



SAN MATEO COUNTY
COMMUNITY
COLLEGE DISTRICT

2026 Formal Bid Prequalification Application Worksheet

This worksheet provides a preview of the questions that you may be asked while completing the Construction Contractor Formal Bid Prequalification Application on our PlanetBids Vendor Portal. Print out this worksheet and use it as a guide to collect the information required on the online application. Further instructions are provided on the PlanetBids Vendor Profile Prequalification tab. **RESPONSES MUST BE SUBMITTED USING THE ONLINE PLANETBIDS SYSTEM.** Paper or USB/CD submissions will not be accepted. Application Deadline: Submit by 5:00PM PST on Thursday, November 20, 2025.

Company

Vendor Id
Business Type *
Other
(Specify Other) *
FEI/Tax ID Number *
Company Name *
A response is required
IRS Reporting Name
Doing Business As
Address *
A response is required
City *
A response is required
State *
California
Country *
United States
Zip *
A response is required
Website

2026 Formal Bid Prequalification
Application Worksheet

User Information

Name *

A response is required

Title *

A response is required

Email

Alternate Email *

A response is required

Phone *

A response is required

Ext

Toll Free

Mobile

Fax

Additional Addresses

ADD

Principal Owner

Principal Owner/CEO Name *

A response is required

Title *

A response is required

Email *

A response is required

Phone *

A response is required

Fax

2026 Formal Bid Prequalification
Application Worksheet

Classifications

At least one Classification must be chosen

- ☐ CA Dept of General Services Small Business
- ☐ CA Unified Certified
- ☐ Certified B Corporation (Sustainability Cert)
- ☐ Cradle to Cradle (Sustainability Cert)
- ☐ Disabled Veteran Business Enterprise
- ☐ Disadvantaged Business Enterprise
- ☐ Energy Star Partner (Sustainability Cert)
- ☐ Fair Trade Certified (Sustainability Cert)
- ☐ Federal SBA Small Disadvantaged
- ☐ Leadership in Energy and Environmental Design
- ☐ Micro Business
- ☐ Minority-Owned Business Enterprise
- ☐ None of the Classifications apply
- ☐ Other type of Certification
- ☐ Registered DIR Public Works Contractor
- ☐ Woman-Owned Business Enterprise

DGS Ref	Exp. Date
CUC #	Exp. Date
CBCor	Exp. Date
C2C	Exp. Date
OSDS ref	Exp. Date
DBE Ref	Exp. Date
ESP	Exp. Date
FTC	Exp. Date
LEED	Exp. Date
OSDS ref	Exp. Date
MBE Ref	Exp. Date
DIR ref	Exp. Date

Demographics

Ethnicity *

Gender *

Contractor Licenses

Licenses

(none)

2026 Formal Bid Prequalification Application Worksheet

Other Business Info

Payment Terms

Gross Receipts in Millions

In Business Since

Number of Full-Time Employees

0

Number of Part-Time Employees

0

Has your company ever failed to complete a contract? *

☐ Yes ☒ No

Has any officer or partner ever worked as an officer or partner for another company which has failed to complete a contract within the last 5 years? *

☐ Yes ☒ No

Company Class

- ☐ Retail
- ☐ Service
- ☐ Construction
- ☐ Professional (A/E)
- ☐ Professional (Other)
- ☐ Manufacturing
- ☐ Distributor
- ☐ Wholesale
- ☐ Material Supplier
- ☐ Non-Manufacturing
- ☐ Other

2026 Formal Bid Prequalification Application Worksheet

Business Description

Business Description

Categories EDIT

Selecting multiple categories (maximum 20) may increase bidding opportunities

WORKSHEET NOTE: Bid alert notifications are sent based on the categories selected. Make sure to select the categories applicable to your business/CSLB License Classifications

Would you like to apply for contractor prequalification? *

☒ Yes ☐ No

Prequalification Status

Current Status: Applying

Type of Prequalification

Select the type of prequalification you would like to apply for

Types *

Public Works Projects over \$200,000

WORKSHEET NOTE: Two Types of Prequalification:

If CUPCCAA is selected, you'll need to enter your Contractor License(s), Business Information fields and complete the Information Sharing and Certification fields.

If Public Works Projects over \$220,000 is selected, you'll need to complete the remaining portions as listed in this worksheet.

Contractor Licenses ADD

Licenses

(none)

2026 Formal Bid Prequalification
Application Worksheet

Financials

Statement Date * 

Current Assets *

Current Liabilities *

Total Assets *

Total Liabilities *

Fiscal Year Information

Gross Annual Receipts for * 

Fiscal Year Begins *
January 

2026 Formal Bid Prequalification Application Worksheet

Other Information

What size(s) of project are you most competitive in performing?

- ☐ Under \$10,000
- ☐ \$10,000 - \$50,000
- ☐ \$50,000 - \$100,000
- ☐ \$100,000 - \$200,000
- ☐ \$200,000 - \$500,000
- ☐ \$500,000 - \$1,000,000
- ☐ Over \$1,000,000

** At least one Project Size must be selected*

Doing business in California as a contractor under its current business name and license number since

*

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

*

Business Affiliation

Is the firm a subsidiary, parent, holding company or Person of another construction firm? *

☐ Yes ☐ No

2026 Formal Bid Prequalification Application Worksheet

Owners ADD

List Owners of more than 10% of your company, corporate officers, partners, proprietors and members.

