



**APPLICATION FOR CONTRACTOR
PREQUALIFICATION FOR FORMAL BIDS - 2021**

CERRITOS COMMUNITY COLLEGE DISTRICT

**CERRITOS COMMUNITY COLLEGE DISTRICT
CONTRACTOR'S FORMAL BID PREQUALIFICATION PACKAGE**

GENERAL INFORMATION AND INSTRUCTIONS

Select trade categories interested in bidding as a general or prime contractor for formally bid projects for the Cerritos Community College District ("District") must complete the prequalification application and be approved by the District. Only Applicants that are prequalified will be permitted to submit a bid for construction projects for the selected trades below. The District is dedicated to encouraging full participation of local and/or small and historically underutilized business on its projects.

Public Contract Code section 20651.5 permits the governing Board of any community college district to require each prospective bidder for a contract, as described under Section 20651, 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 construction. In accordance with Section 20651.5, the District has developed a prequalification application which must be completed in advance by select trade categories seeking to bid these projects as a general or prime contractor.

Completed prequalification forms should be submitted for contractors to be placed on the District's list of formal bid prequalified contractors. Applicants will be notified of their prequalification rating as soon as possible. Bids can only be accepted from those select trades that have an acceptable qualification rating in place prior to the bid advertisement date.

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. An application certification page 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/or other documentation which the Applicant submits to ensure full disclosure should be attached to the application.

The Applicant must provide current, accurate and complete information. Incomplete or inaccurate documentation may result in denial of prequalification. The District reserves the right to verify the information submitted by the Applicant, and 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 prequalification, revoke previously granted approval or, if an award has been made, rescind the award or terminate the contract.

All costs associated with the completion of the application shall be borne by the Applicant. The District shall not, under any circumstances, be liable for any expenses incurred by the Applicant in connection with the preparation, completion or submission of the application. Once the review and evaluation is complete, the Applicant will be notified by mail or via electronic mail (email) whether the prequalification has been approved or denied. The District reserves the right to revoke the prequalified status of any Applicant that is not performing appropriately on the District's projects or other projects.

The District reserves the right to update an Applicant's prequalification limit, which may be updated at any time or to rescind the prequalification rating based on subsequently learned information. Applicants whose rating changes are sufficient to disqualify them will be notified and given an opportunity for a hearing consistent with the hearing procedures described below for appealing a prequalification rating. The Applicant will receive advance notice from the District of upcoming

projects that will be formally bid for which it has been deemed prequalified to bid. The Applicant may choose to formally bid any or all of the projects for which it is prequalified.

The questionnaire responses and financial statements are not public records and are not open to public inspection pursuant to Public Contract Code section 20101. All information provided will be kept confidential to the extent permitted by law. The contents may be disclosed, however, to third parties for the purpose of verification, investigation of substantive allegations, or in the appeal hearing. The District reserves the right to reject any and all prequalification questionnaires, to waive any irregularities in the information contained therein, to make all final determinations, and to determine at any time that the prequalification procedures will not be applied to a project.

Applicants shall mail or hand deliver the completed Contractor's Statement of Experience and Financial Condition in an envelope clearly marked "Confidential Prequalification" and addressed to:

Cerritos Community College District
 11110 Alondra Boulevard
 Norwalk, CA 90650
 Attn: Mark B. Logan, MPA, CPPO, C.P.M., Director of Purchasing and Contract Administration
 Subject: 2021 Formal Bid Prequalification Package

Please direct any questions to:

Tilden-Coil Constructors, Inc.
 Attn: Charlotte Stafford
 Phone: 562-860-2451 Ext. 7201
 Email: cstafford@tilden-coil.com

DISTRICT PREQUALIFICATION PROCESS

Applicants choosing to qualify for more than one trade must submit separate prequalification packages. For example, if the general contractor has a B, C7, and C8 licenses, contractor must submit a package for the B related work, a package for the C7 related work, and a package for the C8 related work. The list of trade categories requiring prequalification are noted in the below table:

