

**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
PREQUALIFICATION FOR D52 LICENSED CONTRACTORS**

NOTICE IS HEREBY GIVEN that the San Mateo County Community College District (the District) of San Mateo, CA., acting through its Governing Board, hereinafter the District, is seeking to prequalify D52 licensed contractors who wish to compete for the award of contracts for various projects including:

<u>Project Type</u>	<u>License Required</u>
Window Treatments	D52

Each submittal must conform to and be responsive to the Prequalification documents and be submitted on a form furnished by the District. Proposals can only be submitted by D52 licensed contractors.

Projects will be located at the District's three campuses: Cañada College, College of San Mateo, and Skyline College. The contractors that prequalify through this process will be eligible to bid on the unit pricing contracts the District will release for bids in May/June 2005.

PREQUALIFICATION SUBMITTALS must be marked clearly on the envelope with your firm name and "Prequalification for D52 Licensed Contractors," and filed with Swinerton Management & Consulting, at 1700 West Hillsdale Blvd. Building 6, San Mateo, California, 94402 no later than **2:00 p.m., May 13, 2005.**

NON-MANDATORY PREQUALIFICATION CONFERENCE: The Prequalification conference is scheduled for Monday May 9, 2005, promptly at 10:00 a.m. Interested parties are to meet at 1700 West Hillsdale Drive, Building 6, San Mateo, CA, in Swinerton Management & Consulting's Conference Room. Interested parties are advised to arrive early in order to park, obtain a parking permit from Building 6 and be on time for the meeting.

REQUIREMENTS FOR PREQUALIFICATION: The District's evaluation is solely for the purpose of determining which contractors are deemed responsible and qualified. Prequalification of bidders will be reviewed and determined by the District based upon the submitted Prequalification application and any other information available to the District. The District may request a contractor to submit additional information pertinent to the Application. The District also reserves the right to investigate other available sources in addition to any documents or information submitted by the Contractor.

PREVAILING WAGE: These projects will require that the successful bidder shall be required to pay its workers on this project a sum not less than the general prevailing wage rate of per diem wages and not less than the general prevailing rate for holiday and overtime work for work of a similar character in the locality in which the project is performed as provided under California Labor Code section 1770 et sec. The District has determined the prevailing rate of per diem wages and the general prevailing rate for holidays and overtime work in the locality in which this project is to be performed for each craft, classification or type of work needed to execute the work. Contractor shall be required to post, at each job site, a copy of such prevailing rate of per diem wages as determined by the Director of the California Department of Industrial Relations.

PROCUREMENT OF BIDDING DOCUMENTS: Interested parties may obtain prequalification documents from the District website located at: http://www.smccd.net/accounts/facilities/planconstruct/DW_NTC.html

CONFIDENTIALITY: Responses to the Prequalification application and questionnaire and any financial information submitted for Prequalification evaluation are not public records and not open to public inspection. The District will maintain the confidentiality of these records to the extent permitted by law. In the event a third party requests these confidential records, the District will notify the affected contractor, and it shall be the contractor's responsibility to defend the District in any action to compel disclosure of the contractor's confidential information.

The San Mateo County Community College District is an equal opportunity employer.

Board of Trustees
San Mateo County Community College District
Dave Mandelkern, Vice President-Clerk