** At least 1 Owner must be entered*

Key Staff ADD

** At least 1 Key Staff must be entered*

Bank Information

Bank Name/Branch *
Address *
City *
State *
California ▼
Country *
United States ▼
Zip *
Contact Person Name *
Contact Person Phone *
Dun & Bradstreet Number *
Dun & Bradstreet Rating *

2026 Formal Bid Prequalification Application Worksheet

Bonding Information

Name of Surety *

A.M. Best Rating *

Bonding Capacity Per Job *

Aggregate *

Contact Name *

Phone *

Have claims ever been made against surety? *

☐ Yes ☐ No

EMR Rating

List your firm's Experience Modification Rate (EMR) - California workers' compensation insurance for the last 3 premium years.

2025*

2024*

2023*

General Questionnaire

Contractor is currently registered with the California Department of Industrial Relations as a public works contractor pursuant to Division 2, Part 7, Chapter 1 (commencing with section 1720) of the California Labor Code? *

☐ Yes ☐ No

Contractor possesses a valid and current California Contractors License for the project(s) for which it intends to submit bids on? *

☐ Yes ☐ No

Do you currently hold a liability insurance policy with a policy limit of at least \$1,000,000 per occurrence and \$2,000,000 aggregate? *

☐ Yes ☐ No

2026 Formal Bid Prequalification Application Worksheet

Do you currently have a workers' compensation insurance policy as required by the Labor Code or is legally self-insured pursuant to Labor Code section 3700 et seq.? (Select Not Applicable if contractor has no employees.) *

☐ Yes ☐ No ☐ N/A

Does your liability insurance policy include excess liability of at least \$2,000,000? *

☐ Yes ☐ No

Have you uploaded your firm's latest copy of reviewed or audited financial statements with accompanying notes and supplemental information? *

☐ Yes ☐ No

If you answered No to the question above, is your firm exempt from this requirement as a small business entity under PCC§20101(e)? *

☐ Yes ☐ No ☐ N/A

In the last 5 years, has any insurance carrier, for any form of insurance, refused to renew the insurance policy for your firm? *

☐ Yes ☐ No

In the last 5 years, has any Responsible Managing Employee (RME) or Responsible Managing Officer (RMO) in your firm had their contractor's license suspended or revoked? *

☐ Yes ☐ No

In the last 10 years, has your firm, or any RME or RMO employed by or associated with your firm, been convicted of a crime involving the awarding of a contract for a government (local, state or federal) construction project, or the bidding or performance of a government contract? *

☐ Yes ☐ No

2026 Formal Bid Prequalification Application Worksheet

In the last 5 years, has your firm, or any Person, been "defaulted" or "terminated" by an owner (other than for convenience of the project owner) or has your surety completed a contract for your firm? *

☐ Yes ☐ No

During the last 5 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

Is your firm currently ineligible to bid on or be awarded any public works contract, or perform as a subcontractor on a public works contract in accordance with Section 1777.1 or 1777.7 of the California Labor Code? *

☐ Yes ☐ No

Has your firm, or any Person, ever been found guilty in a criminal action, for making any false claim or material misrepresentation to any public agency or entity? *

☐ Yes ☐ No

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? If "yes," identify 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. *

☐ Yes ☐ No

2026 Formal Bid Prequalification Application Worksheet

In the last 10 years, has your firm, or any RME or RMO employed by or associated with your firm, ever been convicted of a crime involving any federal, state or local law related to construction, including acts of dishonesty? *

☐ Yes ☐ No

In the last 5 years, has your firm failed to complete a project? *

☐ Yes ☐ No

In the last 5 years, has your firm changed names or license number? *

☐ Yes ☐ No

In the last 5 years, has any Person in your firm operated a construction firm under any other name? *

☐ Yes ☐ No

In the last 5 years, has your firm, or any firm associated with your firm's Persons, been debarred, disqualified, removed or other prevented from bidding on, or completing, any government agency or public works contract for any reason? *

☐ Yes ☐ No

In the last 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 ☐ No

Has your firm, or any Person, ever been found liable in a civil action for making any false claim or material misrepresentation to any public agency or entity? *

☐ Yes ☐ No

2026 Formal Bid Prequalification Application Worksheet

Has your company or any of its principals ever petitioned for bankruptcy, failed in business default or been terminated on a contract award to you? *

☐ Yes ☐ No

Does your company have any outstanding judgments or claim against it? *

☐ Yes ☐ No

Has your company or any of its owners, officers or major shareholders been investigated for or charged with alleged labor law violations of the Immigration Control and Reform Act, state or local laws regarding employment of immigrants, prevailing wage laws, wage and hour laws or other federal, state or local labor laws? *

☐ Yes ☐ No

In the last 5 years, has your firm been assessed and/or paid liquidated damages before or after completion of a project under construction contract with either a public or private owner?