Category/Trade	License #	License Classification Description
General Contractor	B	General Building Contractor
Driller/Piers	D-30	Pile Driving and Pressure Foundation Jacking Contractor
Grading/Paving/Demo	A, C-12 / C-21	General Engineering Contractor, Earthwork and Paving Contractor, Building Moving/Demolition Contractor
Landscaping	C-27	Landscaping Contractor
Plumbing/Site Utilities	C-36	Plumbing Contractor
Structural/Site Concrete	C-8	Concrete Contractor
Structural Steel	C-51	Structural Steel Contractor
Roofing	C-39	Roofing Contractor
Casework/Laboratory Casework	C-6	Cabinet / Millwork / Finish Carpentry Contractor
Metal Stud/Drywall/Plaster	C-9 / C-35	Drywall Contractor, Lathing & Plastering Contractor
Glass & Glazing	C-17	Glazing Contractor
Painting	C-33	Painting & Decorating Contractor
Sheet Metal Flashing & Trim	C-43	Sheet Metal Contractor
Fire Sprinkler (Overhead/Building)	C-16	Fire Protection Contractor

HVAC (Wet/Dry)	C-20	Warm-Air Heating, Ventilating & Air-Conditioning Contractor
Electrical (line voltage)	C-10	Electrical Contractor
Low Voltage	C-7	Low Voltage Systems Contractor

Each prequalification package will be reviewed on its own merit. Only provide experience information in each qualification package relative to that particular license/trade, including the contract amounts. Applicant's prequalification application shall include:

- (1) Contractor's Statement of Experience
- (2) Appropriate California Contractor's License
- (3) Contractor's Financial Condition and Bondability
- (4) Certificate of Insurance
- (5) Certificate of Licensed Public Accountant
- (6) Accountant's Release Letter
- (7) Affidavit of Contractor

Only one copy of the prequalification package is required to be submitted. A new and current submittal shall be required for each calendar year. Additionally, the District may, at any time, specifically request a new statement, in which case, the Applicant must comply within thirty (30) days, or the rating on file may, at the sole discretion of the District, be considered expired. An Applicant may also file new statements at more frequent intervals if there is a substantial change in the Applicant's financial status, and a new rating based on the latest statement will be issued. In no case will prequalification remain in effect longer than the calendar year for which contractor is qualified. The following items must be provided or the formal bid prequalification submittal will not be accepted.

MINIMUM CRITERIA FOR PREQUALIFICATION

In order to prequalify to bid on the Project, the Applicant shall meet the minimum criteria for each of the following four (4) categories as set forth herein:

1. Meet all "Mandatory Evaluation Criteria" for prequalification;
2. Meet or exceed a score of 58 points on the Rating Questions;
3. Demonstrate through reference the minimum required experience on projects of similar size, scope, and complexity; and
4. Meet or exceed a score of 48 points on the Safety Record.
5. Demonstrate the financial capacity to perform the project as evidenced by Applicant's financial statements.

The Applicant's "Experience Limit" shall be the average contract price for public education contracts completed in the State of California in the past five (5) years. For example - Project 1 contract value of \$16,275,110, plus Project 2 contract value of \$14,370,260, plus Project 3 contract value of \$11,543,980 equals an average contract value of \$14,063,116. This figure is rounded to the nearest \$100,000 for an Experience Limit of \$14,100,000. This process only provides the Experience Limit and does not necessarily set the final rating.

The pre-qualification process will establish the "Qualification Limit" for each Applicant; the Qualification Limit is the maximum dollar value of a project an Applicant is deemed pre-qualified for submitting a Bid Proposal.

The "Qualification Limit" for Applicant will be the greater of: (i) the Experience Limit (as determined by the information provided in Section 4 of the Prequalification Package); (ii) Financial Strength (as determined by the information provided in Section 8 of the Prequalification Package); or (iii) ninety percent (90%) of the Applicant's maximum per project bonding capacity (as reflected in the Applicant's response to Section 2, Question

18. However, the "Qualification Limit" shall not exceed percent (90%) of the Applicant's maximum per project bonding capacity as noted above.

