

# Hanford Elementary School District

## REGULAR BOARD MEETING AGENDA

*Wednesday, March 8, 2017*

HESD District Office Board Room

714 N. White Street, Hanford, CA

### OPEN SESSION

5:30 p.m.

- Call to Order
- Members Present
- Pledge to the Flag

### CLOSED SESSION

- **Student Discipline** (*Education Code Section 48918... requires closed sessions in order to prevent the disclosure of confidential student record information*)

#### Administrative Panel Recommendations

Case# 17-33 – Roosevelt

Case# 17-34 – Kennedy

### OPEN SESSION

- Take action on closed session items

### 1. PRESENTATIONS, REPORTS AND COMMUNICATIONS

*(In order to insure that members of the public are provided an opportunity to address the Board on agenda items or non-agenda items that are within the Board's jurisdiction, agenda items may be addressed either at the public comments portion of the agenda, or at the time the matter is taken up by the Board. A person wishing to be heard by the Board shall first be recognized by the President and identify themselves. Individual speakers are allowed three minutes to address the Board. The Board shall limit total time for public input on each item to 20 minutes.)*

- a) Public comments
- b) Board and staff comments
- c) Requests to address the Board at future meetings
- d) Review Dates to Remember

### 2. CONSENT ITEMS

*(Items listed are considered routine and may be adopted in one motion. If discussion is required, a particular item may be removed upon request by any Board member and made a part of the regular business.)*

- a) Accept warrant listings dated February 17, 2017 and February 24, 2017.
- b) Approve minutes of Regular Board Meeting held on February 22, 2017.
- c) Approve interdistrict transfers as recommended.
- d) Approve donation of \$720.00 from Edison International.

### 3. BOARD POLICIES AND ADMINISTRATION

- a) Consider adoption of 2017-18 School Calendar (Simas)

- *Materials related to an item on this agenda submitted to the Board after distribution of the agenda packet are available for public inspection at the superintendent's Office located at 714 N. White Street, Hanford, CA during regular business hours.*
- *Any individual who requires disability-related accommodations or modifications, including auxiliary aides and services, in order to participate in the Board meeting should contact the Superintendent in writing.*



- b) Consider approval for the filling of the Notice of Completion for the Data Center Remodel project (Mulligan)
- c) Consider approval to solicit bids for the Monroe School New Administration Building/Library (Mulligan)

**4. PERSONNEL (Martinez)**

a) Employment

Classified

- Bethany Loera, READY Program Tutor – 4.5 hrs., Roosevelt, effective 2/14/17

Temporary Employees/Substitutes/Yard Supervisors

- Javantae Farmah, 4-6 Girls Track Coach, Washington, effective 2/27/17 to 4/26/17
- Raul Guzman, 4-6 Boys Track Coach, Richmond, effective 2/27/17 to 4/26/17
- Shelia Harvey, Substitute READY Program Tutor, effective 2/22/17
- Benjamin Lopez, Substitute Custodian I, effective 2/21/17
- Louise Mendes, Substitute Yard Supervisor, effective 2/22/17
- Thomas Null, Custodian II, effective 2/21/17
- Jared Rasbeary, 7th Boys Baseball Coach, Kennedy, effective 2/21/17 to 5/8/17
- Sevensa Reed, Substitute Yard Supervisor, effective 2/16/17
- Melissa Rodriguez, Substitute Yard Supervisor, effective 2/27/17
- Jade Smith, Substitute Yard Supervisor, effective 2/16/17
- Jasmin Williams, 4-6 Girls Track Coach, Richmond, effective 2/27/17 to 4/26/17
- Blake Villi, Substitute Yard Supervisor, effective 2/27/17
- Kou Xiong, Substitute Custodian I, effective 2/27/17

b) Resignations

- Amanda Braden, Teacher, King, effective 6/7/17
- Jessica Dutra, Teacher, King, effective 6/7/17
- Ashley Harding, READY Program Tutor – 4.5 hrs., Lincoln, effective 3/10/17
- Kearsten Hymer, Teacher, Kennedy, effective 6/7/17
- Sarah Lackey, Teacher, Simas, effective 6/7/17
- Ana Llamas, Teacher, Lincoln, effective 6/7/17
- Anna Moreno, Educational Interpreter – 6.5 hrs., Hamilton, effective 6/7/17
- Ceason Raulino, Substitute Food Service Worker I/II, effective 11/16/16
- Julius Rojas, Yard Supervisor – 1.75 hrs., King, effective 2/3/17
- Audra Sanchez, Teacher, Simas, effective 6/7/17
- Jennifer Scholz, Teacher, Hamilton, effective 6/7/17

c) Temporary Transfer

- John Borges, Head Custodian – 8.0 hrs., from Kennedy to Wilson, effective 2/27/17 to 3/7/17

d) Temporary Out of Class Assignment

- Susan Tavares, from Custodian II – 8.0 hrs. to Head Custodian – 8.0 hrs., Kennedy, effective 2/27/17 to 3/7/17

e) Temporary Out of Class Assignment/Transfer

- Christopher Martin, from Groundskeeper II – 8.0 hrs., Grounds/DSF to Warehouse/Reprographic and Mail Technician – 8.0 hrs., Warehouse/DSF, effective 3/1/17 to 3/8/17



- Ron Riso, from Warehouse/Reprographic and Mail Technician – 8.0 hrs., Warehouse/DSF to Heating, Ventilation & Air Conditioning Specialist – 8.0 hrs., Maintenance/DSF, effective 3/1/17 to 3/6/17
- f) Leave of Absence
  - Hannah Brunner, Yard Supervisor – 3.0 hrs., Simas, effective 2/14/17 to 3/3/17, medical
- g) Volunteers

<u>Name</u>	<u>School</u>
Petra Almanza	Lincoln
Lorreta Oquita	Monroe
Jennifer Zuniga	Monroe
Esmeralda Jimenez Morales	Richmond
Jacquelyn Meza	Richmond
Sara Crisp (HESD Employee)	Roosevelt
Vicky Eversole	Roosevelt
Michelle King	Simas
Cruz Sanchez	Simas
Erik Sanchez	Simas
Joyce Martinez (HESD Employee)	Washington
Arianna Nava	Washington
Sherree Nowack (HESD Employee)	Washington
Sandra Ramirez	Washington
Maria Rodriguez-Olivera (HESD Employee)	Washington
Erik Gonzalez	Wilson/Kennedy

## 5. FINANCIAL (Endo)

- a) Consider approval of Mangini Architecture, Gonzalez Architects, and Teter as the District's architects
- b) Consider approval of Resolution #25-17: Resolution Implementing Prequalification of Construction Contractor Under Public Contract Code Section 20111.6
- c) Consider approval to use the California Multiple Award Schedule (CMAS) to purchase roofing materials from The Garland Company

## ADJOURN MEETING



HANFORD ELEMENTARY SCHOOL DISTRICT  
AGENDA REQUEST FORM

TO: Joy Gabler  
FROM: Liz Simas  
DATE: February 23, 2017

For: ☒ Board Meeting  
☐ Superintendent's Cabinet  
☐ Information  
☒ Action

Date you wish to have your item considered: March 8, 2017

ITEM: Administrative Panel Recommendations

PURPOSE:

Case# 17-33 – Roosevelt  
Case# 17-34 – Kennedy



## HANFORD ELEMENTARY SCHOOL DISTRICT

**AGENDA REQUEST FORM**

TO: Joy C. Gabler

FROM: David Endo

DATE: 02/27/2017

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

FOR: ☐ Information  
☒ Action

Date you wish to have your item considered: 03/08/2017

**ITEM:**

Consider approval of warrants.

**PURPOSE:**

The administration is requesting the approval of the warrants as listed on the registers dated: 02/17/17 and 02/24/17.

**FISCAL IMPACT:**

See attached.

**RECOMMENDATIONS:**

Approve the warrants.



# Warrant Register For Warrants

## Dated 02/17/2017

Warrant Number	Vendor Number	Vendor Name	Amount
12541332	4236	ALTERNATIVE BILLING CONSULTANT Other Services	\$900.00
12541333	59	AMERIPRIDE UNIFORM SERVICES Mop/Mat/Laundry Service	\$498.71
12541334	6253	AT&T Telephone	\$83.53
12541335	4983	B & H PHOTO-VIDEO Board Supplies	\$890.98
12541336	2758	BALLOONS EVERYWHERE READY Supplies	\$76.09
12541337	3258	BANK OF AMERICA Travel & Conf	\$583.07
12541338	1690	BATTERY SYSTEMS Maintenance Supplies	\$86.25
12541339	3067	KAREN BELT Travel & Conf	\$116.00
12541340	1363	BEST BUY Food	\$5.39
12541341	150	BLINDS ETC. Facilities Supplies	\$64.35
12541342	153	BOOKSOURCE Books	\$346.46
12541343	236	STATE OF CALIFORNIA Other Services	\$1,620.00
12541344	4178	COOK'S COMMUNICATION Transportation Repairs	\$6,020.60
12541345	2900	DORIAN CRONK Travel & Conf	\$111.00
12541346	6486	CARA CUMMINGS Mileage	\$19.96
12541347	3944	DAKTRONICS Youth Development Supplies	\$90.44
12541348	414	DELL COMPUTER CORPORATION Equipment	\$4,997.23
12541349	4815	DIGITECH INTEGRATIONS INC Other Services	\$192.00
12541350	4512	DIV. OF STATE ARCHITECT Land Improvements	\$63.44
12541351	6846	DOLCE HAYES MANSION Travel & Conf	\$525.16
12541352	6661	ENGINEERING IS ELEMENTARY Inst'l Mat'l's	\$1,175.13
12541353	506	ETA HAND2MIND Inst'l Mat'l's	\$2,165.94
12541354	6343	VICKY O. EVERSOLE Other Services	\$21.00
12541355	6453	FLOWERS BAKING COMPANY Food	\$1,319.76
12541356	6232	FOLLETT LIBRARY RESOURCES Books	\$169.51
12541357	530	FONSECA NURSERY Grounds Supplies	\$1,201.74
12541358	4832	STACY FREITAS All Other Local Revenues	\$2.27
12541359	1769	FRESNO PRODUCE Food	\$14,829.83
12541360	4430	G W SCHOOL SUPPLY Inst'l Mat'l's	\$57.22
12541361	2687	JONI R. GARNER Travel & Conf	\$116.00
12541362	1393	GAS COMPANY Gas	\$6,045.22
12541363	3305	GILBERT ELECTRIC COMPANY Facilities Repairs	\$246.77
12541364	591	GOLD STAR FOODS Food	\$14,616.96
12541365	4300	LESLIE GRIFFITH Travel & Conf	\$116.00
12541366	6889	SHEILA HARVEY Other Services	\$20.00
12541367	1889	HIDDEN TREASURE GOLD MINE TOUR Study Trip	\$686.00
12541368	6008	IRESCUE REPAIR CENTER Repairs	\$61.45
12541369	764	RICHARD JOHNSTON Travel & Conf	\$111.00
12541370	3354	KAGAN Travel & Conf	\$1,314.00
12541371	5990	KELLER FORD Grounds & Maintenance Supplies	\$343.11
12541372	1783	KELLER MOTORS Custodial & Maintenance Supplies	\$460.45
12541373	3962	KINGS COUNTY GLASS Repairs	\$376.40
12541374	801	KINGS COUNTY MOBILE LOCKSMITH Repairs	\$269.04
12541375	796	KINGS COUNTY OFFICE OF ED Other Services	\$350.00
12541376	802	KINGS COUNTY PIPE & SUPPLY Maintenance Supplies	\$115.02
12541377	808	KINGS WASTE & RECYCLING Garbage	\$199.60
12541378	6356	MAUREEN KUIPER Travel & Conf	\$116.00
12541379	827	LA TAPATIA TORTILLERIA INC. Food	\$1,962.00



# Warrant Register For Warrants

## Dated 02/17/2017

Warrant Number	Vendor Number	Vendor Name	Amount
12541380	6887	BENJAMIN LOPEZ Other Services	\$25.00
12541381	6857	MONOPRICE INC Equipment	\$932.44
12541382	1004	MORRISON'S SILKSCREEN Inst'l Matl's	\$727.78
12541383	6655	MELISSA NABAYAN Allowance	\$100.00
12541384	5510	NEWEGG.COM Information Systems Supplies	\$233.47
12541385	1058	OFFICE DEPOT Office Supplies	\$338.99
12541386	6257	ORCHARD SUPPLY HARDWARE Maint/Grounds/Custodial Supplies	\$2,743.18
12541387	5111	P & R PAPER SUPPLY COMPANY INC Food Services Supplies	\$4,478.31
12541388	5356	JODY PRODOEHL Allowance	\$21.44
12541389	1168	PRODUCERS DAIRY PRODUCTS Food	\$13,746.62
12541390	1182	JULIE PULIS Travel & Conf/Mileage	\$393.63
12541391	1901	PYRAMID CABINET SYSTEMS INC. Equipment	\$5,730.00
12541392	6885	JARED RASBEARY Other Services	\$20.00
12541393	5067	RUSSELL SIGLER INC Maintenance Supplies	\$251.83
12541394	1303	SAVE MART SUPERMARKETS Food	\$117.92
12541395	1310	SCHOLASTIC BOOK FAIRS – 13 Allowance/Books	\$2,254.15
12541396	1326	SCHOOL SERVICES OF CALIF. INC. Travel & Conf	\$510.00
12541397	3131	SHERWIN-WILLIAMS CO Maintenance Supplies	\$290.97
12541398	1371	SMALL SCHOOL DISTRICTS' ASSOC. Travel & Conf	\$300.00
12541399	1374	SMART & FINAL STORES (HFD/DO) Supplies	\$97.60
12541400	1801	SMART & FINAL STORES (HFD/KIT) Food	\$447.93
12541401	3800	SONITROL OF FRESNO Other Services	\$4,718.92
12541402	1392	SOUTHERN CALIFORNIA EDISON CO. Electricity	\$25,145.55
12541403	773	SPORTS OFFICIATING SERVICE Inst'l Consultant	\$11,983.00
12541404	1403	STANISLAUS FOUNDATION – DENTAL Other Services	\$19,062.50
12541405	1405	STAPLES DIRECT *6252 Office Supplies	\$761.78
12541406	1444	SYSCO FOODSERVICES OF MODESTO Food	\$19,423.31
12541407	4064	TULARE COUNTY OFFICE OF ED Travel & Conf	\$50.00
12541408	3749	ULINE INC Facilities Supplies	\$642.68
12541409	1525	UNIVERSAL SPECIALTIES INC. Maintenance Supplies	\$310.65
12541410	1554	SONIA VELO Mileage	\$46.01
12541411	1612	MICHELLE E. WHITE Supplies	\$29.76
12541412	6832	BEVERLY ANN WILLIAMS Mileage	\$174.62
12541413	6317	JENNIFER WITTUS Travel & Conf	\$111.00