Published: April 25, 2005
May 2, 2005

REQUIRED CONTENTS OF STATEMENT OF QUALIFICATION (SOQ) SUBMISSION

- A. Transmittal Letter. The Transmittal Letter, page one of the submittal, shall name the contractor, its legal structure (i.e., wholly owned subsidiary, corporation, partnership, limited partnership, joint venture). If a joint venture or partnership is proposed, Bidder shall identify partner and/or member of the joint venture and their roles and responsibilities.
- B. Table of Contents. Create and insert a table of contents, after the transmittal letter, listing all of the documents included in your submittal.
- C. Completed Questionnaire. Bidder shall include a completed (Statement of Qualification Questionnaire) in the form attached to this Document as Attachment "A". Bidder shall make sure its answers to the Questionnaire describe itself, Key Personnel proposed and the public works history of each. Add supplementary information if necessary, if you believe that such information would benefit the Bidder in receiving a positive result of this Prequalification process. Questionnaire includes the following:
- a. Financial information. As required.
 - b. Capability to Provide Required Performance and Payment Bonds. Bidder shall include a letter from a surety duly licensed to do business in the State of California, having a financial rating from A.M. Best Company of [A-9] or better that the surety has agreed to provide Bidder with the required performance and payment bonds in accordance with the listed requirements. Such performance and payment bonds shall be in the minimum penal sums provided therein.
 - c. Capability to Provide the Required Insurance. Bidder shall provide a letter from an insurance company/insurance underwriter confirming that the insurer will provide Bidder the minimum coverage(s) and amount(s) included herein:
 - i. Comprehensive General Liability, no less than that of a standard Commercial General Liability Insurance policy ("Occurrence Form"). Such insurance shall provide for all operations and include independent contractors, products liability and completed operations for one year after Final Completion of last phase to be completed and acceptance of the final payment.
 1. Insurance coverage amount(s) shall be no less than: Comprehensive General Liability - \$1,000,000 for each occurrence - \$2,000,000 general aggregate limit - \$2,000,000 aggregate for products and completed operations.
 - ii. Comprehensive Automobile Liability, covering all owned, non-owned, and hired vehicles.
 1. Insurance coverage amount(s) shall be no less than: \$1,000,000 each person Bodily Injury - \$1,000,000 each occurrence Bodily Injury - \$1,000,000 each occurrence Property Damage.
 2. All-Risk Course of Construction, for physical loss or damage to the work, temporary buildings, false work, and materials and equipment in transit, and shall insure against (at least) the following perils or causes of loss: Fire, lightning, extended coverage, theft, vandalism, malicious mischief, , debris removal, water damage, and demolition occasioned by enforcement of Laws.
 3. Insurance coverage amount(s) shall be no less than: 100 percent of the completed value of the work that was lost or affected.
 4. Deductible shall not exceed \$10,000 and shall be the responsibility of the Bidder/Contractor.
 - iii. Worker's Compensation Insurance, in accordance with the most recently amended version of the "Workers' Compensation Insurance and Safety Act"
 1. Insurance coverage amount(s) shall be that amount established by the State.
 - d. Resumes of Proposed Key Managerial/Supervisory Personnel. Bidder shall provide a resume for each person individually named in this document. Include no less than the following:
 - i. Name and proposed assignment of Key Personnel; do not include home addresses or home phone numbers.
 - ii. Years with Bidder, total years of experience
 - iii. Years experience acting in the capacity of the proposed assignment for this Prequalification
 - iv. Education - degrees, schools and years obtained
 - v. Professional Registrations and other certifications
 - vi. Fluency in English (Yes/No)

- vii. Experience directly related to Public Works Construction
 - viii. At least three client references, including contact names, addresses and telephone numbers
 - ix. Description of projects of a similar nature worked on in the past five years
 - x. At the time of Bid, the Contractor will be required to reconfirm staff assignments to the project based on this submittal. If any of the staff listed in the Prequalification are no longer employed by the firm at the time the project starts, or are otherwise unavailable, the firm's Bid may be considered non-responsive. The Owner may consider substitution of listed staff by others; however, comparable project history and other relevant information must be submitted to the Owner for approval, prior to the determination of Bid results.
- e. Litigation History. Description of litigation history including names of involved parties, nature of dispute, and disposition.

GENERAL CONDITIONS

- A. General Conditions for Content. The SOQ shall be clear and concise to enable management-oriented personnel to make a thorough evaluation and arrive at a sound determination as to whether the SOQ meet District's requirement. To this end, the SOQ should be as specific, detailed and complete as to demonstrate clearly and fully that the Bidder has a thorough understanding of and has demonstrated knowledge of the requirements to perform the Work (or applicable portion thereof).
- B. Explanations to SOQ. Any explanation requested by a Bidder regarding the meaning or interpretation of this Document must be requested in writing by **5:00 pm on Tuesday, March 29, 2005**. Oral explanations or instructions will not be binding. Any information provided to any prospective Bidder concerning this Document will be furnished to all prospective bidders as an Addendum to the Prequalification Documents.

ATTACHMENT "A" – Statement of Qualification Questionnaire

Bidders shall complete the entire Statement of Qualification Questionnaire and submit it in accordance with Instructions provided by the District. Failure to complete the questionnaire or inclusion of any false statement(s) shall be ground for immediate disqualification.