PROCEDURE FOR APPEAL OF PREQUALIFICATION RESULTS

If the Applicant chooses to challenge a prequalification rating, the Applicant shall first request a hearing by providing a written request within two (2) business days after notification of prequalification rating to the Director of Purchasing and Contract Administration. The written request shall set forth in detail all grounds for the request including, without limitation, all facts, supporting documentation, legal authorities and arguments in support of the grounds for the request. Any matters not set forth in the written request shall be deemed waived. All factual contentions must be supported by competent, admissible and credible evidence. If no timely request for review is filed, the determination shall be final and all rights of the Applicant to challenge the District's decision, whether by administrative process, judicial process or any other legal process or proceeding, shall be waived.

If the Applicant files the request for review within the time limit, then District staff shall schedule a time for a meeting to allow the Applicant to rebut any evidence used as a basis for the rating and to present evidence as to why the Applicant should be determined to be qualified to formally bid. District staff shall then review the Applicant's evidence and subsequently notify Applicant regarding whether the Applicant is determined qualified to formally bid.

If the Applicant chooses to challenge District staff's determination regarding Applicant's prequalification rating after presenting evidence as described above, the Applicant may then, within two (2) business days of being notified of District staff's determination, request that the District establish a three (3) member committee for a hearing to review the facts and reconsider the prequalification rating. The Applicant or his/her representative will be invited to appear in person to bring before the committee any information identified in the appeal. The Applicant will then be released from the meeting and the committee members shall consider whether to recommend a change in the Applicant's rating. The committee shall render a recommendation to the Vice President of Business Services of the District who shall issue a final and binding decision. District counsel may be in attendance or on call during the appeal hearing. The Applicant will be faxed or emailed notification of the final and binding decision.

OPTIONAL SURVEY

HOW DID YOU HEAR ABOUT THE PROGRAM? (Please check all that apply)

Publications

Bellflower: WAVE/Herald American Edition	<input type="checkbox"/>
Bell Gardens: WAVE/Herald American Edition	<input type="checkbox"/>
Cerritos: Los Cerritos Community News	<input type="checkbox"/>
Downey: WAVE/Herald American Edition	<input type="checkbox"/>
La Mirada: Lamplighter	<input type="checkbox"/>
Lakewood: Paramount Journal	<input type="checkbox"/>
Long Beach: Wave/ Herald-American Edition	<input type="checkbox"/>
Norwalk: Wave/ Herald-American Edition	<input type="checkbox"/>
Paramount: Wave/ Herald-American Edition	<input type="checkbox"/>
Santa Fe Springs: WAVE/East Edition	<input type="checkbox"/>
South Gate: WAVE/Press Edition	<input type="checkbox"/>
Signal Hill: Signal Tribune	<input type="checkbox"/>
Press Telegram	<input type="checkbox"/>
Downey Patriot	<input type="checkbox"/>
La Opinion	<input type="checkbox"/>
Downey Community News	<input type="checkbox"/>
The Downey Beat	<input type="checkbox"/>
Cerritos Artesia Patch	<input type="checkbox"/>
Greater Long Beach	<input type="checkbox"/>
Bellflower Bulletin Newspaper	<input type="checkbox"/>
Rafu Shimpo	<input type="checkbox"/>
Long Beach Post	<input type="checkbox"/>
Long Beachcomber Newspaper	<input type="checkbox"/>
Long Beach Gazette	<input type="checkbox"/>
Long Beach Grunion Newspaper	<input type="checkbox"/>

Chamber of Commerce

Artesia	<input type="checkbox"/>	Cerritos College Board of Trustees	<input type="checkbox"/>
Bellflower	<input type="checkbox"/>	Cerritos College Purchasing Website	<input type="checkbox"/>
Cerritos	<input type="checkbox"/>	Cerritos College Outreach Workshop	<input type="checkbox"/>
Downey	<input type="checkbox"/>	Tilden-Coil Constructors, Inc.	<input type="checkbox"/>
Lakewood	<input type="checkbox"/>	Other	<input type="checkbox"/>
La Mirada	<input type="checkbox"/>		
Norwalk	<input type="checkbox"/>		
Paramount	<input type="checkbox"/>		
Santa Fe Springs	<input type="checkbox"/>		
South Gate	<input type="checkbox"/>		

**CONTRACTOR'S STATEMENT OF EXPERIENCE
AND FINANCIAL CONDITION**

SECTION 1 - GENERAL INFORMATION

General contractors or general engineering contractors choosing to qualify for more than one trade must submit separate formal bid prequalification packages. Only provide reference information applicable to the relative trade for prequalification. Each prequalification package will be reviewed on its own merit.