**Total Amount of All Warrants:**

**\$181,979.12**







# Credit Card Register For Payments

## Dated 02/17/2017

Document Number	Vendor Number	Vendor Name	Amount
14018640	2	A-Z BUS SALES INC Transportation Supplies	\$1,888.35
14018641	3893	ALLIED ELECTRIC MOTOR SERV INC Custodial Supplies	\$69.93
14018642	5339	BEYOND MENTION DESIGNS LLC Inst'l Matl's	\$444.02
14018643	509	EWING IRRIGATION PRODUCTS Grounds Supplies	\$995.93
14018644	529	FOLLETT SCHOOL SOLUTIONS Books	\$1,943.69
14018645	1111	J W PEPPER & SON INC Books	\$130.24
14018646	831	LAKESHORE LEARNING Inst'l Matl's	\$69.65
14018647	1802	MEDALLION SUPPLY Maintenance Supplies	\$769.18
14018648	1002	MORGAN & SLATES INC. Maint/Grounds Supplies	\$89.33
14018649	1121	PERMA-BOUND Books	\$439.67
14018650	1184	PURE FORCE Food Services Supplies	\$472.37
14018651	3849	SCHOLASTIC READING CLUBS Books	\$315.00
14018652	1313	SCHOLASTIC TEACHERS STORE Parent Participation Matl's	\$400.92
14018653	4550	SCHOOL OUTFITTERS Inst'l Matl's	\$714.03
14018654	4381	STAPLES - BUSINESS ADVANTAGE Office Supplies	\$80.46
14018655	5391	STARFALL EDUCATION Software Licenses	\$270.00
14018656	2173	US GAMES Inst'l Matl's	\$198.15
14018657	1619	WILBUR-ELLIS COMPANY LLC Grounds Supplies	\$4,729.73
14018658	598	WINGFOOT COMMERCIAL TIRE SYS Transportation Supplies	\$2,755.38
<b>Total Amount of All Credit Card Payments:</b>			<b>\$16,776.03</b>







# Warrant Register For Warrants

## Dated 02/24/2017

Warrant Number	Vendor Number	Vendor Name	Amount
12541851	13	DAWN ACOSTA Inst'l Matl's	\$23.53
12541852	34	CURTIS ALEXANDER Allowance	\$100.00
12541853	6431	AMAZON.COM Inst'l Matl's/Office Supplies	\$10,725.49
12541854	5796	AMF VISALIA LANES Field Trip	\$1,624.00
12541855	1879	DON ARAKELIAN PE Supplies	\$58.98
12541856	6469	JENNIFER BAKER Mileage	\$92.56
12541857	4899	BVI CONSTRUCTION Buildings & Improvements	\$121,061.03
12541858	6886	CAL POLY CAREER SERVICES Travel & Conf	\$75.00
12541859	6380	CALIF STATE UNIVERSITY-FRESNO Field Trip	\$152.00
12541860	1667	CDW GOVERNMENT INC. Equipment/Supplies	\$10,614.33
12541861	6859	CENTRAL COAST AQUARIUM Field Trip	\$870.00
12541862	304	NICK CHAMPI ENTERPRISES INC. Repairs	\$730.93
12541863	331	CLASSIC CHARTER Transportation Services	\$631.00
12541864	3068	DEBRA COLVARD Travel & Conf/Mileage	\$285.77
12541865	6882	EDUCATIONAL DESIGN Travel & Conf	\$1,180.00
12541866	1393	GAS COMPANY Gas	\$1,725.03
12541867	1816	LUCY GOMEZ Mileage	\$43.76
12541868	620	GRISWOLD LASALLE COBB DOWD Legal	\$2,357.45
12541869	3660	ROBERT HEUGLY Mileage	\$236.47
12541870	5882	LINDSAY HOWELL Allowance	\$84.00
12541871	5052	IMAGINE U CHILDRENS MUSEUM Field Trip	\$225.00
12541872	6573	IXL LEARNING Software Licenses	\$5,100.00
12541873	3962	KINGS COUNTY GLASS Repairs	\$132.34
12541874	3616	PAULA MASSEY Inst'l Consultant	\$150.00
12541875	4704	KELLEY MAYFIELD Mileage	\$55.03
12541876	6892	LOUISE MENDES Other Services	\$20.00
12541877	1863	FRANCIS K. MWANGI Inst'l Matl's	\$95.15
12541878	6893	THOMAS NULL Other Services	\$20.00
12541879	5992	RODRIGUEZ BROS INC Grounds Supplies	\$578.44
12541880	2646	JILL RUBALCAVA Mileage	\$104.33
12541881	5079	SCHOOL KIDS HEALTHCARE Warehouse	\$75.67
12541882	6891	JADE SMITH Other Services	\$21.00
12541883	1389	PATRICIA SOPER Mileage	\$47.35
12541884	2031	SOUTHWEST SCH & OFFICE SUPPLY Warehouse	\$1,247.75
12541885	1401	STANDARD STATIONERY SUPPLY Warehouse	\$14.24
12541886	1403	STANISLAUS FOUNDATION – DENTAL Other Services	\$12,523.61
12541887	6823	TCG GROUP HOLDINGS Other Services	\$498.00
12541888	1466	TERMINIX INTERNATIONAL Pest Control	\$351.00
12541889	1521	UNITED REFRIGERATION INC. Maintenance Supplies	\$3,078.10
12541890	3154	UPS Postage	\$22.04
12541891	2653	VALLEY OXYGEN Maintenance/Grounds Supplies	\$444.74
12541892	2857	MARLA YADON Mileage	\$43.76

**Total Amount of All Warrants:**

**\$177,518.88**







**Credit Card Register For Payments**  
**Dated 02/24/2017**

Document Number	Vendor Number	Vendor Name	Amount
14018712	949	AMERICAN INCORPORATED Repairs	\$201.26
14018713	126	BEDARD CONTROLS INC. Buildings & Improvements	\$2,612.80
14018714	5490	CABE 2017 Travel & Conf	\$2,510.00
<b>Total Amount of All Credit Card Payments:</b>			<b>\$5,324.06</b>







**Hanford Elementary School District**  
***Minutes of the Regular Board Meeting***  
***February 22, 2017***

Minutes of the Regular Board Meeting of the Hanford Elementary School District Board of Trustees on February 22, 2017 at the District Office Board Room, 714 N. White Street, Hanford, CA.

**Call to Order** President Garcia called the meeting to order at 5:30 p.m. Trustee Garner, Hernandez, Revious and Strickland were present.

**Closed Session** Trustees immediately adjourned to closed session for the purpose of:

- Student Discipline pursuant to Education Code section 48918
- Personnel – Public Employee Performance Evaluation (GC 54957) – Superintendent

**Open Session** Trustees returned to open session at 6:12 p.m.

**HESD Managers Present** Joy C. Gabler, Superintendent, and the following administrators were present: Don Arakelian, Lindsey Calvillo, Doug Carlton, Debra Colvard, David Endo, Javier Espindola, Ramiro Flores, Matthew Gamble, David Goldsmith, Lucy Gomez, Jaime Martinez, Karen McConnell, Gerry Mulligan, Jennifer Pitkin, Jill Rubalcava, Liz Simas and Jay Strickland.

**Case #17-29 & 17-31** Trustee Garcia moved to accept the Findings of Fact and expel Case #17-29 and #17-31 for the remainder of the school year for violation of Education Code 48900 and/or 48915 as determined by the Administrative Panel at hearings held on February 21, 2017. However, Trustee Garcia further moved that the Expulsion Order be suspended. The students may attend regular school in probationary status provided that the student complies with a Behavior Conditions Plan through June 7, 2017. Trustee Garner seconded; motion carried 5-0:

Garcia – Yes  
Garner – Yes  
Hernandez – Yes  
Revious – Yes  
Strickland – Yes

**Case #17-26** Trustee Garcia moved to accept the Findings of Fact and expel Case #17-26 for the remainder of the 2016-2017 school year and the first semester of the 2017-18 school year for violation of Education Code 48900 as determined by the Administrative Panel at hearings held on February 21, 2017. Parents may apply for Readmission on or after January 5, 2018. Trustee Garner seconded; motion carried 5-0:

Garcia – Yes  
Garner – Yes  
Hernandez – Yes  
Revious – Yes  
Strickland – Yes

**Case #17-27, 17-28, 17-30, 17-32, 17-33** Trustee Garcia moved to accept the Findings of Fact and expel Case #17-27, 17-28, 17-30, 17-32 and 17-33 for the remainder of the 2016-2017 school year for violation of Education Code 48900 and/or 48915 as determined by the Administrative Panel at hearings held on February 21, 2017. Parents may apply for Readmission on or after June



7, 2017. Trustee Garner seconded; motion carried 5-0:

Garcia – Yes  
Garner – Yes  
Hernandez – Yes  
Revious – Yes  
Strickland – Yes

**Public  
Comments**

Dick Williams, from the Kings County Grand Jury, recently visited the Jefferson Charter Academy with other Grand Jury members. They were overwhelmed and very impressed by the program. Three of the Grand Jurors are retired teachers and they expressed: 'where was this program when they were teachers'. It opens the opportunity to show people what can be done with a bilingual program. The opportunity for students to become fluent at the end of 8th grade and continue to high school to get a bilingual certificate is great. It is impressive that the Jefferson Charter Academy is attached to the school district yet funding is not an issue. The program is sustainable and great.

**Board and Staff  
Comments**

Superintendent Joy C. Gabler thanked Javier Espindola, Principal at Jefferson Charter Academy, for doing a great job at hosting the Grand Jury and highlighting the program. Also she stated, the athletes did a great job and she enjoyed watching them play during the 32<sup>nd</sup> Annual HESD Basketball Tourney. Don Arakelian did a great job with the awards.

Trustee Strickland met with Joy C. Gabler and Javier Espindola regarding the Jefferson Charter Academy and stated they are doing a good job.

**Requests to  
Address the  
Board**

None

**Dates to  
Remember**

President Revious reviewed dates to remember: Grade 4-6 All-Star Hoop Games on February 24th at 4:00 p.m.; End of 2nd Trimester on March 3rd; Fresno State Men's Basketball Game on March 4th at 4:00 p.m.; Regular Board Meeting on March 8th at 5:30 p.m.

**CONSENT ITEMS**

Trustee Garner made a motion to take consent items "a". Trustee Strickland seconded; motion carried 5-0:

Garcia – Abstained  
Garner – Yes  
Hernandez – Yes  
Revious – Yes  
Strickland – Yes

Trustee Strickland made a motion to take consent items "b" through "g" together. Trustee Hernandez seconded; motion carried 5-0:

Garcia – Yes  
Garner – Yes  
Hernandez – Yes  
Revious – Yes  
Strickland – Yes

Trustee Strickland then made a motion to approve consent items "b" through "g".



Trustee Hernandez seconded; motion carried 5-0:

Garcia – Yes  
Garner – Yes  
Hernandez – Yes  
Revious – Yes  
Strickland – Yes

The items approved are as follows:

- a) Warrant listings dated 2/3/17 and 2/10/17.
- b) Minutes of Regular Board Meeting 2/8/17.
- c) Interdistrict transfers as recommended.
- d) Donation of \$2,086.00 from Hamilton Hornets Parent Teacher Club.
- e) Donation of \$815.40 from Box Tops for Education.
- f) Donation of \$800.00 from Jefferson Parent Teacher Club.
- g) Donation of eleven LCD monitors from Dias Law Firm to HESD.

### **INFORMATION ITEMS**

#### **CA Accountability Model & School Dashboard**

Superintendent Joy C. Gabler presented for information a PowerPoint presentation regarding the New California Accountability Model & School Dashboard. This new system, based on state and local indicators, will provide information about how local educational agencies and schools are progressing toward meeting the needs of students. It will come into effect next year.

### **BOARD POLICIES AND ADMINISTRATION**

#### **Special Education Waiver**

Trustee Strickland made a motion to approve the application for Extended School Year Waiver for Special Education for the 2016-2017 school year. The Extended School Year will run during the summer school from June 12 through June 29 at 8:00 am to 1:45 pm. Trustee Garner seconded; motion carried 5-0:

Garcia – Yes  
Garner – Yes  
Hernandez – Yes  
Revious – Yes  
Strickland – Yes

#### **WW Roof Project**

Trustee Revious made a motion to authorize to solicit bids for the Woodrow Wilson Jr High School roof project. The buildings that will be reroofed are the locker rooms 300 and 400 wing. Trustee Strickland seconded; motion carried 5-0:

Garcia – Yes  
Garner – Yes  
Hernandez – Yes  
Revious – Yes  
Strickland – Yes

#### **Zumwalt Hansen Agreement**

Trustee Strickland made a motion to approve the consultant agreement with Zumwalt-Hansen, Inc. for the survey and boundary locations at 1325 Beulah St. Trustee Garner seconded; motion carried 5-0:

Garcia – Yes  
Garner – Yes  
Hernandez – Yes



Revious – Yes  
Strickland – Yes

**AR 4112** Trustee Revious made a motion to approve revised Administrative Regulation AR 4112 – Appointment and Conditions of Employment. Trustee Strickland seconded; motion carried 5-0:

Garcia – Yes  
Garner – Yes  
Hernandez – Yes  
Revious – Yes  
Strickland – Yes

**AR 4115** Trustee Strickland made a motion to approve the revised Administrative Regulation 4115 – Evaluation/Supervision. Trustee Hernandez seconded; motion carried 5-0:

Garcia – Yes  
Garner – Yes  
Hernandez – Yes  
Revious – Yes  
Strickland – Yes

**BP 5141.52** Trustee Strickland made a motion to approve the new Board Policy 5141.52 – Suicide Prevention. Trustee Garner seconded; motion carried 5-0:

Garcia – Yes  
Garner – Yes  
Hernandez – Yes  
Revious – Yes  
Strickland – Yes

## PERSONNEL

Trustee Garner made a motion to take Personnel items “a” through “i” together. Trustee Hernandez seconded; motion carried 5-0:

Garcia – Yes  
Garner – Yes  
Hernandez – Yes  
Revious – Yes  
Strickland – Yes

Trustee Garner then made a motion to approve Personnel items “a” through “i”. Trustee Hernandez seconded; the motion carried 5-0:

Garcia – Yes  
Garner – Yes  
Hernandez – Yes  
Revious – Yes  
Strickland – Yes

### ***Item “a” – Employment***

The following items were approved:

#### Classified

- Carrie Boles, Custodian II – 8.0 hrs., Richmond, effective 2/2/17
- Selina Valles, READY Program Tutor – 4.5 hrs., Richmond, effective 2/14/17

#### Temporary Employees/Substitutes/Yard Supervisors

- Mando Breshears, Substitute Yard Supervisor, effective 2/7/17
- Andrice Dean, Short-term Yard Supervisor – 1.5 hrs. (M,T,Th,F) and .50 hr. (W),



Richmond, effective 2/1/17 to 3/3/17

- Emily Guilbeau, Substitute Alternative Education Program Aide, READY Program Tutor, Special Circumstance Aide, Special Education Aide, and Yard Supervisor, effective 2/1/17
- Alysha Knox, Substitute Yard Supervisor, effective 2/9/17
- Udocia "Leonor" Littlejohn, Substitute Food Service Worker I, effective 2/14/17
- Luke Mathews, Substitute Groundskeeper II and Maintenance Worker I, effective 2/6/17
- Madasen Rodriguez, Substitute Yard Supervisor, effective 2/1/17
- Timmara Russell, Substitute Yard Supervisor, effective 2/10/17

***Item "b" –  
Resignations***

- Lauren Avina, Teacher, Roosevelt, effective 6/7/17
- Cassandra Barrett, Teacher, Hamilton, effective 6/7/17
- Emily Carlton, Teacher, Washington, effective 6/7/17
- Connie Cavazos, Substitute Yard Supervisor, effective 9/23/16
- Alexis Farrar, READY Program Tutor – 4.5 hrs., Washington, effective 6/7/17
- Stacie Grimes, Teacher, Roosevelt, effective 6/7/17
- Jesus Martinez Medina, Substitute Yard Supervisor, effective 2/10/17
- Lindsey McMahon, Teacher, Richmond, effective 6/7/17
- Lindsey Silva, READY Site Lead – 5.0 hrs., Lincoln, effective 6/7/17
- Tomas Tafolla, Substitute Alternative Education Program Aide, Educational Tutor K-6, Special Circumstance Aide and Special Education Aide, effective 1/10/17
- Kimberly Washburn, Teacher, Richmond, effective 6/7/17