CONFIDENTIALITY: Responses to the Prequalification application and questionnaire and any financial information submitted for Prequalification evaluation are not public records and not open to public inspection. The District will maintain the confidentiality of these records to the extent permitted by law. In the event a third party requests these confidential records, the District will notify the affected contractor, and it shall be the contractor's responsibility to defend the District in any action to compel disclosure of the contractor's confidential information.

I, _____, being first duly sworn, depose and say:
▲ (bidder's name)

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I am the _____ of _____
(title) (company name)

1. Bidder's Organization

Firm/Contractor Name: _____

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Business Address: _____

Telephone: _____ Fax: _____

Email: _____

Name and title of person completing this questionnaire: _____

Phone: _____ Email: _____

1.1 Form of Entity of Bidder, i.e., corporation, partnership, etc:

1.1.1 If corporation, state the following:

State of incorporation: _____

Date of incorporation: _____

President: _____

Secretary: _____

Treasurer: _____

1.1.2 If partnership, state the following:

Date of organization: _____

Type of partnership: _____

Names of all general partners; if any of the general partners are not natural persons, provide the information for each such general partner requested by 1.1.1, 1.1.2 and 1.1.4 as appropriate:

1.1.3 If proprietorship, state the following:

Names for all proprietors: _____

1.1.4 If joint venture, state the following:

Date of organization: _____

Names of all Joint Venturers; for each joint Venturer, identify the form of entity and provide the information requested by 1.1.1, 1.1.2 and 1.1.3 above for each Joint Venturer, as appropriate: _____

1.1.5 If other than listed above, describe type of organization and name all

principals: _____

1.2 How many years has your organization been in business as a contractor? _____

1.3 How many years has your organization been in business under its present _____

1.3.1 Identify any former names under which your organization has conducted

business: _____

2. Licensing Information

2.1 List all jurisdictions, other than the State of California, in which your organization is licensed to do business as a contractor, and for each jurisdiction listed, identify the class of license or description of the work permitted by the license: _____

2.2 California Contractor's License

2.2.1 License Number: _____

2.2.2 Expiration Date: _____

2.2.3 License Classification(s): _____

2.2.4 Responsible Managing Employee or Responsible Managing Officer: _____

2.3 Within the past five years, has the firm been subject to disciplinary action by the California State License Board? _____ If yes, provide details of each action and attach all relevant documents.

- 2.4 Have officers or principals of the firm ever had their contractor's license suspended or revoked for any reason? _____ If yes, please explain.
- 2.5 Has a claim or other demand ever been made against your organization's California Contractor's License Bond? Yes ____ No _____. If so, on a separate attachment state the following: (I) the name, address and telephone of each such claimant; (ii) the date of each such claim or demand; (iii) the circumstances giving rise to each such claim or demand; and (iv) the disposition of each such claim or demand.
- 2.6 Has a complaint ever been filed against your organization's California Contractor's License with the California Contractor's License Board? Yes ____ No _____. If so, for each such complaint, identify the name of the complainant, the date of the complaint and the disposition thereof, including without limitation, any disciplinary action imposed by the California contractor's License Board.

2.7 Attach to this statement true and correct copies of the following:

2.7.1 Your organization's California Contractor's License (the copy must clearly and legibly show: (i) the licensee name; (ii) the expiration date; and (iii) the classification(s) of licensure).

3. Financial Information

3.1 What was the largest amount of work completed in one year by the firm?

- a. Year: _____
- b. Number of Projects: _____
- c. Value (\$) of Largest Project: _____
- d. Total Value (\$) of the Work Completed: _____

3.2 Has your firm or affiliated entity ever declared bankruptcy or been in receivership?

If yes, please explain. _____

3.3 Regarding your firm's bank, please provide the following information:

Bank Name: _____

Address: _____

Average Daily Balance: \$ _____

Available Line of Credit: \$ _____ (secured or unsecured)

Contact Person (name and telephone number): _____

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4. Bonding information

4.3 Capability to Provide Required Performance and Payment Bonds. Bidder shall include a letter from a surety duly licensed to do business in the State of California, having a financial rating from A.M. Best Company of [A-9] or better that the surety has agreed to provide Bidder with the required performance and payment bonds in accordance with the requirements set forth in Section 00520 (Agreement), Section 00411 (Payment Bond) and Section 00610 (Performance Bond). Such performance and payment bonds shall be in the minimum penal sums provided therein.

