **PART V: CONFLICTS OF INTEREST**

Contractors with conflicts of interest or the appearance of a conflict of interest, in violation of California Government Code shall be disqualified.

- a. Does the Applicant or any of its Key Persons have any existing relationships that could be construed as either personal or organizational conflicts of interest, or which would give rise to a conflict if Applicant should be a recipient of a contract with the District?

☐ No

☐ Yes

- b. Has any Owner, Key Person or Project Team member of Applicant ever:

1. Been an employee of the District, or served as a Member of the District Board of Trustees or as an Alternate?

☐ No

☐ Yes

2. Been related by blood or marriage to a District employee, District Board Member or Alternate?

☐ No

☐ Yes



Applicant: \_\_\_\_\_; Tax ID: \_\_\_\_\_

## PART VI: FINANCIAL INFORMATION

1. Financial Statement: Submit the appropriate financial statement with this completed application. A Compilation is not acceptable.
2. Accountant's Certificate of Audit/Review of Financial Statement: Your accountant must complete and sign one of the following certificates on page 37 of this packet, depending on the type of financial statement you are submitting with this application. Include the certificate with your completed application.
3. Accountant's Release Letter: Please complete the form on page 38 of this packet to permit the District to contact your accountant to verify that the financial statement you have submitted is the most recent one. *(Must be original wet signed signature – copies are not acceptable)*
4. Financial Institution Release Letter: Please complete the form on page 38 of this packet to permit the District to contact the financial institution that provided a Letter of Credit for this application. You only need to complete this form if you have submitted a Letter of Credit with your application.
5. General Letter of Credit: If you wish the District to consider your letter of credit as part of its calculation of your financial capacity, you must submit a Letter of Credit from your financial institution with your application. The financial institution may use the form on page 38 of this packet or it may use its own form as long as it certifies the credit amount and agrees that the credit will not be withdrawn or reduced without 45 days prior written notice to the District.

### *FINANCIAL STATEMENT / ACCOUNTANT'S RELEASE LETTER*

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

Accountant's Release Letter will be required. Long Beach Community College District will verify financial statement validity with responsible accountant.

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



Applicant: \_\_\_\_\_; Tax ID: \_\_\_\_\_

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**FINANCIAL INFORMATION**

**COMPLETE THIS CERTIFICATE FOR AN AUDIT OF FINANCIAL STATEMENT:**

STATE OF: \_\_\_\_\_

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

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

\_\_\_\_\_  
**Type Name of Firm**

\_\_\_\_\_  
**Accountant must sign here**

\_\_\_\_\_  
**Telephone No.**

\_\_\_\_\_  
**License No.**

-----  
**COMPLETE THIS CERTIFICATE FOR A REVIEW ONLY OF FINANCIAL STATEMENT:**

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

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

\_\_\_\_\_  
**Type Name of Firm**

\_\_\_\_\_  
**Accountant must sign here**

\_\_\_\_\_  
**Telephone No.**

\_\_\_\_\_  
**License No.**

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

**Special note to Accountant:**

The above Certificates of Accountant shall not be made by any individual who is in the regular employ of the individual, partnership or corporation submitting the statement; or by any individual who is a member of the firm with more than a ten percent financial interest.



**Applicant:** \_\_\_\_\_; **Tax ID:** \_\_\_\_\_

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***ACCOUNTANT'S RELEASE LETTER***

By signing the form below, I authorize Long Beach Community College District and/or The Solis Group to contact our company's licensed accounting firm to verify our most recent audited or reviewed financial statement. I understand the financial statement is confidential information and is not open to public inspection.