***Item "c" –  
Termination***

- Maria S. Hernandez, Yard Supervisor – 3.5 hrs., Roosevelt, effective 2/24/17

***Item "d" –  
Retirement***

- Judy Noji, Teacher, Washington, effective 6/7/17

***Item "e" –  
Temporary Out  
of Class  
Assignment/Transfer***

- Christopher Martin, Groundskeeper II – 8.0 hrs., Grounds/DSF to Warehouse/Reprographic and Mail Technician – 8.0 hrs., Warehouse/DSF, effective 02/15/17 to 02/28/17
- Ron Riso, Warehouse/Reprographic and Mail Technician – 8.0 hrs., Warehouse/DSF to Heating, Ventilation & Air Conditioning Specialist – 8.0 hrs., Maintenance/DSF, effective 02/14/17 to 02/28/17

***Item "f" – Leave  
of Absence***

- Almira Alcoser, Food Service Worker II – 3.0 hrs., Wilson, effective 2/7/17 to 2/17/17, Family illness
- Hannah Bruner, Yard Supervisor – 3.0 hrs., Simas, effective 2/3/17 to 2/13/17, medical
- Sonia Mena, Yard Supervisor – 3.75 hrs., Jefferson Charter Academy, effective 2/1/17 to 2/28/17, medical
- Teresita Ramirez, Yard Supervisor – 3.25 hrs., Richmond, effective 2/27/17 to 3/3/17, personal
- Seeka Yang, teacher, Monroe, effective 2017-18 school year, restoration of health

***Item "g" – Job  
Descriptions***

- Curriculum and Professional Development Specialist, Math/Science (revised and retitled)
- Curriculum and Professional Development Specialist, English Language Arts/Social Science (revised and retitled)
- Instructional Coach, Beginning Teacher Support and Guidance (revised and



retitled)

***Item "h" –  
Salary/Wage  
Schedules for  
2016-17***

- Management/Professional Specialist/Confidential Salary Schedule – Revised

***Item "i" –  
Volunteers***

<u>Name</u>	<u>School</u>
Scott Davis	Hamilton
Jessika Estrada	Hamilton
Louie Garcia	King
Rosamaria Elszy	Monroe
Tracy Hale	Monroe
Michelle Ornellas	Monroe
Elizabeth Sandoval	Roosevelt
Lisa Houston	Simas
Selina Becerra	Washington
Carmen Paiz	Washington
Robert Mata	Washington
April Sanchez	Monroe & Simas

**FINANCIAL**

**2<sup>nd</sup> Interim  
Report**

David Endo, Chief Business Official, presented a PowerPoint presentation highlighting points from the 2<sup>nd</sup> Interim Report ending January 31<sup>st</sup>.

Trustee Garner made a motion to approve the 2<sup>nd</sup> Interim Report and the District's positive certification. Trustee Revious seconded; motion carried 5-0:

Garcia – Yes  
Garner – Yes  
Hernandez – Yes  
Revious – Yes  
Strickland – Yes

**Resolution #24-  
17** Trustee Strickland made a motion to approve the Resolution #24-17: Budget Revisions – 2nd Interim. Trustee Hernandez seconded; motion carried 5-0:

Garcia – Yes  
Garner – Yes  
Hernandez – Yes  
Revious – Yes  
Strickland – Yes

**Kings County  
Treasurer's  
Quarterly Report**

Trustee Strickland made a motion to approve the Kings County Treasurer's Quarterly Compliance Report ending January 31. Trustee Garner seconded; motion carried 5-0:

Garcia – Yes  
Garner – Yes  
Hernandez – Yes  
Revious – Yes  
Strickland – Yes

**Horizon  
Software**

Trustee Strickland made a motion to approve the agreements with Horizon Software International and Persolvent to facilitate online deposits for student paid meals. Trustee



**International  
and Persolvent  
Agreement**

Garner seconded; motion carried 5-0:  
Garcia – Yes  
Garner – Yes  
Hernandez – Yes  
Revious – Yes  
Strickland – Yes

**Stifle, Nicolaus & Co.** Trustee Strickland made a motion to approve the underwritten engagement letter with Stifel, Nicolaus & Company to provide bond underwriter services. Trustee Revious

seconded; motion carried 5-0:  
Garcia – Yes  
Garner – Yes  
Hernandez – Yes  
Revious – Yes  
Strickland – Yes

**Smart Brand  
Classroom  
Solutions**

Trustee Garner made a motion to approve the purchase Smart Brand Classroom Solutions from IVS Computer Technology's piggyback bid issued by Bakersfield City School District. Trustee Hernandez seconded; motion carried 5-0:  
Garcia – Yes  
Garner – Yes  
Hernandez – Yes  
Revious – Yes  
Strickland – Yes

**Adjournment**

There being no further business, President Garcia adjourned the meeting at 7:09 p.m.

Respectfully submitted,

Joy C. Gabler,  
Secretary to the Board of Trustees

Approved:

\_\_\_\_\_  
Robert Garcia, President

\_\_\_\_\_  
Lupe Hernandez, Clerk



No	A/D	Sch Req'd	Home Sch	Date
I-200	A	Kennedy	Lakeside	3/08/2017
I-201	A	Washington	Lakeside	3/08/2017
I-202	A	Monroe	Corcoran	3/08/2017
I-203	A	Monroe	Corcoran	3/08/2017
I-204	A	Monroe	Corcoran	3/08/2017
I-205	A	Monroe	Corcoran	3/08/2017
I-206	A	Wilson	Lakeside	3/08/2017
I-207	A	Roosevelt	Lakeside	3/08/2017
I-208	A	Richmond	Lakeside	3/08/2017

No	A/D	Sch Req'd	Home Sch	Date
O-152	A	Exeter	Roosevelt	3/08/2017
O-153	A	Lemoore	Kennedy	3/08/2017
O-154	A	Lemoore	Washington	3/08/2017
O-155	A	Lemoore	Washington	3/08/2017
O-156	A	Kit Carson	Wilson	3/08/2017
O-157	A	Kit Carson	Monroe	3/08/2017
O-158	A	Kit Carson	Monroe	3/08/2017
O-159	A	Lemoore	Monroe	3/08/2017



## HANFORD ELEMENTARY SCHOOL DISTRICT

Agenda Request Form

TO: Joy Gabler

FROM: Cruz Sanchez-Leal, MLK *CJS*

DATE: 2/16/17

FOR: (X) Board Meeting  
( ) Superintendent's Cabinet

FOR: ( ) Information  
(X) Action

Date you wish to have your item considered: March 8, 2017

ITEM: Consider approval of donation to MLK from Edison International

PURPOSE: Instructional supplies

FISCAL IMPACT: \$720.00

RECOMMENDATION: Accept donation.



## HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy Gabler  
FROM: Liz Simas  
DATE: February 22, 2017

For: ☒ Board Meeting  
☐ Superintendent's Cabinet  
☒ Information  
☒ Action

Date you wish to have your item considered: March 8, 2017

ITEM: For possible adoption: 2017-2018 school calendar.

PURPOSE: Presented school calendar reflects the starting and ending dates agreed upon by HESD administration and HETA. The calendar also includes student non-school days, minimum days and holidays.

FISCAL IMPACT (if any): none

RECOMMENDATION (if any): adopt 2017-18 school calendar.



## HANFORD ELEMENTARY SCHOOL DISTRICT

**Agenda Request Form**

TO: Joy C. Gabler

FROM: Gerry Mulligan *GM*

DATE: February 27, 2017

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

FOR: ☐ Information  
☒ Action

Date you wish to have your item considered: March 8, 2017

**ITEM:**

Consider approval for the filing of the Notice of Completion for the Data Center Remodel project.

**PURPOSE:**

To file the Notice of Completion with the Kings County Recorder's Office.

**FISCAL IMPACT:**

The Notice of Completion will be recorded and posted for 35 days allowing vendors and subcontractors to present claims for unpaid work prior to release of the 5% retainage to the General Contractor.

**RECOMMENDATION:**

We recommend that you approve the filing of the Notice of Completion for the Data Center Remodel project.



## HANFORD ELEMENTARY SCHOOL DISTRICT

**Agenda Request Form**

**TO:** Joy C. Gabler

**FROM:** Gerry Mulligan *GM*

**DATE:** February 27, 2017

**FOR:** ☒ Board Meeting  
☐ Superintendent's Cabinet

**FOR:** ☐ Information  
☒ Action

Date you wish to have your item considered: March 8, 2017

**ITEM:**

Consider approval to solicit bids for the Monroe School New Administration Building/Library.

**PURPOSE:**

The District would like to solicit bids for the Monroe School New Administration/Library Building. This project will offer a new, larger Administrative Office and the new library building will allow Room 42 to be restored from the existing library back to a regular classroom.

**FISCAL IMPACT:**

The total estimated cost for labor and materials on this project is \$1,700,000. The funding will come from Fund 4000 – Special Reserve Fund – Capital Outlay.

**RECOMMENDATION:**

Authorize the solicitation of bids for the Monroe School New Administration Building/Library.



HANFORD ELEMENTARY SCHOOL DISTRICT  
**Human Resources Department**

**AGENDA REQUEST FORM**

**TO:** Joy Gabler

**FROM:** Jaime Martinez

**DATE:** February 27, 2017

**RE:** (X ) Board Meeting  
 ( ) Superintendent's Cabinet  
 ( ) Information  
 (X ) Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **March 8, 2017**

**ITEM:** Consider approval of personnel transactions and related matters.

**PURPOSE:**

**a. Employment**

Classified

- Bethany Loera, READY Program Tutor – 4.5 hrs., Roosevelt, effective 2/14/17

Temporary Employees/Substitutes/Yard Supervisors

- Javantae Farmah, 4-6 Girls Track Coach, Washington, effective 2/27/17 to 4/26/17
- Raul Guzman, 4-6 Boys Track Coach, Richmond, effective 2/27/17 to 4/26/17
- Shelia Harvey, Substitute READY Program Tutor, effective 2/22/17
- Benjamin Lopez, Substitute Custodian I, effective 2/21/17
- Louise Mendes, Substitute Yard Supervisor, effective 2/22/17
- Thomas Null, Custodian II, effective 2/21/17
- Jared Rasbeary, 7<sup>th</sup> Boys Baseball Coach, Kennedy, effective 2/21/17 to 5/8/17
- Sevensa Reed, Substitute Yard Supervisor, effective 2/16/17
- Melissa Rodriguez, Substitute Yard Supervisor, effective 2/27/17
- Jade Smith, Substitute Yard Supervisor, effective 2/16/17



Temporary Employees/Substitutes/Yard Supervisors (cont.)

- Jasmin Williams, 4-6 Girls Track Coach, Richmond, effective 2/27/17 to 4/26/17
- Blake Villi, Substitute Yard Supervisor, effective 2/27/17
- Kou Xiong, Substitute Custodian I, effective 2/27/17

**b. Resignations**

- Amanda Braden, Teacher, King, effective 6/7/17
- Jessica Dutra, Teacher, King, effective 6/7/17
- Ashley Harding, READY Program Tutor – 4.5 hrs., Lincoln, effective 3/10/17
- Kearsten Hymer, Teacher, Kennedy, effective 6/7/17
- Sarah Lackey, Teacher, Simas, effective 6/7/17
- Ana Llamas, Teacher, Lincoln, effective 6/7/17
- Anna Moreno, Educational Interpreter – 6.5 hrs., Hamilton, effective 6/7/17
- Ceason Raulino, Substitute Food Service Worker I/II, effective 11/16/16
- Julius Rojas, Yard Supervisor – 1.75 hrs., King, effective 2/3/17
- Audra Sanchez, Teacher, Simas, effective 6/7/17
- Jennifer Scholz, Teacher, Hamilton, effective 6/7/17

**c. Temporary Transfer**

- John Borges, Head Custodian – 8.0 hrs., from Kennedy to Wilson, effective 2/27/17 to 3/7/17

**d. Temporary Out of Class Assignment**

- Susan Tavares, from Custodian II – 8.0 hrs. to Head Custodian – 8.0 hrs., Kennedy, effective 2/27/17 to 3/7/17

**e. Temporary Out of Class Assignment/Transfer**

- Christopher Martin, from Groundskeeper II – 8.0 hrs., Grounds/DSF to Warehouse/Reprographic and Mail Technician – 8.0 hrs., Warehouse/DSF, effective 3/1/17 to 3/8/17
- Ron Riso, from Warehouse/Reprographic and Mail Technician – 8.0 hrs., Warehouse/DSF to Heating, Ventilation & Air Conditioning Specialist – 8.0 hrs., Maintenance/DSF, effective 3/1/17 to 3/6/17

**f. Leave of Absence**

- Hannah Brunner, Yard Supervisor – 3.0 hrs., Simas, effective 2/14/17 to 3/3/17, medical



**g. Volunteers**

<u>Name</u>	<u>School</u>
Petra Almanza	Lincoln
Lorreta Oquita	Monroe
Jennifer Zuniga	Monroe
Esmeralda Jimenez Morales	Richmond
Jacquelyn Meza	Richmond
Sara Crisp (HESD Employee)	Roosevelt
Vicky Eversole	Roosevelt
Michelle King	Simas
Cruz Sanchez	Simas
Erik Sanchez	Simas
Joyce Martinez (HESD Employee)	Washington
Arianna Nava	Washington
Sherree Nowack (HESD Employee)	Washington
Sandra Ramirez	Washington
Maria Rodriguez-Olivera (HESD Employee)	Washington
Erik Gonzalez	Wilson/Kennedy

**RECOMMENDATION:** Approve.



## HANFORD ELEMENTARY SCHOOL DISTRICT

**AGENDA REQUEST FORM**

TO: Joy C. Gabler

FROM: David Endo

DATE: 02/27/2017

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

FOR: ☐ Information  
☒ Action

Date you wish to have your item considered: 03/08/2017

**ITEM:**

Consider approval of Mangini Architecture, Gonzalez Architects, and Teter as the District's architects.

**PURPOSE:**

The administration published a request for qualifications in the Hanford Sentinel and interviewed three architect firms to begin addressing the building projects that were identified in Measure U. All three of the architect firms provided good interviews and impressive portfolios. With the current influx in school building projects, the District feels it prudent to select all three firms to provide architecture services to the Hanford Elementary School District.

**FISCAL IMPACT:**

There is no fiscal impact with the selection of these architect firms.

**RECOMMENDATIONS:**

Approve Mangini Architecture, Gonzalez Architects, and Teter as the District's architects.



## HANFORD ELEMENTARY SCHOOL DISTRICT

**AGENDA REQUEST FORM**

TO: Joy C. Gabler

FROM: David Endo

DATE: 02/27/2017

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

FOR: ☐ Information  
☒ Action

Date you wish to have your item considered: 03/08/2017

**ITEM:**

Consider approval of Resolution #25-17: Resolution implementing Prequalification of Construction Contractors under Public Contract Code Section 20111.6.

**PURPOSE:**

Public Contract Code ("PCC") section 20111.6 requires the governing board of a school district with an average daily attendance over two thousand five hundred (2,500) to prequalify bidders for public works projects using any funds received pursuant to the Leroy F. Greene School Facilities Act of 1998 (Education Code section 17070.10 *et seq.*) or any funds from any future state school bond for a public project with a projected expenditure of one million dollars (\$1,000,000) or more. For purposes of PCC 20111.6 and public projects that fall within its purview, bidders include the general contractor, and, if utilized, all electrical, mechanical, and plumbing subcontractors.