Applicant's Firm Name: _____

Doing Business As: _____ Tax ID No.: _____
(Attach Fictitious Name Statement)

Street Address: _____
(P.O. BOX IS NOT ACCEPTABLE)

City: _____ State: _____ Zip Code: _____

Applicant's Contact Person: _____

Business Telephone No.: _____ Fax No.: _____

Email: _____

Union Non Union

DIR Registration No.: _____ Expiration Date: _____

License No.: _____ Class: _____

Expiration Date: _____ Prequalification Category: _____

Supplemental classification(s) held, if any, and license number(s): _____

Have you ever been licensed in California under a different name or different license number?
Yes No

If yes, list all name(s) and license number(s) on a separate sheet.

District Use Only: Verified by _____ on _____ by speaking with _____. License Current and in Good Standing: <input type="checkbox"/> Yes <input type="checkbox"/> No

1. Indicate the type of business entity of Applicant's firm:
 - Corporation (attach copy of Articles of Incorporation or the Minutes of the Corporation to verify officers)
 - Partnership (attach copy of partnership agreement creating the partnership and specifying that all partners agree to be fully liable for the performance of a contract)
 - Limited Liability Company
 - Joint Venture
 - Sole Proprietorship
 - Individual

2. Is your firm certified as any of the following (Please check the appropriate box/es)
 - California Department of General Services Small Business (DGS)
 - Disabled Veteran Business Enterprise (DVBE)
 - Disadvantaged Business Enterprise (DBE)
 - Minority-Owned Business Enterprise (MBE)
 - Woman-Owned Business Enterprise (WBE)

3. Corporate Officers - Partners - Proprietor - Owners - Key Personnel:

If "Yes" to any of the below listed questions, explain on a separate signed page.

Have the firm's owners, officers, and/or principals (including the RMO/RME) ever been licensed under a different name or license number? Yes No

Have officers or principals of firm ever had their contractor's licenses suspended or revoked? Yes No

Has there been any change in the control of the firm in the last five years? Yes No

Are any of the firm's owners, officers, and/or principals connected with any other companies as a subsidiary, parent, or affiliate? Yes No

List all corporate officers, partners, proprietors, owners and key personnel:

Name	Position	Years With Firm	% of Ownership	Social Security No. (last four digits)

4. If a corporation: Date incorporated _____ State _____

5. If a partnership: Date of organization _____ State _____
Type: General Limited Association

6. In what type of construction do you specialize? _____

7. List annual gross income for last three (3) years: Fiscal Year: _____ \$ _____
_____ \$ _____
_____ \$ _____

8. Are you currently prequalified with any other community college district or school district in Southern California?
Yes No

If yes, please list the district(s) and qualification limit:

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

9. Have you been denied prequalification status by any public agency?
Yes No

If yes, please list name of agency and date of denial:

_____ Date _____
_____ Date _____
_____ Date _____
_____ Date _____

I hereby authorize Cerritos Community College District to contact the agencies above to discuss my rating/prequalification/denial of prequalification and to obtain any information necessary to verify my company's fitness for prequalification to formally bid on District construction projects.

Signature: _____ Date: _____

Name/Title: _____

SECTION 2 – MANDATORY EVALUATION CRITERIA

Applicant shall be immediately disqualified if its answer to any of Questions 1 through 7 is “NO”. Refusal to answer or omission of response to any question on this form may result in disqualification of Applicant.

