



FULLERTON JOINT UNION HIGH SCHOOL DISTRICT
1051 West Bastanchury Road, Fullerton CA 92833-2247

(714) 680-5622

www.fjuhsd.org

Facilities and Construction

Bid Number: _____
Project Title: _____

Project Number: _____
School: _____

**CONTRACTOR'S PREQUALIFICATION QUESTIONNAIRE
BOARD APPROVAL UPDATED ON JANUARY 12, 2016**

STATUS: ACTIVE

The Fullerton Joint Union High School District ("District") has determined that bidders on this Project must be prequalified prior to submitting a bid on the project. Each prospective contractor shall be currently licensed and shall submit the following information to establish its qualifications to bid to perform construction work on the Project. **A Contractor's bid for the Project will not be accepted unless the District has prequalified the Contractor.**

A Contractor who submits a complete Prequalification Questionnaire thereby consents to and will comply with the procedures outlined below and as set forth in greater detail in this document.

- A. **Form.** Each Contractor shall fully complete the Prequalification Questionnaire and timely submit all documents as indicated therein. No other prequalification documents submitted by Contractor will meet these requirements. All information requested in the Prequalification Questionnaire must be provided in order for a Prequalification Questionnaire to be considered responsive. The Prequalification Questionnaire shall be submitted simultaneously as one package – it shall not be submitted piecemeal. Contractors shall submit one (1) completed Prequalification Questionnaires in a sealed envelope as indicated above. A Contractor's submission of an incomplete and/or unclear Prequalification Questionnaire will likely result in a determination that the Contractor is non-responsive.
- B. **District's Review.** Information submitted in the Prequalification Statement shall not be public information and shall not be open to public inspection, to the extent permitted by law. Once a Contractor's Prequalification Statement is submitted, the District will notify the Contractor if the Contractor meets the prequalification requirements and, if so, the maximum size of the contract upon which the Contractor is prequalified to bid, which will be fifty percent (50%) of the Contractor's total aggregate bonding capacity as indicated herein.
- C. **Nonresponsiveness.** A Contractor's Prequalification Questionnaire shall be deemed nonresponsive if:
 1. The Prequalification Questionnaire is not returned on time.

2. Contractor does not provide all requested information on District forms.
3. The Prequalification Questionnaire is not signed under penalty of perjury by individuals who have the authority to bind the Contractor on whose behalf they are signing.
4. Information contained in the Prequalification Questionnaire is not updated under penalty of perjury when it is no longer accurate.
5. Any information provided by the Contractor is misleading or inaccurate in any material manner (e.g., financial resources are overstated; previous violations of law are not accurately reported). Even after a Contractor has been prequalified, the District reserves the right to revoke that determination at any subsequent time, to terminate any contract awarded, and to cease making payments if it determines that any information provided by the Contractor in its Prequalification Questionnaire or subsequently was incomplete, misleading, or inaccurate in any material manner.

D. **Previously Prequalified Contractors.** All Contractors must satisfy the Essential Criteria for this Project, as indicated in section (F)(1)(a). A Contractor that prequalified on a District project within the past twelve (12) months and needs to update their list in order to maintain their prequalification status by listing additional projects to satisfy these criteria must submit a Prequalification Questionnaire, but need only do the following:

1. Write “Unchanged” on all sections of the Prequalification Questionnaire that remain unchanged;
2. Provide additional information for the sections of the Prequalification Questionnaire that the Contractor must update, including “**Section: G. PROJECT REFERENCES**”; and
3. Recertify the Prequalification Questionnaire by executing “**Section: L. CERTIFICATION.**”

E. **Appealing A Prequalification Finding**

A Contractor may appeal the District’s decision. If a Contractor decides to appeal the District’s prequalification decision, it must follow this procedure: Within three (3) working days from receipt of the District’s prequalification notice/finding, Contractor must submit, in writing, a request for a meeting with the District’s staff. Contractor must submit with the request any and all information that it believes supports a finding that District’s determination should be changed.

FAILURE OF A CONTRACTOR TO TIMELY FOLLOW THIS APPEAL PROCEDURE SHALL BE A WAIVER OF THE CONTRACTOR’S RIGHT TO APPEAL THE DISTRICT’S DECISION.