**FISCAL IMPACT:**

None.

**RECOMMENDATIONS:**

Approve Resolution #25-17: Resolution implementing Prequalification of Construction Contractors under Public Contract Code Section 20111.6.



**RESOLUTION IMPLEMENTING PREQUALIFICATION  
OF CONSTRUCTION CONTRACTORS UNDER  
PUBLIC CONTRACT CODE SECTION 20111.6  
HANFORD ELEMENTARY SCHOOL DISTRICT**

**RESOLUTION NO. 25-17**

**WHEREAS**, for construction contracts awarded on or after January 1, 2014, and until January 1, 2019, Public Contract Code Section 20111.6 requires the governing board of a school district with an average daily attendance over two thousand five hundred (2,500) to prequalify bidders for public works projects using any funds received pursuant to the Leroy F. Greene School Facilities Act of 1998 (Education Code Section 17070.10 *et seq.*) or any funds from any future state school bond for a public project with a projected expenditure of one million dollars (\$1,000,000) or more; and

**WHEREAS**, for purposes of Public Contract Code Section 20111.6 and public projects that fall within its purview, bidders shall include the general contractor and, if utilized, all electrical, mechanical, and plumbing subcontractors (licensed pursuant to Section 7058 of the Business and Professions Code, specifically contractors holding C-4, C-7, C-10, C-16, C-20, C-34, C-36, C-38, C-42, C-43, and C-46 licenses); and

**WHEREAS**, the standardized questionnaire and financial statement in a form specified by the school district ("Questionnaire") is required to include a complete statement of the prospective bidder's financial ability and experience in performing public works; and

**WHEREAS**, the Questionnaire and financial statement must be verified under oath by the bidder in the manner in which civil pleadings and civil actions are verified; and

**WHEREAS**, the Questionnaire is not a public record and is not to be opened to public inspection; and

**WHEREAS**, each Questionnaire submitted by a prospective bidder will be scored in accordance with an established point system; and

**WHEREAS**, Public Contract Code Sections 20111.6 requires any school district requiring prospective bidders to complete and submit a Questionnaire to adopt and apply a uniform system of rating bidders on the basis of the completed Questionnaire in order to determine if bidder will be deemed qualified to bid ("Uniform System"); and

**WHEREAS**, a school district may not accept a proposal from any potential bidder who is required to submit a Questionnaire in accordance with Public Contract Code Section 20111.6, but has not done so at least ten (10) business days prior to the date fixed upon the public opening of sealed bids, or has not been prequalified by the school district in accordance with Public Contract Code Section 20111.6(f) at least five (5) business days prior to the opening of sealed bids; and

**WHEREAS**, Notwithstanding the foregoing recital, pursuant to Public Contract Code Section 20111.6, a school district may establish a process for prequalifying prospective bidders and



may authorize their prequalification to be considered valid for up to one (1) calendar year following the date of initial prequalification;

**NOW THEREFORE, THE GOVERNING BOARD OF THE HANFORD ELEMENTARY SCHOOL DISTRICT DOES HEREBY RESOLVE:**

Section 1. In accordance with Public Contract Code 20111.6, the Governing Board (“Board”) establishes a prequalification program for construction contracts awarded on or after January 1, 2014, until January 1, 2019 that receive funding pursuant to the Leroy F. Greene School Facilities Act of 1998 (Education Code Section 17070.10 *et seq.*) or any funds from any future state school bond and involves a projected expenditure of one million dollars (\$1,000,000) or more, (“Prequalification Program”).

Section 2. The Prequalification Program shall utilize the Questionnaire attached hereto as Exhibit “A” and incorporated herein.

Section 3. In accordance with Public Contract Code Section 20111.6, the District adopts the Uniform System of allocating points set forth in the document attached hereto as Exhibit “B” with respect to the District’s review of any submitted Questionnaires. Any potential bidder who submits a Questionnaire that does not meet the above-referenced criteria set forth in this section shall be considered not qualified and rejected.

Section 4. The Questionnaire shall be completed by any potential bidder in conformance with Public Contract Code Section 20111.6.

Section 5. With respect to construction contracts awarded on or after January 1, 2014 that receive funding pursuant to the Leroy F. Greene School Facilities Act of 1998 (Education Code Section 17070.10 *et seq.*) or any funds from any future state school bond and involves a projected expenditure of one million dollars (\$1,000,000) or more, each prospective bidder must be prequalified in conformance with the Prequalification Program prior to submitting a bid.

Section 6. In submitting any bids for construction contracts awarded on or after January 1, 2014 that receive funding pursuant to the Leroy F. Greene School Facilities Act of 1998 (Education Code Section 17070.10 *et seq.*) or any funds from any future state school bond and involves a projected expenditure of one million dollars (\$1,000,000) or more, and any future projects that require prequalification of contractors, the District will furnish each prospective bidder a standardized proposal form that when completed and executed, will constitute such potential bidder’s bid (“Proposal”).

Section 7. A Proposal shall not be accepted from any person or other entity for any construction contracts awarded on or after January 1, 2014 that receive funding pursuant to the Leroy F. Greene School Facilities Act of 1998 (Education Code Section 17070.10 *et seq.*) or any funds from any future state school bond and involves a projected expenditure of one million dollars (\$1,000,000) or more who: (1) has not submitted a Questionnaire at least ten (10) business days prior to the date fixed for the public opening of the seal bids for such construction contract in accordance with Public Contract Code Section 20111.6(f), or (2) who has not been prequalified for at



least five (5) business days prior to the public opening of seal bids for such contract, in accordance with Pubic Contract Code Section 20111.6(f).

Section 8. Once prequalified pursuant to this section, such prequalification shall be valid for up to one (1) calendar year following the date of initial prequalification.

Section 9. The Board hereby delegates to the District's Director of Facilities the authority to determine whether a potential bidder shall be considered prequalified.

Section 10. The Board hereby delegates to the District's Chief Business Official or his/her designee, the authority to hear and oversee prequalification determination appeals.

**PASSED AND ADOPTED** by the Governing Board of the Hanford Elementary School District on March 8, 2017, by the following vote:

AYES:	_____
NOES:	_____
ABSENT:	_____
ABSTAIN:	_____

I, \_\_\_\_\_, Secretary of the Hanford Elementary School District Governing Board, do hereby certify that the foregoing is a full, true and correct copy of a resolution passed and adopted by said Board at a regularly scheduled and conducted meeting held on said date, which resolution is on file in office of said Board.

\_\_\_\_\_  
Secretary



## **ANNOUNCEMENT OF PRE-QUALIFICATION PROCEDURES FOR CONSTRUCTION CONTRACTORS**

Notice is hereby given by the Hanford Elementary School District (“District”) that prime or general contractors and mechanical, electrical and plumbing (“MEP”) subcontractors (as defined in Public Contract Code section 20111.6) planning to participate in bidding on certain public projects to be undertaken by the District, must be pre-qualified prior to submitting bids for such public projects. Pursuant to Public Contract Code Section 20111.6 bidders on all public projects using funds received pursuant to the Leroy F. Greene School Facilities Act of 1998 or any funds from any future state school bond that involves a projected public project expenditure of one million dollars (\$1,000,000) or more, must be pre-qualified.

Prequalification application packages are available on the District’s website [www.hesd.k12.ca.us](http://www.hesd.k12.ca.us) or at the District’s main office.

### ***Timeline***

In order to submit a valid bid for any project requiring pre-qualification, prospective bidders must submit a pre-qualification questionnaire, a financial statement, and a standardized bidding form at least ten (10) business days prior to the date fixed for the public opening of sealed bids. All prospective bidders must be deemed pre-qualified to bid at least five (5) business days prior to that date.

This prequalification packet includes a questionnaire and financial statement, to be verified under oath. The District will use the information and documentation required by the packet to prequalify general contractors and MEP subcontractors in accordance with Public Contract Code section 20111.6.

### ***Questionnaire***

All questions in the questionnaire must be answered. If a question is not applicable, then indicate a response of “N/A”. “You” or “Yours” as used herein refers to the prospective bidders’ firm and any of its owners, officers, principals and qualifying individuals. Any references to owners, officer, principals or partners herein shall include any qualifying individuals including any RME or RMO. If two or more business entities submit a bid on a project as a Joint Venture, or expect to submit a bid as part of a Joint Venture, each entity within the Joint Venture must be separately qualified to bid.

Each questionnaire must be signed under penalty of perjury in the manner designated at the end of the form, by an individual who has the legal authority to bind the contractor on whose behalf that person is signing. If any information provided by a prospective bidder becomes inaccurate, the prospective bidder must immediately notify the District and provide updated accurate information in writing, under penalty of perjury. Each prospective bidder shall have a duly authorized owner, officer or principal complete the questionnaire and verify the truth of the information provided therein and in the financial statement.



### ***Financial Statement***

In addition to completing the attached questionnaire, each prospective bidder must submit its most current reviewed or year-end audited financial statement, which must have been prepared by a certified public accountant within twelve (12) months of each prospective bidder's submission of the prequalification package. Each prospective bidder must also provide its most current financial statement, which must have been prepared within three (3) months of each prospective bidder's submission of the prequalification package. Finally, each prospective bidder must submit a notarized statement from an admitted surety insurer (approved by the California Department of Insurance and authorized to issue bonds in the State of California) which states your current bonding capacity.

Financial statements submitted with this prequalification package shall not be prepared by any individual who is in the regular employ of the firm submitting the statement, nor by any individual or entity who has more than a ten percent (10%) financial interest in the firm's business. If the individual or entity that prepared a financial statement submitted with this prequalification package has any financial interest in the firm's business, the firm shall notify the District of such financial interest in a separate signed statement accompanying this prequalification package.

### ***Submission***

Prospective bidders are encouraged to submit prequalification packages as soon as possible, so that they may be notified of prequalification status well in advance of the bid process. The prequalification packages should be sealed, marked "**CONFIDENTIAL PREQUALIFICATION**," and mailed to the following:

Gerry Mulligan  
Director of Facilities  
Hanford Elementary School District  
PO Box 1067  
Hanford, CA 93232

The questionnaire answers and financial statements included in the prequalification packages submitted by prospective bidders are not public records and are not open to public inspection. All such information provided will be kept confidential to the extent permitted by law, although the contents may be disclosed to third parties for the purpose of verification, investigation of substantial allegations, and in the process of any subsequent proceedings. State law requires that the names of contractors applying for prequalification status shall be public records subject to disclosure, and the first page of the questionnaire will be used for that purpose.

### ***Evaluation by the District***

The District will evaluate the information provided and issue each submitting prospective bidder a rating of "Prequalified" or "Not Prequalified." The District's decision will be based on the information provided, references, and such additional outside information as the District in its discretion deems reasonable and necessary to obtain. The District may, but is not obligated to, investigate the truth of any statements or information provided by a prospective bidder in response hereto.



Prequalification approval will remain valid for one (1) calendar year from the date of notice of qualification, except that the District reserves the right during that calendar year to adjust, increase, limit, suspend or rescind the pre-qualification ratings based on subsequently learned information and after giving notice of the proposed action to the prospective bidder and an opportunity for a hearing consistent with the hearing procedures described below for appealing a pre-qualification determination.

While it is the intent of the prequalification questionnaire and documents required herein to assist the District in determining bidder responsibility prior to the submission of bids and to aid the District in selecting the lowest responsible bidder, neither the fact of prequalification, nor any prequalification rating, will preclude the District from a post-bid consideration and determination on a specific project of whether a bidder has the quality, fitness, capacity and experience to satisfactorily perform the proposed work, and has demonstrated the requisite trustworthiness.

### ***Appeal***

A prospective bidder who has timely submitted a completed application form, and who receives a rating of “Not Prequalified” from the District may appeal that determination. There is no appeal from a finding that a prospective bidder is not prequalified because of a late application or a failure to submit required information. A prospective bidder may appeal the District’s decision with respect to its request for prequalification, by giving written notice to the District no later than five (5) business days after receipt of notice of its qualification status. Notice shall be sent to the address listed above. Unless a prospective bidder files a timely appeal, the prospective bidder waives any and all rights to challenge the qualification decision of the District, whether by administrative process, judicial process or any other legal process or proceeding. The District reserves the right to resolve appeals before or after bid opening or award of any contract. The date for submission and opening of bids for a specific project and any subsequent contract award will not be delayed or postponed to allow for completion of an appeal process.

After receipt of a request for appeal, the District will provide the prospective bidder any supporting evidence that has been received from others or adduced as a result of an investigation by the District. The appealing prospective bidder will be provided an opportunity to rebut any evidence. The District, in its sole discretion, may conduct a hearing regarding the prospective bidder’s timely appeal. If such a hearing is conducted, the prospective bidder consents to the District’s Chief Business Official, or his or her designee, to act as the hearing officer.

### ***Bidding***

Bids will not be accepted from any prospective bidder that did not timely submit a completed prequalification questionnaire and supporting documents, including financial statements, to the District.

Omission of requested information, falsification of information, or failing to use the forms provided by the District may result in a finding of “not prequalified”.

MEP subcontractors (licensed pursuant to Section 7058 of the Business and Professions Code, specifically contractors holding C-4, C-7, C-10, C-16, C-20, C-34, C-36, C-38, C-42, C-43, and C-46 licenses) must also meet prequalification requirements on all projects using funds received pursuant to the Leroy F. Greene School Facilities Act of 1998 or any funds from any future state school bond that



involves a projected expenditure of one million dollars (\$1,000,000) or more. If a project includes electrical, mechanical, or plumbing components that will be performed by MEP subcontractors, a list of prequalified general contractors and MEP subcontractors will be made available by the District to all bidders at least five (5) business days prior to the dates fixed for the public opening of sealed bids.

If a general contractor uses any MEP subcontractor required for any project, such MEP subcontractor must be prequalified pursuant to these prequalification forms and requirements. If a MEP subcontractor in any general contractor bid is not prequalified, that bid will not be accepted.

Prospective bidders are warned that a project may have specific requirements that differ or are in addition to being properly prequalified pursuant to these documents. A determination that a contractor or MEP subcontractor is prequalified pursuant to these documents does not automatically mean a contractor or MEP subcontractor meets all of the requirements of a specific project. Prospective bidders are instructed to carefully review the requirements for each project before submitting a bid.

The District reserves the right to amend the prequalification packet at any time. The District reserves the right to waive minor irregularities and omissions in the information contained in the prequalification application submitted and to make all final determinations. Additionally, a determination by the District that a prospective bidder is prequalified does not amount to a final determination that such prospective bidder is responsible or responsive for purposes of bid evaluation. The District may, in accordance with applicable law reject a prequalified contractor's bid, and the District may additionally reject all bids if it determines such action is in the best interest of the public.



<b>HANFORD ELEMENTARY SCHOOL DISTRICT PREQUALIFICATION QUESTIONNAIRE</b>
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**IMPORTANT INFORMATION:** Please note: Declaration under penalty of perjury (last page of questionnaire) is required under State law. Failure to sign form will invalidate the prequalification packet. A passing score in general for prequalification does not guarantee that bidder will be eligible to bid this particular project. Contractors will receive a separate determination as to the overall prequalification dollar limit.