Question	Response	
1. Contractor possesses a valid and current California contractor’s license for the project(s) for which it intends to submit a bid and has possessed such license for at least the last 5 years.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2. Are your firm and RMO/RME in good standing with the Contractors State License Board and have never had their contractor's licenses suspended, put on probation, or revoked?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3. Has your firm completed at least 5 public works construction projects (as defined in Labor Code sections 1720-1720.6) within the last 5 years? ¹	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4. Has your firm completed at least 2 public education (K12 or higher education) construction projects within the last 5 years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5. Contractor has a liability insurance policy with a policy (project) limit of at least \$1,000,000 per occurrence and \$2,000,000 aggregate.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6. Contractor has a current workers’ compensation insurance policy as required by the Labor Code or is legally self-insured pursuant to Labor Code sections 3700 et seq. <input type="checkbox"/> Check here if you are exempt from this requirement – no employees	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7. Have you attached your latest copy of a <u>reviewed</u> or <u>audited</u> financial statement with accompanying notes and supplemental information? <input type="checkbox"/> Check here if you are a small business enterprise pursuant to Government Code section 14837(d)(1) and qualify for exemption.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Applicant shall be immediately disqualified if its answer to any of Questions 8 through 16 is “YES”. Refusal to answer or omission of response to any question on this form may result in disqualification of Applicant.

8. Has your firm been assessed and paid liquidated damages in the past 5 years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
9. Has your firm declared or filed for bankruptcy or been placed in receivership within the past 5 years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
10. Has your firm been disqualified, debarred, forbidden, or found non-responsible or otherwise prohibited from performing work and/or bidding on work for any school district, community college district or other public agency in the State of California within the past 5 years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

¹ Public works include, but are not limited to, construction, reconstruction, erection, alteration, renovation, improvement, demolition, and repair work involving any publicly owned, leased, or operated facility. Reference *California Public Labor Code sections 1720-1720.6* for the definition of a “Public Works” at the following location: <http://www.leginfo.ca.gov/cgi-bin/displaycode?section=lab&group=01001-02000&file=1720-1743>

11. Has your firm been defaulted or terminated (other than for convenience) by any school district, community college district or other public agency on any project in the State of California within the past 5 years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
12. Has your firm been involved in any litigation (whether in court or arbitration) with the Cerritos Community College District within the past 10 years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
13. At the time of submitting this Questionnaire, 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 <input type="checkbox"/>	No <input type="checkbox"/>
14. Has your firm or any of its owners, officers, or partners ever been found liable in a civil suit, or found guilty in a criminal action, for making any false claim or material misrepresentation to any public entity or agency?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
15. Has your firm or any of its owners, officers or partners ever been convicted of a crime involving any federal, state or local law, rule or regulation related to construction?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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 dishonestly?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Complete Questions 17-19 for establishing the Applicant's bonding capacity	
Question	Response
17. What is the Applicant's aggregate bonding capacity for all projects?	_____ Dollars (\$ _____)
18. What is the Applicant's maximum per project bonding capacity?	_____ Dollars (\$ _____)
19. A letter from the Applicant's surety or surety broker confirming the Applicant's aggregate is attached	Yes <input type="checkbox"/> No <input type="checkbox"/> (failure to attach surety or surety broker letter verifying Applicant bonding capacity will result in rejection of the Applicant's Pre-Qualification Application for non-responsiveness)

SECTION 3 – RATING QUESTIONS

A score less than 58 points disqualifies Applicant from formally bidding projects proposed by District that use this prequalification process as a condition of bidding.		
Question	Response	For District Use Only
1. How many years has your firm been in business in California as a contractor under your present business name and license number? (less than 3 yrs.=0 pt, 3-6 yrs.=3pts., 6+ yrs.=5 pts.)	_____ Years	_____ Pts.
2. How many years' experience does your RMO/RME have as a licensed contractor? (less than 3 yrs.=0 pt., 3-6 yrs.=3 pts., 6+ yrs.=5 pts.)	_____ Years	_____ Pts.
3. How many years has your firm performed construction work under the California Division of the State Architect (DSA) rules and regulations? (less than 3 yrs.=0 pt., 3-6 yrs.=3 pts., 6+yrs.=5 pts.)	_____ Years	_____ Pts.
4. How many stop notice actions have been defended in court by your firm and proceeded to judgment against your firm and/or the owner? (0=6pts., 1-3=4 pts., >3=0 pts.)	_____ Stop Notices	_____ Pts.
5. In the past 10 years, how many legal proceedings (filed in court or arbitrations) has your firm initiated against an owner, regardless of outcome? (0=6pts., 1-3=4 pts., 4-5=0 pts., >5=-2 pts.)	_____ Legal Proceedings	_____ Pts.
6. Within the past 10 years, how many legal proceedings (filed in court or arbitration) has an owner initiated against your firm, regardless of outcome? (0=6 pts., 1-3=4 pts., 4-5=0 pts., >5=-2 pts.)	_____ Legal Proceedings	_____ Pts.
7. Has your firm has any insurance carrier refuse to renew a policy or terminate a policy in the past 5 years due to an excessive claims history and/or nonpayment of premium? (Yes=0 pts., No=5 pts.)	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____ Pts.
8. Does your firm currently have a safety plan which complies with the current OSHA standards? (Yes=5 pts., No=0 pts.)	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____ Pts.
9. How many college or school project has your firm completed in California in the past 5 years? (5+=5 pts., 4=4 pts., 3=3 pts., 2=2 pts., 1 or less=0 pts.)	_____ College/School Work	_____ Pts.
10. Within the past 5 years, have any of your employees or another entity filed a complaint against your firm with the California Contractors State License Board? If yes, how many complaints were filed?	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____ Pts.