---

***Name***

---

***Title***

---

***Company  
Name***

---

***Date***

**Verified by Long Beach Community College District**

---

***Name***

---

***Date***



Applicant: \_\_\_\_\_; Tax ID: \_\_\_\_\_

## PART VII - ADDITIONAL DOCUMENTATION REQUIRED

Please attach the following information:

- ☐ 1. Applicant's current business licenses and contractor's license.
- ☐ 2. DIR Registration Certification
- ☐ 3. Contractor Performance: Attachment 1 Public Construction Projects Completed
- ☐ 4. 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.
- ☐ 5. Applicant's Financial Statements (referenced above and specific additional requirements below):
  - a. Publicly traded companies: annual reports for the most recent three (3) years.
  - b. Non-publicly traded companies with audited or reviewed financial statements: statements, including balance sheet, statement of earnings and retained income, with footnotes, for the most recent three years.
  - c. Non-publicly traded companies without audited or reviewed financial statements: company generated financial statements, including balance sheet, statement of earnings and retained income for the last three years signed by the CEO or President.
  - d. Sole proprietorships: the last three years of the owner's financial statements for corresponding period signed by the owner.
- ☐ 6. Pre-Qualification Certification Form
- ☐ 7. Notarized statement from an admitted surety insurer (approved by the California Department of Insurance) authorized to issue bonds in the State of California having an A.M. Best rating of A- or better which states: (a) your total bonding capacity; and (b) your current bonding capacity 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) (c) your current available bonding capacity?



Applicant: \_\_\_\_\_; Tax ID: \_\_\_\_\_

## PRE-QUALIFICATION CERTIFICATION FORM

*A copy of this certification must be completed and signed by the preparer and by at least one general partner, owner, principal, or officer authorized to legally commit the Applicant, and submitted with the Application.*

The Applicant recognizes that the information submitted in the questionnaire herein is for the express purpose of inducing the District to award a contract, or to allow the Applicant to participate in District projects as contractor, subcontractor, vendor, or supplier. The Applicant has read and understands the requirements of the program as described in the "Pre-Qualification Program" which was sent out with this Application and has read and understands the instructions for completing this form. The Applicant acknowledges that he/she is duly authorized to provide the information contained in this Application and that answering the questions in this Application is entirely within his/her control.

### CERTIFICATION

I, (printed name) \_\_\_\_\_ am the

(title) \_\_\_\_\_ of the Applicant. I certify that I have read and understood the questions contained in the attached Application, and that to the best of my knowledge and belief all information contained herein and submitted concurrently or in supplemental documents with this Application is complete, current, and true. I further acknowledge that any false, deceptive, or fraudulent statements on the Application will result in denial of Pre-Qualification status.

I authorize the District to contact any entity named herein, or any other internal or outside resource, for the purpose of verifying information provided in the questionnaire or to develop other information deemed relevant by the District.

\_\_\_\_\_  
Signature of Preparer of this Application

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Officer Authorized to Legally Bind the Applicant