**CONTACT INFORMATION**

Contractor \_\_\_\_\_  
(as it appears on license)

Check one of the following:

- ☐ Corporation  
☐ Partnership  
☐ Sole Proprietorship  
☐ Joint Venture

Contact Person: \_\_\_\_\_

Address (City, State, Zip): \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Company Website: \_\_\_\_\_

Contractor's License Number(s) and Types (Please include expiration date):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tax ID Number \_\_\_\_\_

If firm is a sole proprietor or partnership:

Owner(s) of Company \_\_\_\_\_

Company Union Status:      Union              Non-Union

Minority Status:      MBE              DBE              DVBE              SBE              DBE

Other Minority Certification: \_\_\_\_\_



<b>HANFORD ELEMENTARY SCHOOL DISTRICT PREQUALIFICATION QUESTIONNAIRE</b>
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**PART I. ESSENTIAL REQUIREMENTS FOR QUALIFICATION**

**Contractor will be immediately disqualified if the answer to any of questions 1 through 6 is “no.”<sup>1</sup>**

**To Contractors seeking prequalification as a subcontractor only: You must respond to all Part I questions, however your response to Part I, Question Number 5 will not be rated.**

**Contractor will be immediately disqualified if the answer to any of questions 7, 8, 9 or 10 is “yes.”<sup>2</sup> If the answer to question 9 is “yes,” and if debarment would be the sole reason for denial of pre-qualification, any pre-qualification issued will exclude the debarment period.**

1. Contractor possesses a valid and current California Contractor’s license for the project or projects for which it intends to submit a bid.  
☐ Yes    ☐ No
2. Contractor has a liability insurance policy with a policy limit of at least \$1,000,000 per occurrence and \$2,000,000 aggregate.  
☐ Yes    ☐ No    **(Please provide a current Certificate of Insurance as verification)**
3. Contractor has current workers’ compensation insurance policy as required by the Labor Code or is legally self-insured pursuant to Labor Code section 3700 *et. seq.*  
☐ Yes    ☐ No    ☐ Contractor is exempt from this requirement, because it has no employees
4. Have you attached your latest copy of a reviewed or audited financial statement with accompanying notes and supplemental information.<sup>3</sup>  
☐ Yes    ☐ No

**NOTE: A financial statement that is not either reviewed or audited is not acceptable. A letter verifying availability of a line of credit may also be attached; however, it will be considered as supplemental information only, and is not a substitute for the required financial statement.**

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<sup>1</sup> A “no” answer to Question 4 will not be disqualifying if the contractor is exempt from complying with Question 4, for reasons explained in footnote 3.

<sup>2</sup> A contractor disqualified solely because of a “Yes” answer given to question 7, 8, or 10 may appeal the disqualification and provide an explanation of the relevant circumstances during the appeal procedure.

<sup>3</sup> Public Contract Code section 20101(e) exempts from this requirement a contractor who has qualified as a small business pursuant to Government Code section 14837(d)(1), if the bid is “no more than 25 per cent of the qualifying amount provided in section 14837(d)(1).” As of August 12, 2013, the qualifying amount is \$10 million, and 25 per cent of that amount, therefore, is \$2.5 million.



5. Have you attached a notarized statement from an admitted surety insurer (approved by the California Department of Insurance) and authorized to issue bonds in the State of California, which states: (a) that your current bonding capacity is sufficient for the project for which you seek pre-qualification if you are seeking pre-qualification for a single project; or (if you are seeking pre-qualification valid for a year) (b) your current available bonding capacity?<sup>4</sup>  
☐ Yes ☐ No

**NOTE: Notarized statement must be from the surety company, not an agent or broker. Contractors seeking prequalification as a subcontractor only: You must respond to this question, however you will not be rated according to your response.**

6. Are you currently registered with the Department of Industrial Relations in accordance with Labor Code section 1725.5?  
☐ Yes ☐ No

If yes, what is your registration number \_\_\_\_\_.

Please submit proof of registration.

7. Has your contractor's license been revoked at any time in the last five years?  
☐ Yes ☐ No
8. Has a surety firm completed a contract on your behalf, or paid for completion because your firm was default terminated by the project owner within the last five (5) years?  
☐ Yes ☐ No
9. At the time of submitting this pre-qualification form, 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 ☐ No

If the answer is "Yes," state the beginning and ending dates of the period of debarment:

\_\_\_\_\_

10. At any time during the last five years, has your firm or any of its owners or officers been convicted of a crime involving the awarding of a contract of a government construction project, or the bidding or performance of a government contract?  
☐ Yes ☐ No

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<sup>4</sup> An additional notarized statement from the surety may be requested by the Hanford Elementary School District at the time of submission of a bid, if this pre-qualification package is submitted more than 60 days prior to submission of the bid.



**HANFORD ELEMENTARY SCHOOL DISTRICT PREQUALIFICATION  
QUESTIONNAIRE**

**PART II. ORGANIZATION, HISTORY, ORGANIZATIONAL PERFORMANCE,  
COMPLIANCE WITH CIVIL AND CRIMINAL LAWS**

**A. Current Organization and Structure of the Business**

**For Firms That Are Corporations:**

- 1a. Date incorporated : \_\_\_\_\_
- 1b. Under the laws of what state: \_\_\_\_\_
- 1c. 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 per cent of the corporation's stock.

Name	Position	Years with Co.	% Ownership	Last four Social Security *

- 1d. Identify every construction firm that any person listed above has been associated with (as owner, general partner, limited partner or officer) at any time during the last five years.

**NOTE: For this question, "owner" and "partner" refer to ownership of ten per cent or more of the business, or 10 per cent or more of its stock, if the business is a corporation.**

Person's Name	Construction Firm	Dates of Person's Participation with Firm

**For Firms That Are Partnerships:**

- 1a. Date of formation: \_\_\_\_\_
- 1b. Under the laws of what state: \_\_\_\_\_
- 1c. Provide all the following information for each partner who owns 10 per cent or more of the firm.

Name	Position	Years with Co.	% Ownership	Last four Social Security #'s



\*last four numbers of Social Security is suitable.

- 1d. Identify every construction company that any partner has been associated with (as owner, general partner, limited partner or officer) at any time during the last five years. **NOTE: For this question, “owner” and “partner” refer to ownership of ten per cent or more of the business, or ten per cent or more of its stock, if the business is a corporation.**

Person's Name	Construction Firm	Dates of Person's Participation with Firm

**For Firms That Are Sole Proprietorships:**

- 1a. Date of commencement of business. \_\_\_\_\_
- 1b. Social security number of company owner. \_\_\_\_\_
- 1c. Identify every construction firm that the business owner has been associated with (as owner, general partner, limited partner or officer) at any time during the last five years. **NOTE: For this question, “owner” and “partner” refer to ownership of ten per cent or more of the business, or ten per cent or more of its stock, if the business is a corporation.**

Person's Name	Construction Company	Dates of Person's Participation with Company

**For Firms That Intend to Make a Bid as Part of a Joint Venture:**

- 1a. Date of commencement of joint venture. \_\_\_\_\_
- 1b. 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:

Name of firm	% Ownership of Joint Venture



**B. History of the Business and Organizational Performance**

2. How many years has your organization completed work for public agencies? Years: \_\_\_\_\_

3. Has your organization ever been licensed in California under a different name or different license number?

☐ Yes ☐ No

If “yes,” please list all name(s) and license number(s), on a separate signed page.

4. Are you currently pre-qualified with any other school district?

☐ Yes ☐ No

If yes, please identify the school district(s), with contact information and the dollar rating that you have been pre-qualified for at such school district(s), on a separate signed page.

5. Has there been any change in ownership of the firm at any time during the last three years?  
**NOTE: A corporation whose shares are publicly traded is not required to answer this question.**

☐ Yes ☐ No

If “yes,” explain on a separate signed page.

6. Is the firm a subsidiary, parent, holding company or affiliate of another construction firm?  
**NOTE: Include information (including license number(s) 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.**

☐ Yes ☐ No

If “yes,” explain on a separate signed page. Please include all name(s) and license number(s)

7. Are any corporate officers, partners or owners connected to any other construction firms?  
**NOTE: Include information about other firms if an owner, partner, or officer of your firm holds a similar position in another firm.**

☐ Yes ☐ No

If “yes,” explain on a separate signed page.

List your firm’s gross revenues for each of the last three years:

Year: \_\_\_\_\_ \$ \_\_\_\_\_

Year: \_\_\_\_\_ \$ \_\_\_\_\_

Year: \_\_\_\_\_ \$ \_\_\_\_\_



8. How many years has your organization been in business in California as a contractor under your present business name and license number? \_\_\_\_\_ Years

9. Is your firm currently the debtor in a bankruptcy case?

☐ Yes ☐ No

If "yes," please attach a copy of the bankruptcy petition, showing the case number, and the date on which the petition was filed.

10. If your firm is not currently in bankruptcy, was your firm in bankruptcy at any time during the last five years?

☐ Yes ☐ No

If "yes," please attach a copy of the bankruptcy petition, showing the case number and the date on which the petition was filed, and a copy of the Bankruptcy Court's discharge order, or of any other document that ended the case, if no discharge order was issued.

In what type of construction do you specialize?: \_\_\_\_\_

What was the largest amount of work completed in one year: \_\_\_\_\_

Number of projects: \_\_\_\_\_ Year: \_\_\_\_\_ Amount of Largest Project: \_\_\_\_\_

### C. Licenses

List all California construction license numbers, classifications and expiration dates of the California contractor licenses held by your firm:

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

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11. Has your firm changed names or license number in the past five years?

☐ Yes ☐ No

If "yes," explain on a separate signed page, including the reason for the change.



12. Has any owner, partner or (for corporations) officer of your firm operated a construction firm under any other name in the last five years?

☐ Yes ☐ No

If “yes,” explain on a separate signed page, including the reason for the change.

13. Has any CSLB license held by your firm or its Responsible Managing Employee (RME) or Responsible Managing Officer (RMO) been suspended within the last five years?

☐ Yes ☐ No

If “yes,” please explain on a separate signed sheet.

#### **D. Surety and Bonding Information**

Bonding capacity: **Please provide a letter stating bondability from current surety company.** Also, please provide documentation from your surety (not agency) identifying the following:

**NOTE: Contractors seeking prequalification as a subcontractor only: You must respond to this question, however you will not be rated according to your response.**

Name of bonding company/surety: \_\_\_\_\_

Name of surety agent/contact person, address and telephone number:

14. If your firm was required to pay a premium of more than one per cent for a performance and payment bond on any project(s) on which your firm worked at any time during the last three years, state the percentage that your firm was required to pay. You may provide an explanation for a percentage rate higher than one per cent, if you wish to do so. **NOTE: Contractors seeking prequalification as a subcontractor only: You must respond to this question, however you will not be rated according to your response.**

***(NOTE: Contractors seeking prequalification as a subcontractor only: Response will not be rated.)***

List all other sureties, not agencies (name, contact person, full address, phone number, largest bond obtained) that have written bonds for your firm during the last five years, including the dates during which each wrote the bonds (If necessary, list on separate signed sheet) **NOTE: Contractors seeking prequalification as a subcontractor only: You must respond to this question, however you will not be rated according to your response.:**



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- 
15. During the last five 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? **NOTE: Contractors seeking prequalification as a subcontractor only: You must respond to this question, however you will not be rated according to your response.**

☐ Yes    ☐ No

If yes, provide details on a separate signed sheet indicating the date when your firm was denied coverage and the name of the company or companies which denied coverage; and the period during which you had no surety bond in place.

***(NOTE: Contractors seeking prequalification as a subcontractor only: Response will not be rated.)***

16. At any time during the past five 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? **NOTE: Contractors seeking prequalification as a subcontractor only: You must respond to this question, however you will not be rated according to your response.**

☐ Yes    ☐ No

If "yes," explain on a separate signed page the amount of each 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.

***(NOTE: Contractors seeking prequalification as a subcontractor only: Response will not be rated.)***

17. Has your firm ever failed to complete a contract?

☐ Yes    ☐ No

If "yes," explain on a separate signed page.

How many projects is your firm currently bonded for? \_\_\_\_\_



What are the contract amounts your firm has currently bonded?

Contracts	Amount Bonded

**E. Insurance**

Insurance Company: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Facsimile Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_

18. How long have you been with this insurance company?

\_\_\_\_\_

If less than two years, please list prior insurance companies below:

Insurance Company	Address	Phone	Contact Person	Year(s)

19. In the last five years has any insurance carrier, for any form of insurance, refused to renew the insurance policy for your firm?

☐ Yes ☐ No

If "yes," explain on a separate signed page. Name the insurance carrier, the form of insurance and the year of the refusal.

20. Has your organization ever had insurance terminated by a carrier in the past five (5) years due to an excessive claims history and/or nonpayment of premium?

If "yes," explain on a separate signed sheet. Name the insurance carrier, the form of insurance, and year of termination.



## **F. Safety Program & Workers' Compensation**

Each bidder shall submit a copy of the Table of Contents from bidder's established safety/injury prevention program which complies with the Contract Documents and all applicable governmental regulations. After determination of the successful bidder, its subcontractors must submit a copy of their respective safety/injury prevention programs within five (5) days of the District's request.

Bidder: \_\_\_\_\_

Signature: \_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_

Each bidder shall submit its workers' compensation experience modification factor. After determination of the successful bidder, its subcontractors must submit their workers compensation modification factor within five (5) days of District's request.

21. List your firm's Experience Modification Rate (EMR) (California Workers' Compensation Insurance) for each of the past premium years:

Current Year: \_\_\_\_\_

Previous Year: \_\_\_\_\_

Year Prior to Previous Year: \_\_\_\_\_

If your EMR for any of these three years is or was 1.25 or higher you may, if you wish, attach a letter of explanation.

22. Within the last five years has there ever been a period when your firm had employees but was without workers' compensation insurance or state-approved self-insurance?

☐ Yes ☐ No

If "yes," please explain the reason for the absence of workers' compensation insurance on a separate signed page. If "No," please provide a statement by your current workers' compensation insurance carrier that verifies periods of workers' compensation insurance coverage for the last five years. (If your firm has been in the construction business for less than five years, provide a statement by your workers' compensation insurance carrier verifying continuous workers' compensation insurance coverage for the period that your firm has been in the construction business.)



## G. Compliance with Occupational Safety and Health Laws and with Other Labor Legislation Safety

Each bidder, and its subcontractors, must declare any serious or willful violations of Part 1 (commencing with Section 6300) of Division 5 of the California Labor Code received during the last five years. This information must include all construction work undertaken in the United States by the bidder and any affiliate of the bidder. Separate information shall be submitted for each particular partnership, joint venture, corporation, Limited Liability Company or individual bidder or subcontractor. The bidder or its subcontractors may be requested to submit additional information or explanation of data, which District may require for evaluating the safety record. The term “affiliate” shall mean any firm, corporation, partnership, joint venture, limited liability company or association which is a member, joint venturer or partner of the bidder, or any such entity which owns a substantial interest in, or is owned in common with, the bidder, its subcontractor or any of its members, joint venturers or partners, or any such entity in which the bidder, its subcontractor, or any of their members, joint venturers or partners own a substantial interest.

23. Has your firm ever received a serious or willful safety violation during the last five (5) years?  
☐ Yes ☐ No

If “yes,” attached a separate signed page describing the violation, including information about the dates, the nature of the violation, the project on which the citation(s) was or were issued, the amount of penalty paid, if any.

24. Has CAL OSHA cited and assessed penalties against your firm for any “serious,” “willful” or “repeat” violations of its safety or health regulations in the past five years? **NOTE: If you have filed an appeal of a citation, and the Occupational Safety and Health Appeals Board has not yet ruled on your appeal, you need not include information about it.**  
☐ Yes ☐ No

If “yes,” attached a separate signed page describing the citations, including information about the dates of the citations, the nature of the violation, the project on which the citation(s) was or were issued, the amount of penalty paid, if any. If the citation was appealed to the Occupational Safety and Health Appeals Board and a decision has been issued, state the case number and the date of the decision.