(No=5 pts., 1=4 pts., 2=3 pts., 3=2 pts., >3=0 pts.)	Complaint	
Question	Response	For District Use Only
11. Within the past 5 years, was your firm required to pay either back wages or penalties for your firm's failure to comply with the state's prevailing wage laws? If yes, identify the number of violations. (No=5 pts., 1=3 pts., 2=2 pts., 3=1 pt., >3=0 pts.)	Yes <input type="checkbox"/> No <input type="checkbox"/> _____ Violations	_____ Pts.
12. During the past 10 years, has an owner ever made a demand on a performance bond issued to your firm on any construction project? (Yes=-5, No=5 pts.)	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____ Pts.
13. During the past 5 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=-5 pts., No=5 pts.)	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____ Pts.
14. During the past 5 years, has your firm ever been denied bond coverage by a surety company or has there been a period of time when your firm has no surety bond in place during a public construction project when one was required? (Yes=-5 pts., No=5 pts.)	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____ Pts.
15. During the past 5 years, has your firm been denied an award of a public works contract based on a finding by a public agency that your firm was NOT a responsible bidder? (Yes=-5 pts., No=5 pts.)	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____ Pts.
TOTAL POINTS		_____ Pts.

SECTION 4 – EXPERIENCE AND REFERENCES

1. Please provide valid and current contact information for all references provided. Three references will be contacted. If information for a reference is not valid and current, then 10 points from that reference will be deducted. **Please provide information on this form only or add additional copies of this form if needed.**
2. List the five (5) largest public school/community college contracts completed in the past five (5) years: **Please provide project information only for the specific license/scope of work you are qualifying for. Only provide contract amounts for that specific scope of work your company is submitting a prequalification package for (i.e., a specific trade).**

PROJECT 1:	
Project Name:	
Project Description:	
Owner/Contact Person:	
Contact Telephone Number:	Email:
Original Completion Date:	Final Completion Date:
Original Contract Value:	Final Contract Value:

PROJECT 2:	
Project Name:	
Project Description:	
Owner/Contact Person:	
Contact Telephone Number:	Email:
Original Completion Date:	Final Completion Date:
Original Contract Value:	Final Contract Value:

**** Email addresses are required for all references provided**

PROJECT 3:	
Project Name:	
Project Description:	
Owner/Contact Person:	
Contact Telephone Number:	Email:
Original Completion Date:	Final Completion Date:
Original Contract Value:	Final Contract Value:

PROJECT 4:	
Project Name:	
Project Description:	
Owner/Contact Person:	
Contact Telephone Number:	Email:
Original Completion Date:	Final Completion Date:
Original Contract Value:	Final Contract Value:

PROJECT 5:	
Project Name:	
Project Description:	
Owner/Contact Person:	
Contact Telephone Number:	Email:
Original Completion Date:	Final Completion Date:
Original Contract Value:	Final Contract Value:

SECTION 5 – SAFETY RECORD

1. List your firm’s Workers Compensation Experience Modification Rate (EMR) for the three (3) most recent years. Your EMR should be obtained from your insurance agent. Please **attach letter from the insurance agent/carrier identifying the EMR rate for the past three years and also indicating your current EMR rate.**

2018 _____ 2019 _____ 2020 _____
 _____ as of _____

2. **Please provide actual information in all boxes – Do not enter the points! Points will be calculated based on entries.**

	2018	2019	2020	For District Use Only
Workers Compensation Experience Modification Rate (EMR) <1= 10 pts, 1.1-1.4 = 5 pts, >1.5 = 0 pts				_____ Pts.
Number of fatalities 1 or more = 0 pts, 0 = 5 pts				_____ Pts.
OSHA Violations <0=5 pts, 1-2 = 3 pts, >2 = 0 pts				_____ Pts.
TOTAL POINTS				_____ Pts.

SECTION 6 - INSURANCE

Do you currently have a minimum of \$2,000,000 Combined Commercial General Single Limit Liability Insurance? Yes No

Please provide a Certificate of Insurance (do not include endorsements) as verification.

Amount of Insurance \$ _____ Years with Insurance Company _____

Insurance Company Information

Name: _____

Address: _____

Telephone No.: _____

Contact: _____

Note: If less than five (5) years with your current insurance company, please list prior insurance companies below, including telephone numbers and contact names.

Previous Company Information

Name: _____

Address: _____

Telephone No.: _____

Contact: _____

Years with Insurance Company: _____

Previous Company Information

Name: _____

Address: _____

Telephone No.: _____

Contact: _____

Years with Insurance Company: _____

District Use Only: Verified by _____ on _____ by speaking with _____. Comments: _____ _____ _____
--

Certificate of Insurance attached? Yes No

Expiration date of insurance: _____

**Applicant shall exchange this page for a current original
Certificate of Insurance reflecting all coverages.**

SECTION 7 - SURETY INFORMATION

Contractors must fully comply with all bid conditions including, without limitation, a ten percent (10%) bid bond, a one hundred percent (100%) payment bond, and a one hundred percent (100%) performance bond. Contractor’s surety must be admitted and authorized to transact business as a surety in California.

List all surety companies, not agencies, utilized by your company in the last five (5) years.

Company	Contact & Telephone No.	Largest Bond	Years Used

Applicant shall exchange this page for a current letter issued by an authorized employee of the Applicant's current surety or surety broker confirming the Applicant's aggregate bonding capacity and maximum "per project" bonding capacity.

SECTION 8 - FINANCIAL INFORMATION

1. Financial Statement: Submit a reviewed or audited financial statement with this completed application. A compilation is not acceptable. Reviewed statements will be required for all trades of work.
2. Accountant's Certificate of Audit/Review of Financial Statement: Your **accountant** must complete and sign one of the following certificates on page 21 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 22 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.
4. Financial Institution Release Letter: Please complete the form on page 23 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 24 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.

APPLICANT'S INDEPENDENT ACCOUNTING FIRM SHALL COMPLETE THIS CERTIFICATE FOR AN AUDIT OF FINANCIAL STATEMENT:

STATE OF: _____

We have examined the Financial Statement of _____ as of _____. Our examination was made in accordance with generally accepted auditing standards, and accordingly included such tests of the accounting records and such other auditing procedures as we considered necessary in the circumstances.

In our opinion, the accompanying financial statement included on pages _____ to _____ inclusive, presents fairly, in all material respects, the financial position of _____ as of _____, and the results of their operations and their cash flows for the year(s) then ended in conformity with generally accepted accounting principles.

Print Name of Firm

Accountant's Signature

Telephone No.

License No.

APPLICANT'S INDEPENDENT ACCOUNTING FIRM SHALL COMPLETE THIS CERTIFICATE FOR A REVIEW ONLY OF FINANCIAL STATEMENT:

I (we) have reviewed the accompany financial statement of _____ as of _____. The information included in 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.

Name of Firm

Accountant's Signature

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 an opinion regarding the financial statements taken as a whole. Accordingly, we have not expressed such an opinion.)