\_\_\_\_\_  
Date

~~~~~

### NOTICE TO APPLICANTS

***A material false statement, omission or fraudulent inducement made in connection with this Pre-Qualification Application is sufficient cause for denial of the Application or revocation of a prior approval, thereby precluding the Applicant from doing business with, or performing work for, the District, either as a vendor, prime contractor, subcontractor, or supplier for a period of three years. In addition, such false submission may subject the person and/or entity making the false statement to criminal charges. [Title 18 USC 1001, false statements; California Penal Code Section 132, offering altered or antedated or forged documents or records; and Section 134, preparing false documentary evidence].***





**Long Beach Community College District  
Contractor Pre-Qualification Program**

Applicant: \_\_\_\_\_; Tax ID: \_\_\_\_\_

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**DIR REGISTRATION VERIFICATION**

I am the \_\_\_\_\_ of \_\_\_\_\_  
(Title/Position) (Bidder Name)

("Bidder") submitting the accompanying Prequalification Application for Long Beach Community College District public works projects.

1. Bidder is currently registered as a contractor with the Department of Industrial Relations ("DIR").
2. Bidder's DIR Registration Number is: \_\_\_\_\_. The expiration date of the Bidder's DIR Registration is June 30, 20\_\_\_\_\_.
3. If Bidder is awarded the Contract for the Work and the expiration date of the Bidder's DIR Registration will occur: (i) prior to expiration of the Contract Time for the Work; or (ii) prior to the Bidder completing all obligations under the Contract for the Work, the Bidder will take all measures necessary to renew the Bidder's DIR Registration so that there is no lapse in the Bidder's DIR Registration while performing Work under the Contract.
4. Bidder, if awarded a Contract for Work, will remain a DIR registered contractor for the entire duration of the Work.
5. The Bidder acknowledges that it shall be required to independently verify that each Subcontractor identified in the Subcontractors List submitted with the Bid Proposal of the Bidder is currently a DIR registered contractor.
6. Bidder has provided the DIR Registration Number for each subcontractor identified in Bidder's Subcontractors' List or within twenty-four (24) hours of the opening of Bid Proposals for the Work, the Bidder will provide the District with the DIR Registration Number for each subcontractor identified in Bidder's Subcontractors List.
7. Bidder's solicitation of subcontractor bids shall include notice to prospective subcontractors that:  
(i) all sub-tier subcontractors must be DIR registered contractors at all times during performance of the Work; and (ii) prospective subcontractors may only solicit sub-bids from and contract with lower-tier subcontractors who are DIR registered contractors.
8. If any of the statements herein are false or omit material facts rendering a statement to be false or misleading, Bidder may be deemed not qualified and its Bid Proposal may be deemed non-responsive.

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

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_ at \_\_\_\_\_.  
(City and State)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Name, typed or printed)



Applicant: \_\_\_\_\_; Tax ID: \_\_\_\_\_

## PROJECT SPECIFIC PRE-QUALIFICATION VALIDATION FORM

### GENERAL CONTRACTOR

***Submission of this Validation Form is only required once the Pre-Qualified Applicant submits a bid/proposal to the District.***

***This Validation Form must be submitted for each bid or proposal and be completed and signed by at least one General Partner, Owner, Principal or Officer authorized to legally commit the Applicant. It may contain supplemental questions regarding project-specific qualifications to bid on a particular project.***

***This Validation Form must be submitted ten (10) days prior to the bid or proposal due date. The pre-qualified firm must certify that the information contained in the most recently submitted Application has not changed, and must list contact information for all current projects that are affecting their aggregate bonding capacity at the time of the new bid. If it is determined that the firm's aggregate bonding capacity will be surpassed with the submittal of the new bid, the District may reject the firm's bid. Likewise, if the Application information has changed an evaluation of the new information could result in the change in Pre-Qualification status of the Applicant. If the Pre-Qualification status is denied, bidder or proposer will be considered non-responsive.***

RFP or IFB Name and Number

\_\_\_\_\_  
I, (printed full name) \_\_\_\_\_, hereby declare that I am the  
(position or title) \_\_\_\_\_ of  
(APPLICANT) \_\_\_\_\_, and that I am duly authorized to  
execute this Validation Statement on behalf of this entity. I have personal knowledge of the facts  
set forth below, and if called upon to testify, I could and would competently testify thereto.

1. I further declare that:

☐ The Pre-Qualification Application dated \_\_\_\_\_ on file with District is  
correct and current as submitted.

OR

☐ The Pre-Qualification Application dated \_\_\_\_\_ on file with District is  
correct and current as submitted, except as modified by the attached changed pages  
and/or attachments to said Application. (Applicant may attach additional sheets to  
describe changes). Attach recent financial statements if previous are more than one year  
old.

2. I acknowledge that any false, deceptive, or fraudulent statements on this validation will  
result in denial of Pre-Qualification.



**Long Beach Community College District  
Contractor Pre-Qualification Program**

Applicant: \_\_\_\_\_; Tax ID: \_\_\_\_\_

3. Please state your firm's aggregate bonding capacity: \_\_\_\_\_