A. CONTRACTOR'S INFORMATION

Firm name: _____

Address: _____

Telephone: _____

Fax: _____

Mobile Telephone: _____

E-mail: _____

By: _____ Date: _____

(Name of individual completing Prequalification Questionnaire)

Years in business as a (insert license classification) _____ licensed contractor: _____

Types of work performed with own forces: _____

Years in business under current firm name: _____

Years at the above address: _____

B. CURRENT ORGANIZATION AND STRUCTURE OF THE BUSINESS

For Firms That Are Corporations:

- 1 Date incorporated : _____
- 2 Type of corporation (e.g., S Corp., C Corp., LLC): _____
- 3 Under the laws of what state: _____
- 4 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 percent (10%) of the corporation’s stock. Attach all additional references and/or information on separate signed sheets.

Name	Position	Years with Co.	% Ownership

For Firms That Are Partnerships:

- 1 Date of formation: _____
- 2 Type of partnership (e.g., general, limited): _____
- 3 Under the laws of what state: _____
- 4 Provide all the following information for each partner who owns ten percent (10%) or more of the firm. Attach all additional references and/or information on separate signed sheets.

Name	Position	Years with Co.	% Ownership

For Firms That Are Sole Proprietorships:

- 1 Date of commencement of business: _____

Name	Position	Years with Co.

For Firms That Intend to Bid as a Joint Venture:

- 1 Date of commencement of joint venture: _____
- 2 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. Attach all additional references and/or information on separate signed sheets.

Name of Firm	% of Ownership of Joint Venture

- 3 Provide all the following information for each owner of a firm that is a participant in a joint venture. Attach all additional references and/or information on separate signed sheets.

Firm Name	Name of Owner	Position	Years with Co.	% Ownership of Co.

C. ASSOCIATED FIRMS

Identify every construction firm and/or construction management firm that the contractor or any person listed above has been associated with (as owner, general partner, limited partner or officer) at any time during the past five (5) years. Attach all additional references and/or information on separate signed sheets. NOTE: For this question, “owner” and “partner” refer to ownership of ten percent (10%) or more of the business, or ten percent (10%) or more of its stock, if the business is a corporation.

State Person’s Name or “Contractor” if Your Firm was Associated with Another Firm	Construction Firm or Construction Management Firm Name	Contractor’s License No.	Dates of Person’s Participation with Company

G. PROJECT REFERENCES

List **ALL** projects that your firm contracted for and completed during the past five (5) years. **You must identify the five (5) projects that satisfy the Essential Criteria section (F)(1)(a) on this form(one project per form).** You may limit your response to the **ten (10) most-recently completed projects**, but you must include the projects that satisfy the above-referenced Essential Criteria, even if they are not within your firm's ten (10) most recently completed projects.

Include all information indicated below and attach references on separate signed sheets as necessary. Please use and attach additional signed sheets when needed to explain or clarify any response.

Project Name/Identification: _____

- 1 Name of contractor/entity performing work: _____
- 2 Project owner: _____
- 3 Project architect (name and telephone number for District reference): _____
- 4 If contractor was a subcontractor on the project, name of general contractor: _____

- 5 Specific license classification required by the contract/scope of work: _____
- 6 Project address/location: _____
- 7 Original completion date: _____
- 8 Date completed: _____
- 9 Initial contract value (as of time of bid award): _____
- 10 Final contract value: _____
- 11 Were liquidated damages assessed (If yes, explain): _____
- 12 Contact for verification (name and telephone number for District reference): _____

- 13 Did the project include constructing or modernizing an earthquake resistant building? _____
- 14 Did the project owner, general contractor, architect, or construction manager file claim(s) in an amount exceeding \$50,000 against you or your firm, or did you or your firm file claim(s) in an amount exceeding \$50,000 against a project owner, general contractor, architect, or construction manager? If yes, explain and indicate on separate signed sheet(s) the project name(s), claim(s), and date(s) of claim(s).

I. CONTRACTOR’S INSURANCE

List all insurers your firm and any firm identified in Section B utilized in the past five (5) years. Use separate signed sheets as necessary, with all requested information.

- 1 Name of insurance company (“Insurer”): _____

- 2 Address of Insurer: _____

- 3 Name of agent: _____
- 4 Address of agent: _____

- 5 Telephone number of agent: _____
- 6 Years your firm and any firm identified in Section B has been with this Insurer: _____
- 7 Amounts paid out by Insurer in the past five (5) years that were in any way related to construction activities of your firm or any firm identified in Section B (Please provide an explanation on separate signed sheets): \$ _____
- 8 Insurer’s “Best” rating: _____