4.3.1 This letter shall also specify the maximum project bond and aggregate bonding line amounts your company is able to obtain. Note: the minimum acceptable aggregate bondability shall be based upon the following estimated annual work volumes of: interior paint 270,000 sf; exterior paint 230,000 sf; acoustic treatments 60,000 sf; flooring- carpet 24,000 sf and VCT 96,000 sf; and, window treatments- 1” miniblinds 6,000 sf and meccoshades 21,000 sf. Submitter is to provide their surety company with their estimated value of this work.

4.3.2 This letter must be: 1) generated by the bonding company listed in this SOQ submittal, 2) dated no earlier than the first date of the published Notice to Contractors for this SOQ, 3) notarized, and 4) be address to the San Mateo County Community College District.

4.2 Prospective Contractors desiring to be awarded this unit price contract are informed that they will be subject to and must fully comply with all Bid conditions including providing 100% payment and 100% performance bonds. Prospective Contractors shall submit the below form, signed by representative of surety and notarized. If firm has used current surety for less than five (5) years, list surety(ies) previously used and indicate number of years used to demonstrate five (5) complete years of surety history.

4.3 Is it true that the surety has *not* paid out any monies for the construction activities of the prospective Contractor whatsoever within the last five (5) years?

YES NO If answer is no, explain on attached additional sheets.

How long has the Prospective Contractor been with this surety?

Number of Years: _____

4.4 Declaration:

The undersigned declares under penalty of perjury that the bonding capacity indicated above is true and correct and that this declaration was executed in

_____ (County), _____, (State) on _____ (Date).

(Signature)

(Name and Title - Printed or Typed)

(Name of Brokerage Company *if applicable*)

(Bonding Company Name)

(Address)

(City, State, Zip Code)

(Telephone Number)

(Facsimile Number)

(Email Address)

(ATTACH NOTARIZATION OF INSURER REPRESENTATIVE’S SIGNATURE)

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5. Insurance Declaration

Prospective Contractors desiring to be prequalified are informed that they will be subject to and must fully comply with all Bid conditions including the following insurance coverage and associated limits. Prospective Contractors shall submit the below form, signed by representative of insurer and notarized. If firm has used current insurer for less than five (5) years, list insurer(s) previously used and indicate number of years used to demonstrate five (5) complete years of insurer history.

A. Is the insurer to be used listed by A.M. Best with a rating of A-9 or better, and a financial classification of VIII or better?

YES _____ NO _____
Indicate A.M. Best Rating: _____
Indicate A.M. Best Financial Classification: _____

B. Is the Contractor able to obtain insurance in the following limits for this construction contract?

YES _____ NO _____	
<u>Comprehensive or Commercial Form General Liability Insurance -</u>	<u>Minimum</u>
<u>Limits of Liability</u>	<u>Requirement</u>
Each Occurrence - Combined Single Limit for Bodily Injury and Property Damage	\$1,000,000
Products - Completed Operations Aggregate	\$2,000,000
Personal and Advertising Injury	\$1,000,000
General Aggregate - Not Applicable to Comprehensive Form	\$2,000,000
<u>Business Automobile Liability Insurance - Limits of Liability</u>	<u>Minimum</u>
<u>Limits of Liability</u>	<u>Requirement</u>
Each Accident - Combined Single Limit for Bodily Injury and Property Damage	\$1,000,000

C. How long has the Prospective Contractor been with this insurer?

Number of Years: _____

D. If the entity submitting this prequalification questionnaire is a Joint Venture, can the Joint Venture or partnership entity itself obtain insurance in the limits, noted above in Section B, for this construction contract?

YES _____ NO _____ N/A _____

E. Declaration:

The undersigned declares under penalty of perjury that the bonding capacity indicated above is true and correct and that this declaration was executed in _____ (County), _____, (State) on _____ (Date).