4. The below listed construction projects are the only projects that affect the firm's aggregate bonding capacity at this time:

| Agency/Owner | Agency/Owner<br>Contact Person<br>& Cell Phone<br>Number plus<br>alternate phone | Project Name /<br>Contract<br># | Description of<br>Services<br>Provided | Prime<br>(P) or<br>Subcon<br>tractor<br>(S) | Start<br>Date /<br>Compl<br>etion<br>Date | Contract<br>Amount |
|--------------|----------------------------------------------------------------------------------|---------------------------------|----------------------------------------|---------------------------------------------|-------------------------------------------|--------------------|
|              |                                                                                  |                                 |                                        |                                             |                                           |                    |
|              |                                                                                  |                                 |                                        |                                             |                                           |                    |
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|              |                                                                                  |                                 |                                        |                                             |                                           |                    |
|              |                                                                                  |                                 |                                        |                                             |                                           |                    |

5. Does your firm have experience working on an active campus during construction?  
☐ Yes    ☐ No, not qualified.
6. Does your firm have a minimum of three (3) years' experience in public school/community college construction?  
☐ Yes    ☐ No, not qualified.



**Long Beach Community College District  
Contractor Pre-Qualification Program**

Applicant: \_\_\_\_\_; Tax ID: \_\_\_\_\_

7. Has your firm completed a project within the last Ten (10) years where the scope required work within close proximity to occupied buildings?

☐ Yes ☐ No, not qualified.

List your three (3) most applicable projects (or all such projects in the last ten (10) years):

|    | Owner | Project Name | Start/End Dates | Construction Value |
|----|-------|--------------|-----------------|--------------------|
| 1. |       |              |                 |                    |
| 2. |       |              |                 |                    |
| 3. |       |              |                 |                    |

8. Has your firm completed a project within the last Ten (10) years where the scope included tight spaces and/or limited access to the construction site?

☐ Yes ☐ No, not qualified.

List your three (3) most applicable projects (or all such projects in the last ten (10) years):

|    | Owner | Project Name | Start/End Dates | Construction Value |
|----|-------|--------------|-----------------|--------------------|
| 1. |       |              |                 |                    |
| 2. |       |              |                 |                    |
| 3. |       |              |                 |                    |

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

\_\_\_\_\_  
Signature of Person Certifying for Applicant/Bidder

\_\_\_\_\_  
Date



Applicant: \_\_\_\_\_; Tax ID: \_\_\_\_\_

## PROJECT SPECIFIC PRE-QUALIFICATION VALIDATION FORM

### POOL CONTRACTOR

*Submission of this Validation Form is only required once the Pre-Qualified Applicant submits a bid/proposal to the District.*

*This Validation Form must be submitted for each bid or proposal and be completed and signed by at least one General Partner, Owner, Principal or Officer authorized to legally commit the Applicant. It may contain supplemental questions regarding project-specific qualifications to bid on a particular project.*

*This Validation Form must be submitted ten (10) days prior to the bid or proposal due date. The pre-qualified firm must certify that the information contained in the most recently submitted Application has not changed, and must list contact information for all current projects that are affecting their aggregate bonding capacity at the time of the new bid. If it is determined that the firm's aggregate bonding capacity will be surpassed with the submittal of the new bid, the District may reject the firm's bid. Likewise, if the Application information has changed an evaluation of the new information could result in the change in Pre-Qualification status of the Applicant. If the Pre-Qualification status is denied, bidder or proposer will be considered non-responsive.*

RFP or IFB Name and Number

\_\_\_\_\_  
I, (printed full name) \_\_\_\_\_, hereby declare that I am the  
(position or title) \_\_\_\_\_ of  
(APPLICANT) \_\_\_\_\_, and that I am duly authorized to  
execute this Validation Statement on behalf of this entity. I have personal knowledge of the facts  
set forth below, and if called upon to testify, I could and would competently testify thereto.

1. I further declare that:

☐ The Pre-Qualification Application dated \_\_\_\_\_ on file with District is  
correct and current as submitted.

OR

☐ The Pre-Qualification Application dated \_\_\_\_\_ on file with District is  
correct and current as submitted, except as modified by the attached changed pages  
and/or attachments to said Application. (Applicant may attach additional sheets to  
describe changes). Attach recent financial statements if previous are more than one year  
old.

2. I acknowledge that any false, deceptive, or fraudulent statements on this validation will  