SPECIAL NOTE TO ACCOUNTANT:

The above Certificate of Accountant shall not be made by any individual who is in the regular employ of the individual, partnership or corporation submitting the statement, nor by any individual who is a member of the firm with more than 10 percent financial interest.

ACCOUNTANT'S RELEASE LETTER

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

Name	Contractor's Signature
Title	
Company Name	
Date	

District Use Only: Verified by _____ on _____ by speaking with _____.

FINANCIAL INSTITUTION RELEASE LETTER
(For use only when augmenting financial rating with a Letter of Credit)

By signing the form below, I authorize our financial institution to verify our Letter of Credit information to a representative of Cerritos Community College District. I understand this information is confidential information and is not open to public inspection.

Name	Signature
Title	
Company Name	
Date	

District Use Only: Verified by _____ on _____ by speaking with _____.

GENERAL LETTER OF CREDIT

The following form may be completed by your bank to augment your Working Capital. If it prefers, the bank may issue a Letter of Credit on its own letterhead, provided the Letter of Credit contains substantially the same provisions, and is addressed to the Cerritos Community College District and bears an original signature.

TO: Cerritos Community College District
11110 Alondra Boulevard
Norwalk, CA 90650

ATTENTION: Mark B. Logan, MPA, CPPO, C.P.M., Director of Purchasing and Contract Administration

SUBJECT: LETTER OF CREDIT FOR 2021 PREQUALIFICATION PACKAGE

Reference is made to the prequalification of

(Name of Contractor)

Under the direction of the Board of Trustees pertaining to the construction, alteration and maintenance of Cerritos Community College District Facilities, we certify that the above Contractor has been extended an unqualified line of credit not to exceed \$_____, and that such credit will not be withdrawn or reduced without 30 days written notice to the District.

It is understood that this letter of credit is to be used by the District solely for determining the financial resources of the said Contractor during the term of its prequalification with the District.

(Name of Financial Institution) Institution No. Code: _____

(Address)

(City) (State) (Zip)

By: _____
(Signature)

(Please Type or Print Name and Title)

Date: _____

SECTION 9 – AFFIDAVIT OF CONTRACTOR

The Applicant of the foregoing answers and statements of experience and financial condition has read the same and the matters stated therein are true of his/her own knowledge. The statement is for the purpose of inducing the District to supply the Applicant with plans and specifications and any depository, vendor, or other agency named therein is hereby authorized to supply the District with any information necessary to verify the statement. Should the foregoing statement at any time cease to properly and truthfully represent the firm in any material respect, the Applicant will notify the District of said material change and refrain from further formally bidding on District work until a revised and corrected statement is submitted.

Attached is a certified copy of the minutes of the corporation indicating that the person whose signature appears below has authority to bind the corporation. For other types of organization, provide evidence in a form and substance acceptable to the District (such as a notarized Power of Attorney) that the person whose signature appears below has authority to bind the Applicant.

AFFIDAVIT OF AN INDIVIDUAL FOR A SOLE PROPRIETORSHIP:

I, _____, an individual,
doing business as _____
hereby declare, by signing this affidavit, the foregoing statements to be true and correct and are made under penalty of perjury under the laws of the State of California.

PARTNERSHIP AFFIDAVIT:

I, _____
am a partner of _____,
hereby declare, by signing this affidavit, the foregoing statements to be true and correct and are made under penalty of perjury under the laws of the State of California.

LIMITED LIABILITY COMPANY AFFIDAVIT:

I, _____, the

(Manager) of _____
(Full Company Name)
hereby declare, by signing this affidavit, the foregoing statements to be true and correct and are made under penalty of perjury under the laws of the State of California.

CORPORATE AFFIDAVIT:

I, _____, the

(Title of Corporate Officer) of _____
(Full Corporate Name)
hereby declare, by signing this affidavit, the foregoing statements to be true and correct and are made under penalty of perjury under the laws of the State of California.

Executed this _____ day of _____, 20____,
City of _____, County of _____
State of _____
Signature of Applicant _____

Applicant shall exchange this page for all other appropriate attachments mentioned herein, to include, but not limited to, financial statement, certificate of incorporation and minutes, etc., as well as any additional information supportive of Applicant's submission