(Signature) (Name and Title - Printed or Typed)

(Representing, Firm Name)

(Name of Insurance Company Underwriting Policy)

(Address) (City, State, Zip Code)

(Telephone Number) (Facsimile Number) (Email Address)

(ATTACH NOTARIZATION OF INSURER REPRESENTATIVE'S SIGNATURE)

6. Prevailing Wage Requirements

These are prevailing wage projects. Accordingly, there are strict compliance requirements concerning payment of wages and benefits, the use of apprentices and the provision of certified payrolls. By signing below, you acknowledge that this project requires payment of prevailing wages to all employees as determined by the California Department of Industrial Relations. Moreover, you declare that your firm is familiar with all laws regulating the payment of prevailing wages, the employment of apprentices and related record keeping. Please provide the following information:

- A. Do you currently offer a health and welfare benefits for your employees who would work on this project and who are covered by prevailing wage law? _____ If yes, please provide:

A description of the health and welfare benefits: _____

Eligible employees: _____

Plan administrator(s): _____

How many years the benefit plan has been in existence: _____

Also attach documents that demonstrate you provide such benefits, including but not limited to: the nature of the benefits; who qualifies for them; who provides them; the cost of the benefits; and the method by which the cost per hour is calculated.

- B. Do you currently provide retirement/pension benefits for your employees who would work on this project and who are covered by prevailing wage law? _____ If so, please provide:

A description of the retirement/pension benefits: _____

Eligible employees: _____

Plan administrator(s): _____

How many years the retirement/pension plan has been in existence: _____

Also attach documents that demonstrate you provide such benefits, including but not limited to: the nature of the benefits; who qualifies for them; who provides them; the cost of the benefits; and the method by which the cost per hour is calculated.

- C. Do you employ properly registered apprentices upon Public Works projects, in accordance with California Code of Regulations Title 8, Division 1, Chapter 2, Subchapter 1, Article 10, Section 230.1 (authority cited: Labor Code Sections 1777.5, 1777.6, 1777.7)?

If not, please explain how you comply with applicable Labor Code requirements:

- D. In accordance with the California Labor Code, a certified copy of all employees' payroll records shall be made available upon request. Have you provided certified payrolls within the last two (2) years?

YES _____ NO _____

7. Experience

7.3 **Recent Projects.** List three recent projects completed for a Higher Educational or Public Entity clients in the past five years and indicate who was the Project Manager and Superintendent. If a separate sheet is used, it must contain all of the following information:

1. Project Name: _____
Location: _____
Owner: _____
Owner Contact (name and phone): _____
Architect/Engineer: _____
Architect/Engineer Contact (name / phone number): _____
Project Mgr. (name / phone number): _____
Superintendent (name / phone number): _____
Description of Project, Scope of Work Performed: _____

Total Construction Cost: _____
Total Change Order Amount: _____
Original Scheduled Date of Completion: _____
Time Extensions Granted (number of Days): _____
Actual Date of Completion: _____
Number of Stop Notices filed by Subcontractors or Suppliers: _____
Was Certified Payroll required on this project: _____ Yes _____ No

2. Project Name: _____
Location: _____
Owner: _____
Owner Contact (name and phone): _____
Architect/Engineer: _____
Architect/Engineer Contact (name / phone number): _____
Project Mgr. (name / phone number): _____
Superintendent (name / phone number): _____
Description of Project, Scope of Work Performed: _____

Total Construction Cost: _____

Total Change Order Amount: _____

Original Scheduled Date of Completion: _____

Time Extensions Granted (number of Days): _____

Actual Date of Completion: _____

Number of Stop Notices filed by Subcontractors or Suppliers: _____

Was Certified Payroll required on this project: _____ Yes _____ No

3. Project Name: _____

Location: _____

Owner: _____

Owner Contact (name and phone): _____

Architect/Engineer: _____

Architect/Engineer Contact (name / phone number): _____

Project Mgr. (name / phone number): _____

Superintendent (name / phone number): _____

Description of Project, Scope of Work Performed: _____

Total Construction Cost: _____

Total Change Order Amount: _____

Original Scheduled Date of Completion: _____

Time Extensions Granted (number of Days): _____

Actual Date of Completion: _____

Number of Stop Notices filed by Subcontractors or Suppliers: _____

Was Certified Payroll required on this project: _____ Yes _____ No

7.4 List the categories of work your organization typically performs with its own forces:

7.5 Liquidated Damages

Identify all projects within the last five (5) years in which your company was assessed liquidated damages. For each occurrence, provide the following information (attach additional sheets, if necessary):