25. Has the federal Occupational Safety and Health Administration cited and assessed penalties against your firm in the past five years? **NOTE: If you have filed an appeal of a citation and the Appeals Board has not yet ruled on your appeal, or if there is a court appeal pending, you need not include information about the citation.**  
☐ Yes ☐ No

If “yes,” attach a separate signed page describing each citation.

26. Has the EPA or any Air Quality Management District or any Regional Water Quality Control Board or any local authorities cited and assessed penalties against either your firm or the



owner of a project on which your firm was the contractor, in the past five years? **NOTE: If you have filed an appeal of a citation and the Appeals Board has not yet ruled on your appeal, or if there is a court appeal pending, you need not include information about the citation.**

☐ Yes ☐ No

If “yes,” attach a separate signed page describing each citation.

27. How often do you require documented safety meetings to be held for construction employees and field supervisors during the course of a project?

\_\_\_\_\_

28. How often do you conduct documented safety inspections on a construction site?  
Daily \_\_\_\_\_ Weekly \_\_\_\_\_ Quarterly \_\_\_\_\_

29. Does your firm currently have a safety plan which complies with the current OSHA standards?  
☐ Yes ☐ No

30. Have any of your subcontractors you retained ever received a serious or willful industrial safety violation during the last five (5) years?  
☐ Yes ☐ No

If “yes,” attach a separate signed page listing each subcontractor, its license number and provide a brief explanation.

#### **H. Prevailing Wage and Apprenticeship Compliance Record**

31. Has there been more than one occasion during the last five years in which your firm was required to pay either back wages or penalties for your own firm’s failure to comply with the state’s prevailing wage laws? **NOTE: This question refers only to your own firm’s violation of prevailing wage laws, not to violations of the prevailing wage laws by a subcontractor.**  
☐ Yes ☐ No

If “yes,” attach a separate signed page or pages, describing the nature of each violation, identifying the name of the project, the date of its completion, the public agency for which it was constructed; the number of employees who were initially underpaid and the amount of back wages and penalties that you were required to pay.

32. During the last five years, has there been more than one occasion in which your own firm has been penalized or required to pay back wages for failure to comply with the **federal** Davis-Bacon prevailing wage requirements?  
☐ Yes ☐ No



If “yes,” attach a separate signed page or pages describing the nature of the violation, identifying the name of the project, the date of its completion, the public agency for which it was constructed; the number of employees who were initially underpaid, the amount of back wages you were required to pay along with the amount of any penalty paid.

33. Provide the **name, address and telephone number** of the apprenticeship program (approved by the California Apprenticeship Council) from whom you intend to request the dispatch of apprentices to your company for use on any public work project for which you are awarded a contract by the District.

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34. If your firm operates its own State-approved apprenticeship program:

- (a) Identify the craft or crafts in which your firm provided apprenticeship training in the past year.
- (b) State the year in which each such apprenticeship program was approved, and attach evidence of the most recent California Apprenticeship Council approval(s) of your apprenticeship program(s).
- (c) State the number of individuals who were employed by your firm as apprentices at any time during the past three years in each apprenticeship and the number of persons who, during the past three years, completed apprenticeships in each craft while employed by your firm.

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35. At any time during the last five years, has your firm been found to have violated any provision of California apprenticeship laws or regulations, or the laws pertaining to use of apprentices on public works? **NOTE: You may omit reference to any incident that occurred prior to January 1, 1998, if the violation was by a subcontractor and your firm, as general contractor on a project, had no knowledge of the subcontractor’s violation at the time they occurred.**

☐ Yes    ☐ No

If “yes,” provide the date(s) of such findings, and attach copies of the Department’s final decision(s)



## I. Disputes

36. At any time in the last five years has your firm been assessed and paid liquidated damages after completion of a project under a construction contract with either a public or private owner?

☐ Yes ☐ No

If yes, explain on a separate signed page, identifying all such projects by owner, owner's address, the date of completion of the project, amount of liquidated damages assessed and all other information necessary to fully explain the assessment of liquidated damages.

37. In the last five years has your firm, or any firm with which any of your company's owners, officers or partners was associated, been debarred, disqualified, removed or otherwise prevented from bidding on, or completing, any government agency or public works project for any reason? **NOTE: "Associated with" refers to another construction firm in which an owner, partner or officer of your firm held a similar position, and which is listed in response to question 1c or 1d on this form.**

☐ Yes ☐ No

If "yes," explain on a separate signed page. State whether the firm involved was the firm applying for pre-qualification here or another firm. Identify by name of the company, the name of the person within your firm who was associated with that company, the year of the event, the owner of the project, the project and the basis for the action.

38. In the last five years has your firm been denied an award of a public works contract based on a finding by a public agency that your company was not a responsible bidder?

☐ Yes ☐ No

If "yes," explain on a separate signed page. Identify the year of the event, the owner, the project and the basis for the finding by the public agency.

\* \* \* \* \*

**NOTE: The following two questions refer only to disputes between your firm and the owner of a project. You need not include information about disputes between your firm and a supplier, another contractor, or subcontractor. You need not include information about "pass-through" disputes in which the actual dispute is between a sub-contractor and a project owner. Also, you may omit reference to all disputes about amounts of less than \$50,000.**

39. In the past five years has any claim **against** your firm concerning your firm's work on a construction project in California been **filed in court or arbitration**?

☐ Yes ☐ No

If "yes," on separate signed sheets of paper identify the claim(s) by providing the project name, date of the claim, name of the claimant, a brief description of the nature of the claim,



the court in which the case was filed and a brief description of the status of the claim (pending or, if resolved, a brief description of the resolution).

40. In the past five years has your firm made any claim against a project owner concerning work on a project in California or payment for a contract in California and **filed that claim in court or arbitration?**  
☐ Yes    ☐ No

If “yes,” on separate signed sheets of paper identify the claim by providing the project name, date of the claim, name of the entity (or entities) against whom the claim was filed, a brief description of the nature of the claim, the court in which the case was filed and a brief description of the status of the claim (pending, or if resolved, a brief description of the resolution).

#### **J. Criminal Matters and Related Civil Suits**

41. 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 agency or entity?  
☐ Yes    ☐ No

If “yes,” explain on a separate signed page, including identifying who was involved, the name of the public agency, the date of the investigation and the grounds for the finding.

42. Has your firm or any of its owners, officers or partners ever been convicted of a crime involving any federal, state, or local law related to construction?  
☐ Yes    ☐ No

If “yes,” explain on a separate signed page, including identifying who was involved, the name of the public agency, the date of the conviction and the grounds for the conviction.

43. 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?  
☐ Yes    ☐ No

If “yes,” identify on a separate signed page 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.



<b>HANFORD ELEMENTARY SCHOOL DISTRICT PREQUALIFICATION QUESTIONNAIRE</b>
--

**PART III. FINANCIAL INFORMATION**

Audited or reviewed statements are required for all construction projects totaling over \$1,000,000 or more (A certificate of a licensed accountant will be required in all cases).

**1. COMPLETE THIS CERTIFICATE FOR A REVIEW ONLY OF FINANCIAL STATEMENT**

We have reviewed the accompanying financial statement of \_\_\_\_\_ as of \_\_\_\_\_. The information included in the financial statement is the representation of the management of the above firm.

Based on our review with the exception of the matter(s) described in the following paragraph(s), 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.

\_\_\_\_\_  
(Type Name of Firm)

\_\_\_\_\_  
(Accountant Signature)

\_\_\_\_\_  
(Telephone Number)

\_\_\_\_\_  
(License Number)

(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.)



<b>HANFORD ELEMENTARY SCHOOL DISTRICT PREQUALIFICATION QUESTIONNAIRE</b>
--

**PART IV. FINANCIAL INFORMATION**

Audited or reviewed statements are required for all construction projects totaling over \$1,000,000 or more (A certificate of a licensed accountant will be required in all cases)

**1. 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, sets forth fairly, in all material respects, the financial condition of \_\_\_\_\_ as of \_\_\_\_\_, in conformity with generally accepted accounting principles.

\_\_\_\_\_  
(Type Name of Firm)

\_\_\_\_\_  
(Accountant Signature)

\_\_\_\_\_  
(Telephone Number)

\_\_\_\_\_  
(License Number)

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; or by any individual who is a member of the firm with more than ten percent financial interest.



<b>HANFORD ELEMENTARY SCHOOL DISTRICT PREQUALIFICATION QUESTIONNAIRE</b>
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**ACCOUNTANT'S RELEASE LETTER**

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

---

Signature

---

Printed Name / Title

---

Company Name

---

Date



**HANFORD ELEMENTARY SCHOOL DISTRICT PREQUALIFICATION  
QUESTIONNAIRE**
**PREQUALIFICATION STATEMENT FOR  
HANFORD ELEMENTARY SCHOOL DISTRICT**

Each prospective bidder must have a current and active license at the time of the award and must submit the following information on this form.

**DECLARATION**

I, \_\_\_\_\_ (printed name) hereby declare that I am the \_\_\_\_\_ (title) of \_\_\_\_\_ (name of bidder) submitting this Prequalification Statement; that I am duly authorized to execute this Prequalification Statement on behalf of the above-named company; and that all information set forth in this Prequalification Statement and all attachments hereto are, to the best of my knowledge, true, accurate, and complete as of its submission date. I acknowledge that any false statements, inaccuracies or failure to disclose are grounds for disqualification. In executing this Declaration, I hereby permit the Hanford Elementary School District to contact any owner, school district, contractor, subcontractor, supplier or any other party that the Hanford Elementary School District deems relevant for purposes of verifying or gathering any information necessary to complete the evaluation of this pre-qualification submittal.

I declare, under penalty of perjury, that the foregoing is true and correct and that this declaration was

Subscribed at \_\_\_\_\_ (location and city), County of \_\_\_\_\_, State of \_\_\_\_\_, on \_\_\_\_\_ (date).

 \_\_\_\_\_  
(Signature)

(If signed by other than the sole proprietor, a general partner, or corporate officer, attach original notarized power of attorney or corporate resolution.)

All information submitted for prequalification evaluation will be considered official information acquired in confidence and the District will maintain its confidentiality to the extent permitted by law.



## **ANNOUNCEMENT OF PRE-QUALIFICATION PROCEDURES FOR CONSTRUCTION CONTRACTORS**

Notice is hereby given by the Hanford Elementary School District (“District”) that prime or general contractors and mechanical, electrical and plumbing (“MEP”) subcontractors (as defined in Public Contract Code section 20111.6) planning to participate in bidding on certain public projects to be undertaken by the District, must be pre-qualified prior to submitting bids for such public projects. Pursuant to Public Contract Code Section 20111.6 bidders on all public projects using funds received pursuant to the Leroy F. Greene School Facilities Act of 1998 or any funds from any future state school bond that involves a projected public project expenditure of one million dollars (\$1,000,000) or more, must be pre-qualified.

Prequalification application packages are available on the District’s website [www.hesd.k12.ca.us](http://www.hesd.k12.ca.us) or at the District’s main office.

### ***Timeline***

In order to submit a valid bid for any project requiring pre-qualification, prospective bidders must submit a pre-qualification questionnaire, a financial statement, and a standardized bidding form at least ten (10) business days prior to the date fixed for the public opening of sealed bids. All prospective bidders must be deemed pre-qualified to bid at least five (5) business days prior to that date.

This prequalification packet includes a questionnaire and financial statement, to be verified under oath. The District will use the information and documentation required by the packet to prequalify general contractors and MEP subcontractors in accordance with Public Contract Code section 20111.6.

### ***Questionnaire***

All questions in the questionnaire must be answered. If a question is not applicable, then indicate a response of “N/A”. “You” or “Yours” as used herein refers to the prospective bidders’ firm and any of its owners, officers, principals and qualifying individuals. Any references to owners, officer, principals or partners herein shall include any qualifying individuals including any RME or RMO. If two or more business entities submit a bid on a project as a Joint Venture, or expect to submit a bid as part of a Joint Venture, each entity within the Joint Venture must be separately qualified to bid.

Each questionnaire must be signed under penalty of perjury in the manner designated at the end of the form, by an individual who has the legal authority to bind the contractor on whose behalf that person is signing. If any information provided by a prospective bidder becomes inaccurate, the prospective bidder must immediately notify the District and provide updated accurate information in writing, under penalty of perjury. Each prospective bidder shall have a duly authorized owner, officer or principal complete the questionnaire and verify the truth of the information provided therein and in the financial statement.



### ***Financial Statement***

In addition to completing the attached questionnaire, each prospective bidder must submit its most current reviewed or year-end audited financial statement, which must have been prepared by a certified public accountant within twelve (12) months of each prospective bidder's submission of the prequalification package. Each prospective bidder must also provide its most current financial statement, which must have been prepared within three (3) months of each prospective bidder's submission of the prequalification package. Finally, each prospective bidder must submit a notarized statement from an admitted surety insurer (approved by the California Department of Insurance and authorized to issue bonds in the State of California) which states your current bonding capacity.

Financial statements submitted with this prequalification package shall not be prepared by any individual who is in the regular employ of the firm submitting the statement, nor by any individual or entity who has more than a ten percent (10%) financial interest in the firm's business. If the individual or entity that prepared a financial statement submitted with this prequalification package has any financial interest in the firm's business, the firm shall notify the District of such financial interest in a separate signed statement accompanying this prequalification package.

### ***Submission***

Prospective bidders are encouraged to submit prequalification packages as soon as possible, so that they may be notified of prequalification status well in advance of the bid process. The prequalification packages should be sealed, marked "**CONFIDENTIAL PREQUALIFICATION**," and mailed to the following:

Gerry Mulligan  
Director of Facilities  
Hanford Elementary School District  
PO Box 1067  
Hanford, CA 93232

The questionnaire answers and financial statements included in the prequalification packages submitted by prospective bidders are not public records and are not open to public inspection. All such information provided will be kept confidential to the extent permitted by law, although the contents may be disclosed to third parties for the purpose of verification, investigation of substantial allegations, and in the process of any subsequent proceedings. State law requires that the names of contractors applying for prequalification status shall be public records subject to disclosure, and the first page of the questionnaire will be used for that purpose.

### ***Evaluation by the District***

The District will evaluate the information provided and issue each submitting prospective bidder a rating of "Prequalified" or "Not Prequalified." The District's decision will be based on the information provided, references, and such additional outside information as the District in its discretion deems reasonable and necessary to obtain. The District may, but is not obligated to, investigate the truth of any statements or information provided by a prospective bidder in response hereto.



Prequalification approval will remain valid for one (1) calendar year from the date of notice of qualification, except that the District reserves the right during that calendar year to adjust, increase, limit, suspend or rescind the pre-qualification ratings based on subsequently learned information and after giving notice of the proposed action to the prospective bidder and an opportunity for a hearing consistent with the hearing procedures described below for appealing a pre-qualification determination.

While it is the intent of the prequalification questionnaire and documents required herein to assist the District in determining bidder responsibility prior to the submission of bids and to aid the District in selecting the lowest responsible bidder, neither the fact of prequalification, nor any prequalification rating, will preclude the District from a post-bid consideration and determination on a specific project of whether a bidder has the quality, fitness, capacity and experience to satisfactorily perform the proposed work, and has demonstrated the requisite trustworthiness.