result in denial of Pre-Qualification.



**Long Beach Community College District  
Contractor Pre-Qualification Program**

Applicant: \_\_\_\_\_; Tax ID: \_\_\_\_\_

3. Please state your firm's aggregate bonding capacity: \_\_\_\_\_

4. The below listed construction projects are the only projects that affect the firm's aggregate bonding capacity at this time:

| Agency/Owner | Agency/Owner<br>Contact Person<br>& Cell Phone<br>Number plus<br>alternate phone | Project Name /<br>Contract<br># | Description of<br>Services<br>Provided | Prime<br>(P) or<br>Subcon<br>tractor<br>(S) | Start<br>Date /<br>Compl<br>etion<br>Date | Contract<br>Amount |
|--------------|----------------------------------------------------------------------------------|---------------------------------|----------------------------------------|---------------------------------------------|-------------------------------------------|--------------------|
|              |                                                                                  |                                 |                                        |                                             |                                           |                    |
|              |                                                                                  |                                 |                                        |                                             |                                           |                    |
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|              |                                                                                  |                                 |                                        |                                             |                                           |                    |
|              |                                                                                  |                                 |                                        |                                             |                                           |                    |

5. Does your firm hold a C-53 license with the State of California?

☐ Yes    ☐ No, not qualified.

6. Has your firm derived 50% of its annual revenue from public swimming pool construction for each of the last Five (5) years?

☐ Yes    ☐ No, not qualified.



**Long Beach Community College District  
Contractor Pre-Qualification Program**

Applicant: \_\_\_\_\_; Tax ID: \_\_\_\_\_

7. Has your firm constructed at least Five (5) commercially designed municipal and public-use swimming pools each of which have incorporated a minimum size of 6,000 square feet of water surface area with a concrete and ceramic tile perimeter overflow gutter and self-modulating balance tank?

☐ Yes ☐ No, not qualified.

List your five (5) most applicable projects (or all such projects in the last five (5) years):

|    | Owner | Project Name | Start/End Dates | Construction Value |
|----|-------|--------------|-----------------|--------------------|
| 1. |       |              |                 |                    |
| 2. |       |              |                 |                    |
| 3. |       |              |                 |                    |
| 4. |       |              |                 |                    |
| 5. |       |              |                 |                    |

8. Is your firm a Myrtha Pools Partner Contractor?

☐ Yes ☐ No, not qualified.

9. Has your firm either renovated an existing pool with a Myrtha liner or demolished an existing pool and installed a new Myrtha pool within the last Five (5) years?

☐ Yes ☐ No, not qualified.

List your three (3) most applicable projects (or all such projects in the last five (5) years):

|    | Owner | Project Name | Start/End Dates | Construction Value |
|----|-------|--------------|-----------------|--------------------|
| 1. |       |              |                 |                    |
| 2. |       |              |                 |                    |
| 3. |       |              |                 |                    |

10. Does your firm have experience working on an active campus during construction?

☐ Yes ☐ No, not qualified.

11. Does your firm have a minimum of three (3) years' experience in public school/community college construction?

☐ Yes ☐ No, not qualified.



**Long Beach Community College District  
Contractor Pre-Qualification Program**

Applicant: \_\_\_\_\_; Tax ID: \_\_\_\_\_

12. Has your firm installed a pool within the last Ten (10) years where the project scope required work within close proximity to occupied buildings?

☐ Yes ☐ No, not qualified.

List your three (3) most applicable projects (or all such projects in the last ten (10) years):

|    | Owner | Project Name | Start/End Dates | Construction Value |
|----|-------|--------------|-----------------|--------------------|
| 1. |       |              |                 |                    |
| 2. |       |              |                 |                    |
| 3. |       |              |                 |                    |

13. Has your firm installed a pool within the last Ten (10) years where the project scope included tight spaces and/or limited access to the construction site?

☐ Yes ☐ No, not qualified.

List your three (3) most applicable projects (or all such projects in the last ten (10) years):

|    | Owner | Project Name | Start/End Dates | Construction Value |
|----|-------|--------------|-----------------|--------------------|
| 1. |       |              |                 |                    |
| 2. |       |              |                 |                    |
| 3. |       |              |                 |                    |

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

\_\_\_\_\_  
Signature of Person Certifying for Applicant/Bidder

\_\_\_\_\_  
Date