Project Name: _____
Project Address: _____
Date Completed: _____
Initial Contract Value (bid award): _____
Final Contract Amount (change orders, etc.): _____
Amount of Liquidated Damages: _____
Explanation of circumstances resulting in liquidated damages: _____

Contact Person (name and telephone number): _____

7.6 Contract Termination:

Identify all projects within the last five (5) years in which your contract was terminated. For each occurrence, provide the following (attach additional sheets, if necessary):

Project Name: _____
Project Address: _____
Date Completed: _____
Initial Contract Value (bid award): _____
Final Contract Amount (change orders, etc.): _____
Reason for Termination: _____
Contact Person (name and telephone number): _____

7.7 Has your organization ever refused to sign a contract awarded to it?

Yes ____ No ____ . If so, state the following for each contract and attach additional pages as needed.:

- (i) describe each such contract _____
- (ii) the owner's name, address and telephone number: _____

- (iii) a description of the project _____

- (iv) the circumstances of the refusal to sign the contract _____

7.8 Has your organization ever failed to complete a contract?

Yes ____ No ____ . If so, state the following for each contract and attach additional pages as needed.:

(i) describe each such contract _____

(ii) the owner's name, address and telephone number: _____

(iii) a description of the project _____

(iv) the circumstances of the failure to complete _____

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

Yes ____ No ____ . If so, state the following for each contract and attach additional pages as
needed.:

(i) describe each such contract _____

(ii) the owner's name, address and telephone number: _____

(iii) a description of the project _____

(iv) the circumstances of the declaration of default _____

Has a claim or other demand ever been asserted against any Bid Bond, Performance Bond or
Labor and Material Payment Bond posted by your organization in connection with any
construction contract or your submittal of a bid package on a construction contract?

Yes ____ No ____ . If so, state the following for each contract and attach additional pages as
needed.:

(i) state the name, address and telephone number of each such claimant _____

(ii) the date of the claim _____

(iii) the disposition thereof _____

8. Key Personnel

Superintendents (submit resumes for each)

Name: _____ Years with the firm: _____

Name: _____ Years with the firm: _____

Name: _____ Years with the firm: _____

Project Managers (submit resumes for each)

Name: _____ Years with the firm: _____

Name: _____ Years with the firm: _____

Name: _____ Years with the firm: _____

Name: _____ Years with the firm: _____

Name: _____ Years with the firm: _____

9. Claims and suits (if your answer yes to any of the following, you must attach details).

9.3 **LITIGATION AND ARBITRATION HISTORY**

List all projects within the last (5) years in which claims were made against your firm resulting in litigation, arbitration or settlement (attach additional sheets, if necessary):

Project Name: _____

Project Address: _____

Date Completed: _____

Initial Contract Value (bid award): _____

Amount of Claim: _____

Brief overview of the litigation and final resolution: _____

9.3.1 Have any lawsuits or other proceedings ever been brought against any of the principals or officers of your organization in connection with any construction contract or construction project?

Yes ____ No _____. If so, describe the circumstances, the amount or relief sought and the disposition of each such lawsuit or other proceeding.

9.3.2 Has your organization ever filed a lawsuit or initiated other proceedings in connection with any construction contract or construction project?

Yes ____ No _____. If so, describe the circumstances, the amount or relief sought and the disposition of each such lawsuit or other proceeding.

9.3.3 Are there any judgments, orders or arbitration awards pending, outstanding or by which your organization or any of its officers or principals are bound by?

Yes ____ No _____. If so, describe each such judgment, order or arbitration award and the present status of the satisfaction or discharge thereof.

9.3.4 Are there any outstanding liens and/or stop notices for labor and/or materials filed against your firm within the last (5) years? If yes, please explain the nature of the lien/stop notice:

10. References

(Include name, contact person, telephone/fax number and address of each reference provided).

10.3 Trade References (3 minimum)

Office #1: _____

Contact: _____ Title: _____

Phone: (____) _____ Fax :(____) _____ E-mail: _____

Office #2: _____

Contact: _____ Title: _____

Phone: (____) _____ Fax :(____) _____ E-mail: _____

Office #3: _____

Contact: _____ Title: _____

Phone: (____) _____ Fax :(____) _____ E-mail: _____

10.4 Bank References

Institution #1: _____

Contact: _____ Title: _____

Phone: (____) _____ Fax :(____) _____ E-mail: _____

Institution #2: _____

Contact: _____ Title: _____

Phone: (____) _____ Fax :(____) _____ E-mail: _____

Institution #3: _____

Contact: _____ Title: _____

Phone: (____) _____ Fax :(____) _____ E-mail: _____

10.5 Client References

Has your firm successfully executed at least three (3) contracts with comparably complex projects of similar duration and with a public education entity within the last 36 months?

