



San Diego Community College District

San Diego Community College District Prequalification Application for Construction Projects (Valued from \$220,000 up to \$1,000,000)

REQUEST FOR PREQUALIFICATION OF BIDDERS

(Public Contract Code Section 20651.5)

Prime contractors wishing to bid on projects valued between \$220,000 and \$1,000,000 with the San Diego Community College District must fully complete this application and provide all requested materials. The contractor's pre-qualification status will remain valid for one year from approval. The contractor will receive advance notice from the District of upcoming projects for which it has been deemed prequalified to bid and may choose to bid on any or all of the projects for which it is prequalified.

Answers to questions in the attached application are required, including a complete statement of the prospective bidder's financial ability and experience performing public works. These documents will be the basis of rating bidders concerning the size and scope of contracts each bidder is qualified to bid. The District reserves the right to check other sources available.

In addition to disqualification for failure to meet the District's criteria, a Contractor may be automatically disqualified for any one of the following: (1) omission of requested information; (2) falsification of information; (3) excessive stop notices and/or prevailing wage violations; (4) debarment from the Division of Labor Standards Enforcement; (5) an Experience Modification Rate (EMR) exceeding 1.25 as per averaging guidelines in Section 5.

The application responses and financial statements are not public records and are not open to public inspection. All information provided will be kept confidential to the extent permitted by law. The District reserves the right to reject any prequalification questionnaires and to waive any irregularities in the information contained therein.

The application must be signed under penalty of perjury by an individual with the legal authority to bind the contractor on whose behalf that person is signing. If any information a contractor provides becomes inaccurate, the contractor must immediately notify the awarding body and provide updated, accurate information in writing and under penalty of perjury.

Thank you for your interest in doing business with the San Diego Community College District's Capital Improvements Program. All prospective bidders must register as a vendor on the District's PlanetBids Portal at <https://vendors.planetbids.com/portal/57760/portal-home>. All publicly bid opportunities will be released via PlanetBids.

GENERAL INSTRUCTIONS:

Please complete this application in full. Incomplete applications may be disqualified. All information provided will be kept confidential and used solely to determine eligibility to bid on District projects.

SECTION 1: COMPANY INFORMATION

1. **Company Full Legal Name:** _____
2. **Doing Business As (DBA) Name, if applicable:** _____
3. **Business Address:** _____
4. **City, State, ZIP:** _____
5. **Primary Contact Person**
Name: _____
Title: _____
Phone: _____ Email: _____
6. **Company Website (optional):** _____
7. **Type of Business Entity:**
____ Corporation
____ Limited Liability Corporation (LLC)
____ Partnership
____ Sole Proprietorship
____ Other (specify): _____
8. **Federal Tax Identification Number:** _____
9. **California State Contractor License Number:** _____
Classification(s): _____
Expiration Date: _____
10. **Department of Industrial Relations Contractor ID Number:** _____
11. **Is your company currently certified as any of the following? (Check all that apply and please attach certification documentation):**
____ Small Business Enterprise (SBE) – includes SB(Micro) and SB-PW
Certification/Identification Number: _____
Certifying Agency: _____

___ Minority Business Enterprise (MBE)
 Certification/Identification Number: _____
 Certifying Agency: _____

___ Women-Owned Business Enterprise (WBE) – includes WOSB and EDWOSB
 Certification/Identification Number: _____
 Certifying Agency: _____

___ Disabled Veteran Business Enterprise (DVBE)
 Certification/Identification Number: _____
 Certifying Agency: _____

___ Disadvantaged Business Enterprise (DBE) – includes SBA 8(a)
 Certification/Identification Number: _____
 Certifying Agency: _____

___ Persons with Disabilities-Owned Business Enterprise (PDBE)
 Certification/Identification Number: _____
 Certifying Agency: _____

___ LGTBT Business Enterprise (LGBTBE)
 Certification/Identification Number: _____
 Certifying Agency: _____

12. Demographic Information (Optional)

To assist us in tracking and promoting the inclusion of diverse populations in our contractor prequalification process, we invite you to voluntarily share your ethnic background. This information is used only for statistical and reporting purposes and does not impact your prequalification status.