*If yes, attach a separate page in the "Liquidated Damages Details" attachment field. Identify the amount of 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. **

☐ Yes ☐ No

In the last 5 years, has any surety company made any payments, on your firm's behalf, to satisfy any claims made against a performance or payment bond issued in connection with a construction contract, either public or private? *

☐ Yes ☐ No

2026 Formal Bid Prequalification Application Worksheet

In the last 5 years, was there any occasion(s) which your firm was required, by a compliance agency, to pay either back wages or penalties for your own firm's failure to comply with the State's prevailing wage laws? *

☐ Yes ☐ No

In the last 5 years were there finding of discrimination made against your firm or any of its Persons in a legal or administrative proceeding alleging that the firm discriminated against its employees, subcontractors, vendors, or suppliers? *

☐ Yes ☐ No

In the last 5 years, has firm been subject to disciplinary action by the California State Contractor's License Board? *

☐ Yes ☐ No

In the last 5 years, has there been an inquiry or charge by the US Department of Labor, Division of Industrial Relations against your firm? *

☐ Yes ☐ No

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? *

☐ Yes ☐ No

In accordance with the California Labor Code, a certified copy of all employees' payroll records for any work performed on a public works project shall be kept and made available upon request. Have you provided certified payrolls in compliance with California Labor Code? *

☐ Yes ☐ No

2026 Formal Bid Prequalification Application Worksheet

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 yes, upload a document demonstrating how your firm meets the Apprentice Program requirement. **

☐ Yes ☐ No

In the last 5 years, has your firm been found to violate any provision of California State apprenticeship laws or regulations, or the laws pertaining to use of apprentices on public works? *

☐ Yes ☐ No

Safety Questionnaire

Do you have a written company safety policy and program that you will provide copies of, if requested? *

☐ Yes ☐ No

Do you hold documented safety meetings for construction employees and field supervisors? If so, how often during the course of a contract? *

☐ Yes ☐ No

Does your firm have home office safety representatives who visit/audit the job site? *

☐ Yes ☐ No

In the last 5 years, has CAL OSHA cited and assessed penalties against your firm for any "serious", "willful" or "repeated" violations of its safety or health regulations? *

☐ Yes ☐ No

Does your firm currently have a safety plan, which complies with the current OSHA standards? *

☐ Yes ☐ No

2026 Formal Bid Prequalification Application Worksheet

Attachments

Recent Projects: Upload a document providing information on at least three recent projects for an Educational or Public entity in the past five years. The following information needs to be included for each project: Agency/Client, Project Title, Project Location; Contact Name, Title and Phone; Project Architect/Engineer; Project AE Contact Name and Phone; Project Description; Cost; Change Orders; Original Date of Completion; Time Extension Granted; Actual Completion Date; Stop Notices.

Additional Ownership Information: Upload one document providing further information about the ownership of your firm. Label the Document "Additional Ownership Information" The document should include 2 sections.

Section 1: If applicable to your firm, provide an explanation about subsidiary relationships including information about other firms, if one firm owns 50 per cent or more of another, or if an owner, partner, or officer of your firm holds a similar position in another firm.

Section 2: If applicable to your firm, please provide an explanation of any change in ownership.

Letter from Bonding Company: Upload a current letter from your Surety Company indicating that your firm is bondable by them.

Apprenticeships Requirements: Include an explanation showing how your company meets the apprenticeship program requirement. If your company does not meet the requirement, provide an explanation.

Surety Claims: If your firm answered "yes" to Surety Claims question, attach a separate page in the "Surety Claims Details" attachment field. Identify the amount of 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.

Litigation Details: If you answered 'Yes' to any of the Supplemental Questions, upload a page(s) providing the requested information about these claims and/or complaints.

Supplemental Questionnaire: Download, complete and upload the Supplemental Questionnaire, [located here](#).

2026 Formal Bid Prequalification Application Worksheet

Recent Projects *	Title	Drag and drop a file here or Browse Files
Key Staff Resumes *	Title	Drag and drop a file here or Browse Files
Certificate of Insurance Coverage *	Title	Drag and drop a file here or Browse Files
Additional Ownership Information	Title	Drag and drop a file here or Browse Files
Financial Statements *	Title	Drag and drop a file here or Browse Files
Letter from Bonding Company *	Title	Drag and drop a file here or Browse Files
Apprenticeship Requirements *	Title	Drag and drop a file here or Browse Files
Litigation Details	Title	Drag and drop a file here or Browse Files
Bankruptcy Information	Title	Drag and drop a file here or Browse Files
Liquidated Damages	Title	Drag and drop a file here or Browse Files
Surety Claims	Title	Drag and drop a file here or Browse Files
Supplemental Questionnaire *	Title	Drag and drop a file here or Browse Files

Certify

- ☐ We hereby certify and declare under penalty of perjury that we have answered all of the above questions in a truthful, accurate and complete manner to assure that our answers are not in any respect false or misleading either by expressing ourselves in a misleading or ambiguous manner or omitting information. We also certify that all attachments submitted by us in connection with this prequalification are true, accurate, full information and full copies of the original documents that are in our possession. *

(End of Worksheet)