YES NO

Submit *Project References* for **three** similar contracts submitted as evidence of your firm's experience.

Client Reference #1

1. Client Name: _____
Address: _____
Contact: _____ Title: _____
Phone:() _____ Fax:() _____ E-mail: _____
2. Type of Facility (circle one): Public/Higher Education Public/Other Other
3. Project Description: _____

Client Reference #2

1. Client Name: _____
Address: _____
Contact: _____ Title: _____
Phone:() _____ Fax:() _____ E-mail: _____
2. Type of Facility (circle one): Public/Higher Education Public/Other Other
3. Project Description: _____

Client Reference #3

1. Client Name: _____
Address: _____
Contact: _____ Title: _____
Phone:() _____ Fax:() _____ E-mail: _____
2. Type of Facility (circle one): Public/Higher Education Public/Other Other
3. Project Description: _____

11. Compliance with Statutory Requirements and Safety

- A. Has there been an inquiry or charge by the U.S. Department of Labor, Division of Industrial Relations against your firm within the past five (5) years? _____

If yes, provide the following information. If none, indicate "none". Do not leave blank.

Project Name: _____

Inquiry/Violation Date: _____

Description of the Violation: _____

Penalty, if applicable: _____

B. Does your firm have any outstanding judgments, demands or liens resulting from violations of the California Labor Code, California Business and Professions Code or State Licensing laws? _____ If yes, identify judgment, demand or lien and its status:

C. Is your firm currently under investigation by any Federal or state agency for failing to comply with Federal or state laws, including but not limited to the California Labor Code, California Business and Professions Code or State Licensing laws? _____ If yes, provide:

Project Name: _____

Date of Alleged Violation: _____

Nature of Alleged Violation: _____

Current Status and/or Resolution: _____

D. Has your firm been cited for OSHA violations within the past five (5) years? _____ If yes, provide the following:

Project Name: _____

Nature of the Citation: _____

Current Status and/or Resolution: _____

12. Disqualification

Has your firm been disqualified from performing work for the District? _____

If yes, provide the project name(s). If none, indicate "none". Do not leave blank.

Has your firm been disqualified or barred from performing work for a public entity other than the District? If yes, provide the following information for each occurrence. If none, indicate "none". Do not leave blank.

Project Name: _____

Project Address: _____

Reason for Disqualification: _____

Contact Person (name and telephone number): _____

13. **DECLARATION**

13.3 Acknowledgement and Release. By signature and date on this page (of this document), bidder authorizes any financial institution, credit reporting agency and/or service, legal firm or any other type of business, agency or individual named within this document to release to the District (or District's designated representative) any and all information as that information relates, or could relate, to their ability to evaluate the background, stability and general worthiness of this bidder to perform current or future construction activities if Prequalified and awarded a contract by the District.

13.3.1 A photocopy of this page (with the bidder's signature and date) shall be deemed as valid as an original document with the bidder's original signature.

13.3.2 This Acknowledgement and Release shall remain in effect until such time as the bidder, in writing, requests that the District cease any attempt to evaluate himself/herself/themselves as potential Prequalified bidder for construction work on the campuses of the San Mateo County Community College District.

13.3.3 Reserved Right. The District reserves the right, for the sole purpose of evaluating a potential Prequalification candidate (bidder), to make other inquiries as permitted by law.

13.3.4 The undersigned declares under penalty of perjury that all of the Prequalification information submitted with this application is true and correct and a duly authorized officer of the Firm executed this Declaration.

Acknowledgement and Release:

(Printed name and title)

Signature

Date

CONFIDENTIALITY: Responses to the Prequalification application and questionnaire and any financial information submitted for Prequalification evaluation are not public records and not open to public inspection. The District will maintain the confidentiality of these records to the extent permitted by law. In the event a third party requests these confidential records, the District will notify the affected contractor, and it shall be the contractor's responsibility to defend the District in any action to compel disclosure of the contractor's confidential information.