### ***Appeal***

A prospective bidder who has timely submitted a completed application form, and who receives a rating of “Not Prequalified” from the District may appeal that determination. There is no appeal from a finding that a prospective bidder is not prequalified because of a late application or a failure to submit required information. A prospective bidder may appeal the District’s decision with respect to its request for prequalification, by giving written notice to the District no later than five (5) business days after receipt of notice of its qualification status. Notice shall be sent to the address listed above. Unless a prospective bidder files a timely appeal, the prospective bidder waives any and all rights to challenge the qualification decision of the District, whether by administrative process, judicial process or any other legal process or proceeding. The District reserves the right to resolve appeals before or after bid opening or award of any contract. The date for submission and opening of bids for a specific project and any subsequent contract award will not be delayed or postponed to allow for completion of an appeal process.

After receipt of a request for appeal, the District will provide the prospective bidder any supporting evidence that has been received from others or adduced as a result of an investigation by the District.

The appealing prospective bidder will be provided an opportunity to rebut any evidence. The District, in its sole discretion, may conduct a hearing regarding the prospective bidder’s timely appeal. If such a hearing is conducted, the prospective bidder consents to the District’s Chief Business Official, or his or her designee, to act as the hearing officer.

### ***Bidding***

Bids will not be accepted from any prospective bidder that did not timely submit a completed prequalification questionnaire and supporting documents, including financial statements, to the District. Omission of requested information, falsification of information, or failing to use the forms provided by the District may result in a finding of “not prequalified”.

MEP subcontractors (licensed pursuant to Section 7058 of the Business and Professions Code, specifically contractors holding C-4, C-7, C-10, C-16, C-20, C-34, C-36, C-38, C-42, C-43, and C-46 licenses) must also meet prequalification requirements on all projects using funds received pursuant



to the Leroy F. Greene School Facilities Act of 1998 or any funds from any future state school bond that involves a projected expenditure of one million dollars (\$1,000,000) or more. If a project includes electrical, mechanical, or plumbing components that will be performed by MEP subcontractors, a list of prequalified general contractors and MEP subcontractors will be made available by the District to all bidders at least five (5) business days prior to the dates fixed for the public opening of sealed bids.

If a general contractor uses any MEP subcontractor required for any project, such MEP subcontractor must be prequalified pursuant to these prequalification forms and requirements. If a MEP subcontractor in any general contractor bid is not prequalified, that bid will not be accepted.

Prospective bidders are warned that a project may have specific requirements that differ or are in addition to being properly prequalified pursuant to these documents. A determination that a contractor or MEP subcontractor is prequalified pursuant to these documents does not automatically mean a contractor or MEP subcontractor meets all of the requirements of a specific project. Prospective bidders are instructed to carefully review the requirements for each project before submitting a bid.

The District reserves the right to amend the prequalification packet at any time. The District reserves the right to waive minor irregularities and omissions in the information contained in the prequalification application submitted and to make all final determinations. Additionally, a determination by the District that a prospective bidder is prequalified does not amount to a final determination that such prospective bidder is responsible or responsive for purposes of bid evaluation. The District may, in accordance with applicable law reject a prequalified contractor's bid, and the District may additionally reject all bids if it determines such action is in the best interest of the public.



<b>HANFORD ELEMENTARY SCHOOL DISTRICT PREQUALIFICATION QUESTIONNAIRE</b>
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**IMPORTANT INFORMATION: Please note: Declaration under penalty of perjury (last page of questionnaire) is required under State law. Failure to sign form will invalidate the prequalification packet. A passing score in general for prequalification does not guarantee that bidder will be eligible to bid this particular project. Contractors will receive a separate determination as to the overall prequalification dollar limit.**

### CONTACT INFORMATION

Contractor \_\_\_\_\_  
(as it appears on license)

Check one of the following:

- ☐ Corporation  
☐ Partnership  
☐ Sole Proprietorship  
☐ Joint Venture

Contact Person: \_\_\_\_\_

Address (City, State, Zip): \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Company Website: \_\_\_\_\_

Contractor's License Number(s) and Types (Please include expiration date):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Tax ID Number \_\_\_\_\_

If firm is a sole proprietor or partnership:

Owner(s) of Company \_\_\_\_\_

Company Union Status:      Union              Non-Union

Minority Status:      MBE              DBE              DVBE              SBE              DBE

Other Minority Certification: \_\_\_\_\_



<p style="text-align: center;"><b>HANFORD ELEMENTARY SCHOOL DISTRICT PREQUALIFICATION QUESTIONNAIRE</b></p>
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**PART I. ESSENTIAL REQUIREMENTS FOR QUALIFICATION**

**Contractor will be immediately disqualified if the answer to any of questions 1 through 6 is “no.”<sup>1</sup>**

**To Contractors seeking prequalification as a subcontractor only: You must respond to all Part I questions, however your response to Part I, Question Number 5 will not be rated.**

**Contractor will be immediately disqualified if the answer to any of questions 7, 8, 9 or 10 is “yes.”<sup>2</sup> If the answer to question 9 is “yes,” and if debarment would be the sole reason for denial of pre-qualification, any pre-qualification issued will exclude the debarment period.**

1. Contractor possesses a valid and current California Contractor’s license for the project or projects for which it intends to submit a bid.  
☐ Yes    ☐ No
2. Contractor has a liability insurance policy with a policy limit of at least \$1,000,000 per occurrence and \$2,000,000 aggregate.  
☐ Yes    ☐ No    **(Please provide a current Certificate of Insurance as verification)**
3. Contractor has current workers’ compensation insurance policy as required by the Labor Code or is legally self-insured pursuant to Labor Code section 3700 *et. seq.*  
☐ Yes    ☐ No    ☐ Contractor is exempt from this requirement, because it has no employees
4. Have you attached your latest copy of a reviewed or audited financial statement with accompanying notes and supplemental information.<sup>3</sup>  
☐ Yes    ☐ No

**NOTE: A financial statement that is not either reviewed or audited is not acceptable. A letter verifying availability of a line of credit may also be attached; however, it will be considered as supplemental information only, and is not a substitute for the required financial statement.**

<sup>1</sup> A “no” answer to Question 4 will not be disqualifying if the contractor is exempt from complying with Question 4, for reasons explained in footnote 3.

<sup>2</sup> A contractor disqualified solely because of a “Yes” answer given to question 7, 8, or 10 may appeal the disqualification and provide an explanation of the relevant circumstances during the appeal procedure.

<sup>3</sup> Public Contract Code section 20101(e) exempts from this requirement a contractor who has qualified as a small business pursuant to Government Code section 14837(d)(1), if the bid is “no more than 25 per cent of the qualifying amount provided in section 14837(d)(1).” As of August 12, 2013, the qualifying amount is \$10 million, and 25 per cent of that amount, therefore, is \$2.5 million.



5. Have you attached a notarized statement from an admitted surety insurer (approved by the California Department of Insurance) and authorized to issue bonds in the State of California, which states: (a) that your current bonding capacity is sufficient for the project for which you seek pre-qualification if you are seeking pre-qualification for a single project; or (if you are seeking pre-qualification valid for a year) (b) your current available bonding capacity?<sup>4</sup>  
☐ Yes    ☐ No

**NOTE: Notarized statement must be from the surety company, not an agent or broker. Contractors seeking prequalification as a subcontractor only: You must respond to this question, however you will not be rated according to your response.**

6. Are you currently registered with the Department of Industrial Relations in accordance with Labor Code section 1725.5?  
☐ Yes    ☐ No

If yes, what is your registration number \_\_\_\_\_.

Please submit proof of registration.

7. Has your contractor's license been revoked at any time in the last five years?  
☐ Yes    ☐ No
8. Has a surety firm completed a contract on your behalf, or paid for completion because your firm was default terminated by the project owner within the last five (5) years?  
☐ Yes    ☐ No
9. At the time of submitting this pre-qualification form, 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    ☐ No

If the answer is "Yes," state the beginning and ending dates of the period of debarment:

\_\_\_\_\_

10. At any time during the last five years, has your firm, or any of its owners or officers been convicted of a crime involving the awarding of a contract of a government construction project, or the bidding or performance of a government contract?  
☐ Yes    ☐ No

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<sup>4</sup> An additional notarized statement from the surety may be requested by the Hanford Elementary School District at the time of submission of a bid, if this pre-qualification package is submitted more than 60 days prior to submission of the bid



**HANFORD ELEMENTARY SCHOOL DISTRICT PREQUALIFICATION  
QUESTIONNAIRE**

**PART II. ORGANIZATION, HISTORY, ORGANIZATIONAL PERFORMANCE,  
COMPLIANCE WITH CIVIL AND CRIMINAL LAWS**

**A. Current Organization and Structure of the Business**

**For Firms That Are Corporations:**

- 1a. Date incorporated : \_\_\_\_\_
- 1b. Under the laws of what state: \_\_\_\_\_
- 1c. 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 per cent of the corporation's stock.

Name	Position	Years with Co.	% Ownership	Last four Social Security *

- 1d. Identify every construction firm that any person listed above has been associated with (as owner, general partner, limited partner or officer) at any time during the last five years.  
**NOTE: For this question, "owner" and "partner" refer to ownership of ten per cent or more of the business, or 10 per cent or more of its stock, if the business is a corporation.**

Person's Name	Construction Firm	Dates of Person's Participation with Firm

**For Firms That Are Partnerships:**

- 1a. Date of formation: \_\_\_\_\_
- 1b. Under the laws of what state: \_\_\_\_\_
- 1c. Provide all the following information for each partner who owns 10 per cent or more of the firm.

Name	Position	Years with Co.	% Ownership	Last four Social Security #'s



\*last four numbers of Social Security is suitable.

- 1d. Identify every construction company that any partner has been associated with (as owner, general partner, limited partner or officer) at any time during the last five years. **NOTE: For this question, “owner” and “partner” refer to ownership of ten per cent or more of the business, or ten per cent or more of its stock, if the business is a corporation.**

Person's Name	Construction Company	Dates of Person's Participation with Company

**For Firms That Are Sole Proprietorships:**

- 1a. Date of commencement of business. \_\_\_\_\_
- 1b. Social security number of company owner. \_\_\_\_\_
- 1c. Identify every construction firm that the business owner has been associated with (as owner, general partner, limited partner or officer) at any time during the last five years. **NOTE: For this question, “owner” and “partner” refer to ownership of ten per cent or more of the business, or ten per cent or more of its stock, if the business is a corporation.**

Person's Name	Construction Company	Dates of Person's Participation with Company

**For Firms That Intend to Make a Bid as Part of a Joint Venture:**

- 1a. Date of commencement of joint venture. \_\_\_\_\_
- 1b. 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:

Name of firm	% Ownership of Joint Venture



**B. History of the Business and Organizational Performance**

2. How many years has your organization completed work for public agencies? Years:\_\_\_\_\_

**6 or more years=5**

**5 years=4**

**4 years=3**

**3 years=2**

**1 full year =1**

3. Has your organization ever been licensed in California under a different name or different license number?

☐ Yes ☐ No

If “yes,” please list all name(s) and license number(s), on a separate signed page.

**No=3; Yes=(Adjustment to 2 if reason for different name or different license number is a because of a legal merger.)**

4. Are you currently pre-qualified with any other school district?

☐ Yes ☐ No

If yes, please identify the school district(s), with contact information and the dollar rating that you have been pre-qualified for at such school district(s), on a separate signed page.

**No=0; Yes=3**

5. Has there been any change in ownership of the firm at any time during the last three years?  
**NOTE: A corporation whose shares are publicly traded is not required to answer this question.**

☐ Yes ☐ No

If “yes,” explain on a separate signed page.

**No=3; Yes=0**

6. Is the firm a subsidiary, parent, holding company or affiliate of another construction firm?  
**NOTE: Include information (including license number(s) 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.**

☐ Yes ☐ No

If “yes,” explain on a separate signed page. Please include all name(s) and license number(s)

**No=3; Yes=0 (Adjustment to 2 if reason firm is a subsidiary, parent, holding company or affiliate of another construction firm is because of a legal merger.)**



7. Are any corporate officers, partners or owners connected to any other construction firms?  
**NOTE: Include information about other firms if an owner, partner, or officer of your firm holds a similar position in another firm.**

☐ Yes ☐ No

If "yes," explain on a separate signed page.

**No=3; Yes =0 (Adjustment to 2 if the name of other construction firms corporate officers, partners or owners are connected to, are connected to current applicant firm by way of legal merger.)**

List your firm's gross revenues for each of the last three years:

Year: \_\_\_\_\_ \$ \_\_\_\_\_

Year: \_\_\_\_\_ \$ \_\_\_\_\_

Year: \_\_\_\_\_ \$ \_\_\_\_\_

8. How many years has your organization been in business in California as a contractor under your present business name and license number? \_\_\_\_\_ Years

**6 or more years=5**

**5 years=4**

**4 years=3**

**2-3 years=2**

**1 full year=1**

9. Is your firm currently the debtor in a bankruptcy case?

☐ Yes ☐ No

If "yes," please attach a copy of the bankruptcy petition, showing the case number, and the date on which the petition was filed.

**No=3; Yes=0**

10. If your firm is not currently in bankruptcy, was your firm in bankruptcy at any time during the last five years?

☐ Yes ☐ No

If "yes," please attach a copy of the bankruptcy petition, showing the case number and the date on which the petition was filed, and a copy of the Bankruptcy Court's discharge order, or of any other document that ended the case, if no discharge order was issued.

In what type of construction do you specialize?: \_\_\_\_\_

**No=3; Yes=0**



What was the largest amount of work completed in one year: \_\_\_\_\_

Number of projects: \_\_\_\_\_ Year: \_\_\_\_\_ Amount of Largest Project: \_\_\_\_\_

### C. Licenses

List all California construction license numbers, classifications and expiration dates of the California contractor licenses held by your firm:

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

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11. Has your firm changed names or license number in the past five years?

☐ Yes ☐ No

If "yes," explain on a separate signed page, including the reason for the change.

**No=3; Yes=0 (Adjustment to 2 if reason for changed name or license number because of a legal merger)**

12. Has any owner, partner or (for corporations) officer of your firm operated a construction firm under any other name in the last five years?

☐ Yes ☐ No

If "yes," explain on a separate signed page, including the reason for the change.

**No=3; Yes =0 (Adjustment to 2 if name of other firm operated by any owner, partner or (for corporations) officer was or is a firm that legally merged with current applicant firm.)**

13. Has any CSLB license held by your firm or its Responsible Managing Employee (RME) or Responsible Managing Officer (RMO) been suspended within the last five years?

☐ Yes ☐ No

If "yes," please explain on a separate signed sheet.

**No=5; Yes=0**



**D. Surety and Bonding Information**

Bonding capacity: **Please provide a letter stating bondability from current surety company.** Also, please provide documentation from your surety (not agency) identifying the following: **NOTE: Contractors seeking prequalification as a subcontractor only: You must respond to this question, however you will not be rated according to your response.**

Name of bonding company/surety: \_\_\_\_\_

Name of surety agent/contact person, address and telephone number:

14. If your firm was required to pay a premium of more than one per cent for a performance and payment bond on any project(s) on which your firm worked at any time during the last three years, state the percentage that your firm was required to pay. You may provide an explanation for a percentage rate higher than one per cent, if you wish to do so. **NOTE: Contractors seeking prequalification as a subcontractor only: You must respond to this question, however you will not be rated according to your response.**

No=5

Over 1% but not over 1.25%=4

Over 1.25% but not over 1.5%=3

Over 1.5%=0

*(NOTE: Contractors seeking prequalification as a subcontractor only: Response will not be rated.)*

List all other sureties, not agencies (name, contact person, full address, phone number, largest bond obtained) that have written bonds for your firm during the last five years, including the dates during which each wrote the bonds (If necessary, list on separate signed sheet) **NOTE: Contractors seeking prequalification as a subcontractor only: You must respond to this question, however you will not be rated according to your response.**

15. During the last five 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? **NOTE: Contractors seeking**



**prequalification as a subcontractor only: You must respond to this question, however you will not be rated according to your response.**

☐ Yes ☐ No

If yes, provide details on a separate signed sheet indicating the date when your firm was denied coverage and the name of the company or companies which denied coverage; and the period during which you had no surety bond in place.