Please select the option(s) that best describe your ethnicity (check all that apply):

- ☐ American Indian or Alaska Native
- ☐ Asian
- ☐ Black or African American
- ☐ Hispanic or Latino
- ☐ Native Hawaiian or Other Pacific Islander
- ☐ White
- ☐ Two or More Races
- ☐ Prefer Not to Answer
- ☐ Other (please specify): _____

SECTION 2: COMPANY BACKGROUND

1. **Years in Business:** _____
2. **Number of Employees (Full-Time):** _____
3. **Has your company ever operated under a different name?**
___ Yes
___ No
If yes, please provide previous name(s): _____
4. **Has your company been a party to any lawsuits, claims, or litigation within the last five years?**
___ Yes
___ No
If yes, please provide details:

5. **Has your company ever failed to complete a project?**
___ Yes
___ No
If yes, please provide details:

6. **Has your company been terminated for cause or convenience on a project within the last five years?**
___ Yes
___ No
If yes, please provide details:

SECTION 3: EXPERIENCE

1. Provide details for the largest K-12 or higher education public works project your company has completed in the last five years.

Project Name: _____

Client: _____

Contract Value: _____

Year Completed: _____

2. Provide a list of three K-12 or higher education projects (construction value between \$220,000 - \$1M) completed in the last five years:

	Project Name	Client/Owner	Contract Value	Year Complete
1.				
	Reference Contact Name			
	Contact Phone			
	Contact Email			
2.				
	Reference Contact Name			
	Contact Phone			
	Contact Email			
3.				
	Reference Contact Name			
	Contact Phone			
	Contact Email			

SECTION 4: FINANCIAL INFORMATION

1. Provide a letter from a certified accounting firm or your company's chief business officer with a complete statement of your company's financial ability.

2. Provide your company's annual revenue for the last three years:

Year 1 (most recent): \$ _____

Year 2: \$ _____

Year 3: \$ _____

3. What is your company's total bonding capacity: \$ _____

4. What is your company's current available bonding capacity: \$ _____

5. What is the name of your company's surety company

Contact Name: _____

Phone Number: _____

Email: _____

6. Does your company have any pending liens, judgments, or claims?

☐ Yes

☐ No

If yes, please provide details:

SECTION 5: SAFETY RECORD

1. Has your company experienced any OSHA violations in the past five years?

☐ Yes

☐ No

If yes, please provide details:

2. Has your firm's Worker's Compensation Experience Modification Rate, as averaged over the past three (3) or past five (5) years, whichever is more favorable to the contractor, EXCEEDED 1.25?

☐ Yes

☐ No (Please provide rates below)

a) Year 1: _____

b) Year 2: _____

c) Year 3: _____

d) Year 4: _____

e) Year 5: _____

If yes, please provide details:

SECTION 6: COMPLIANCE

1. Does your company have experience with California Prevailing Wage Laws?

☐ Yes

☐ No

If yes, please provide details:

2. Has your company been cited or penalized by any local, state, or federal agencies in the last five years for non-compliance with public works laws, including labor laws?

☐ Yes

☐ No

If yes, please provide details:

SECTION 7: REFERENCES

Please provide three professional references from K-14 or higher education projects completed within the last five years.

Client Name #1	
Contact Person	
Phone Number	
Email Address	
Project Name/ Description	
Dollar Value:	
Duration	<i>(should be Substantially Completed within the last five years)</i>

Client Name #2	
Contact Person	
Phone Number	
Email Address	
Project Name/Description	
Dollar Value:	
Duration	<i>(should be Substantially Completed within the last five years)</i>

Client Name #3	
Contact Person	
Phone Number	
Email Address	
Project Name/Description	
Dollar Value:	
Duration	<i>(should be Substantially Completed within the last five years)</i>

SECTION 8: CERTIFICATION

By signing below, the undersigned certifies under penalty of perjury by an individual with legal authority to bind the company that all information provided in this prequalification form is true and correct to their knowledge. If any information a company provides becomes inaccurate, the company must immediately notify the District and provide updated, accurate information in writing. The undersigned also acknowledges that any false statements or omissions could lead to disqualification from consideration for District projects.

Authorized Signature: _____

Printed Name: _____

Title: _____

Date: _____

PREQUALIFICATION SUBMITTAL: General prequalification applications **must be submitted via email to SDCCD's Contract Specialist, Kellie Silva, at OESFContractsDO@sdccd.edu ten business days prior** to a project's solicitation due date. SDCCD will issue a prequalified list of contractors for each project five days prior to the solicitation due date. Results will be posted to www.sdccd.edu/departments/operations/Bid-and-Contract-Opportunities.aspx. *An early and timely submittal is appreciated as several applications are being processed at any given time. Please allow five business days for processing of all applications.*

PREQUALIFICATION STATUS. Contractors are solely responsible for verifying their current prequalification status. Contractors may verify their prequalification status by logging into the SDCCD PlanetBids Vendor Portal. (<https://vendors.planetbids.com/portal/57760/portal-home>)

PREQUALIFICATION CONTACT: All prequalification inquiries must be submitted to the District's Construction Contract Specialist, Kellie Silva, at ksilva@sdccd.edu. Please note the specific project you are interested in in your email subject line.