**No=25; Yes=0**

***(NOTE: Contractors seeking prequalification as a subcontractor only: Response will not be rated.)***

16. At any time during the past five 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? **NOTE: Contractors seeking prequalification as a subcontractor only: You must respond to this question, however you will not be rated according to your response.**

☐ Yes ☐ No

If "yes," explain on a separate signed page the amount of each 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.

**No=25**

**Yes (1 claim)=20**

**Yes (2 claims)=10**

**Yes (more than 2 claims)=SUBTRACT 5 points**

***(NOTE: Contractors seeking prequalification as a subcontractor only: Response will not be rated.)***

17. Has your firm ever failed to complete a contract?

☐ Yes ☐ No

If "yes," explain on a separate signed page.

**No=25; Yes=0**

How many projects is your firm currently bonded for? \_\_\_\_\_



What are the contract amounts your firm has currently bonded?

Contracts	Amount Bonded

**E. Insurance**

Insurance Company: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Facsimile Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_

18. How long have you been with this insurance company?

\_\_\_\_\_

**5 or more years=3**

**2 to 4 years=1**

**1 year or less=0**

If less than two years, please list prior insurance companies below:

Insurance Company	Address	Phone	Contact Person	Year(s)

19. In the last five years has any insurance carrier, for any form of insurance, refused to renew the insurance policy for your firm?

☐ Yes ☐ No



If “yes,” explain on a separate signed page. Name the insurance carrier, the form of insurance and the year of the refusal.

**No=5**

**Yes (1 instance)=5**

**Yes (2 instances)=3**

**Yes (more than 2 instances)=0**

20. Has your organization ever had insurance terminated by a carrier in the past five (5) years due to an excessive claims history and/or nonpayment of premium?

If “yes,” explain on a separate signed sheet. Name the insurance carrier, the form of insurance, and year of termination.

**No=3; Yes=0**

#### **F. Safety Program & Workers’ Compensation**

Each bidder shall submit a copy of the Table of Contents from bidder’s established safety/injury prevention program which complies with the Contract Documents and all applicable governmental regulations. After determination of the successful bidder, its subcontractors must submit a copy of their respective safety/injury prevention programs within five (5) days of the District’s request.

Bidder: \_\_\_\_\_

Signature: \_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_

Each bidder shall submit its workers’ compensation experience modification factor. After determination of the successful bidder, its subcontractors must submit their workers compensation modification factor within five (5) days of District’s request.

21. List your firm’s Experience Modification Rate (EMR) (California Workers’ Compensation Insurance) for each of the past premium years:

Current Year: \_\_\_\_\_

Previous Year: \_\_\_\_\_

Year Prior to Previous Year: \_\_\_\_\_

If your EMR for any of these three years is or was 1.25 or higher you may, if you wish, attach a letter of explanation.



**3 year average EMR of .95 or less=5 points**

**3 year average EMR of over .95 but no more than 1.0=3 points**

**Over 1.0=0**

22. Within the last five years has there ever been a period when your firm had employees but was without workers' compensation insurance or state-approved self-insurance?

☐ Yes ☐ No

If "yes," please explain the reason for the absence of workers' compensation insurance on a separate signed page. If "No," please provide a statement by your current workers' compensation insurance carrier that verifies periods of workers' compensation insurance coverage for the last five years. (If your firm has been in the construction business for less than five years, provide a statement by your workers' compensation insurance carrier verifying continuous workers' compensation insurance coverage for the period that your firm has been in the construction business.)

**No=5**

**Yes (1 instance)=5**

**Any other answer=0**

**G. Compliance with Occupational Safety and Health Laws and with Other Labor Legislation Safety**

Each bidder, and its subcontractors, must declare any serious or willful violations of Part 1 (commencing with Section 6300) of Division 5 of the California Labor Code received during the last five years. This information must include all construction work undertaken in the United States by the bidder and any affiliate of the bidder. Separate information shall be submitted for each particular partnership, joint venture, corporation, Limited Liability Company or individual bidder or subcontractor. The bidder or its subcontractors may be requested to submit additional information or explanation of data, which District may require for evaluating the safety record. The term "affiliate" shall mean any firm, corporation, partnership, joint venture, limited liability company or association which is a member, joint venturer or partner of the bidder, or any such entity which owns a substantial interest in, or is owned in common with, the bidder, its subcontractor or any of its members, joint venturers or partners, or any such entity in which the bidder, its subcontractor, or any of their members, joint venturers or partners own a substantial interest.

23. Has your firm ever received a serious or willful safety violation during the last five (5) years?

☐ Yes ☐ No

If "yes," attached a separate signed page describing the violation, including information about the dates, the nature of the violation, the project on which the citation(s) was or were issued, the amount of penalty paid, if any.

**No=3**

**Yes=1**

**Yes=0 (more than 1 occasion)**



24. Has CAL OSHA cited and assessed penalties against your firm for any “serious,” “willful” or “repeat” violations of its safety or health regulations in the past five years? **NOTE: If you have filed an appeal of a citation, and the Occupational Safety and Health Appeals Board has not yet ruled on your appeal, you need not include information about it.**

☐ Yes ☐ No

If “yes,” attached a separate signed page describing the citations, including information about the dates of the citations, the nature of the violation, the project on which the citation(s) was or were issued, the amount of penalty paid, if any. If the citation was appealed to the Occupational Safety and Health Appeals Board and a decision has been issued, state the case number and the date of the decision.

*If the firm’s average gross revenues for the last three years were less than \$50 million, scoring is as follows:*

**No=5**

**Yes = (1 instance)=5**

**Yes = (2 instance)=3**

**Yes=(more than 2 instances)=0**

*If the firm’s average gross revenues for the last three years were more than \$50 million, scoring is as follows:*

**No =5**

**Yes (1,2, or 3 such instances)=5**

**Yes (4 or 5 such instances)=3**

**Yes (more than 5 instances)=0**

25. Has the federal Occupational Safety and Health Administration cited and assessed penalties against your firm in the past five years? **NOTE: If you have filed an appeal of a citation and the Appeals Board has not yet ruled on your appeal, or if there is a court appeal pending, you need not include information about the citation.**

☐ Yes ☐ No

If “yes,” attach a separate signed page describing each citation.



*If the firm's average gross revenues for the last three years were less than \$50 million, scoring is as follows:*

No=5

Yes=(1 instance)=5

Yes (2 instances)=3

Yes (more than 2 instances)=0

*If the firm's average gross revenues for the last three years were more than \$50 million, scoring is as follows:*

No=5

Yes (1, 2, or 3 such instances)=5

Yes (4 or 5 such instances)=3

Yes (more than 5 instances)=0

26. Has the EPA or any Air Quality Management District or any Regional Water Quality Control Board or any local authorities cited and assessed penalties against either your firm or the owner of a project on which your firm was the contractor, in the past five years? **NOTE: If you have filed an appeal of a citation and the Appeals Board has not yet ruled on your appeal, or if there is a court appeal pending, you need not include information about the citation.**

☐ Yes ☐ No

If "yes," attach a separate signed page describing each citation.

*If the firm's average gross revenues for the last three years were less than \$50 million, scoring is as follows:*

No=5

Yes= (1 instance)=5

Yes (2 instances)=3

Yes (more than 2 instances)=0

*If the firm's average gross revenues for the last three years were more than \$50 million, scoring is as follows:*

No=5

Yes (1, 2, or 3 such instances)=5

Yes (4 or 5 such instances)=3

Yes (more than 5 instances)=0

27. How often do you require documented safety meetings to be held for construction employees and field supervisors during the course of a project?

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**Meeting once a week or more=3**

**Any other=0**

28. How often do you conduct documented safety inspections on a construction site?

Daily \_\_\_\_\_ Weekly \_\_\_\_\_ Quarterly \_\_\_\_\_

**Meeting daily=3**

**Meeting weekly=1**

**Any other=0**

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

☐ Yes ☐ No

**Yes=3; No=0**

30. Have any of your subcontractors you retained ever received a serious or willful industrial safety violation during the last five (5) years?

☐ Yes ☐ No

If “yes,” attach a separate signed page listing each subcontractor, its license number and provide a brief explanation.

**No=3; Yes=1 (1 occasion); Yes=0 (more than 1 occasion)**

#### **H. Prevailing Wage and Apprenticeship Compliance Record**

31. Has there been more than one occasion during the last five years in which your firm was required to pay either back wages or penalties for your own firm’s failure to comply with the state’s prevailing wage laws? **NOTE: This question refers only to your own firm’s violation of prevailing wage laws, not to violations of the prevailing wage laws by a subcontractor.**

☐ Yes ☐ No

If “yes,” attach a separate signed page or pages, describing the nature of each violation, identifying the name of the project, the date of its completion, the public agency for which it was constructed; the number of employees who were initially underpaid and the amount of back wages and penalties that you were required to pay.

*If the firm’s average gross revenues for the last three years were less than \$50million, scoring is as follows:*

**No=5**

**Yes (1 or 2 such instances)=5**

**Yes (3 instances =3**

**Yes (more than 3 instances)=0**



*If the firm's average gross revenues for the last three years were more than \$50million, scoring is as follows:*

**No=5**

**Yes (no more than 4 instances)=5**

**Yes (5or 6 instances)=3**

**Yes (more than 6 instances)=0**

32. During the last five years, has there been more than one occasion in which your own firm has been penalized or required to pay back wages for failure to comply with the **federal** Davis-Bacon prevailing wage requirements?

☐ Yes ☐ No

If "yes," attach a separate signed page or pages describing the nature of the violation, identifying the name of the project, the date of its completion, the public agency for which it was constructed; the number of employees who were initially underpaid, the amount of back wages you were required to pay along with the amount of any penalty paid.

*If the firm's average gross revenues for the last three years were less than \$50million, scoring is as follows:*

**No=5**

**Yes (1 or 2 such instances)=5**

**Yes (3 instances)=3**

**Yes (more than 3 instances)=0**

*If the firm's average gross revenues for the last three years were more than \$50million, scoring is as follows:*

**No=5**

**Yes (no more than 4 instances)=5**

**Yes (5 or 6 instances)=3**

**No=5; Yes (1 or 2 such instances)=5; Yes (3 instances)=3**

**Yes (more than 3 instances)=0**

33. Provide the **name, address and telephone number** of the apprenticeship program (approved by the California Apprenticeship Council) from whom you intend to request the dispatch of apprentices to your company for use on any public work project for which you are awarded a contract by the District.

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**If at least one approved apprenticeship program listed=5 points**

**Any other answer=0**



34. If your firm operates its own State-approved apprenticeship program:

- (a) Identify the craft or crafts in which your firm provided apprenticeship training in the past year.
- (b) State the year in which each such apprenticeship program was approved, and attach evidence of the most recent California Apprenticeship Council approval(s) of your apprenticeship program(s).
- (c) State the number of individuals who were employed by your firm as apprentices at any time during the past three years in each apprenticeship and the number of persons who, during the past three years, completed apprenticeships in each craft while employed by your firm.

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**If one or more persons completed an approved apprenticeship program while employed by the firm=5 points;**

**If no persons completed an approved apprenticeship while employed by the firm=0 points**

35. At any time during the last five years, has your firm been found to have violated any provision of California apprenticeship laws or regulations, or the laws pertaining to use of apprentices on public works? **NOTE: You may omit reference to any incident that occurred prior to January 1, 1998, if the violation was by a subcontractor and your firm, as general contractor on a project, had no knowledge of the subcontractor's violation at the time they occurred.**

☐ Yes    ☐ No

If "yes," provide the date(s) of such findings, and attach copies of the Department's final decision(s)

***If the firm's average gross revenues for the last three years were less than \$50 million, scoring is as follows:***

**No=5**

**Yes (1 or 2 such instances)=5**

**Yes (3 instances)=3**

**Yes (more than 3 instances)=0**



*If the firm's average gross revenues for the last three years were more than \$50million, scoring is as follows:*

**No =5**

**Yes (no more than 4 such instances)=5**

**Yes (5 or 6 such instances)=3**

**Yes (more than 6 instances)=0**

## **I. Disputes**

36. At any time in the last five years has your firm been assessed and paid liquidated damages after completion of a project under a construction contract with either a public or private owner?

☐ Yes ☐ No

If yes, explain on a separate signed page, identifying all such projects by owner, owner's address, the date of completion of the project, amount of liquidated damages assessed and all other information necessary to fully explain the assessment of liquidated damages.

**No projects with liquidated damages of more than \$50,000=25 points**

**One project with liquidated damages=20 points**

**Two projects with liquidated damages of more than \$50,000=10 points**

**Any other answer=0 points**

37. In the last five years has your firm, or any firm with which any of your company's owners, officers or partners was associated, been debarred, disqualified, removed or otherwise prevented from bidding on, or completing, any government agency or public works project for any reason? **NOTE: "Associated with" refers to another construction firm in which an owner, partner or officer of your firm held a similar position, and which is listed in response to question 1c or 1d on this form.**

☐ Yes ☐ No

If "yes," explain on a separate signed page. State whether the firm involved was the firm applying for pre-qualification here or another firm. Identify by name of the company, the name of the person within your firm who was associated with that company, the year of the event, the owner of the project, the project and the basis for the action.

**No=25; Yes=0**

38. In the last five years has your firm been denied an award of a public works contract based on a finding by a public agency that your company was not a responsible bidder?

☐ Yes ☐ No

If "yes," explain on a separate signed page. Identify the year of the event, the owner, the project and the basis for the finding by the public agency.

**No=25; Yes=0**



\* \* \* \* \*

**NOTE: The following two questions refer only to disputes between your firm and the owner of a project. You need not include information about disputes between your firm and a supplier, another contractor, or subcontractor. You need not include information about “pass-through” disputes in which the actual dispute is between a sub-contractor and a project owner. Also, you may omit reference to all disputes about amounts of less than \$50,000.**

39. In the past five years has any claim **against** your firm concerning your firm’s work on a construction project in California been **filed in court or arbitration**?  
☐ Yes    ☐ No

If “yes,” on separate signed sheets of paper identify the claim(s) by providing the project name, date of the claim, name of the claimant, a brief description of the nature of the claim, the court in which the case was filed and a brief description of the status of the claim (pending or, if resolved, a brief description of the resolution).

*If the firm’s average gross revenues for the last three years were less than \$50 million, scoring is as follows:*

No=5

Yes (1 such instances)=5

Yes (2 instances)=3

Yes (more than 2 instances)=0

*If the firm’s average gross revenues for the last three years were more than \$50 million, scoring is as follows:*

No=5

Yes (1, 2, or 3 such instances)=5

Yes (4 or 5 such instances)=3

Yes (more than 5 instances)=0

40. In the past five years has your firm made any claim against a project owner concerning work on a project in California or payment for a contract in California and **filed that claim in court or arbitration**?  
☐ Yes    ☐ No

If “yes,” on separate signed sheets of paper identify the claim by providing the project name, date of the claim, name of the entity (or entities) against whom the claim was filed, a brief description of the nature of the claim, the court in which the case was filed and a brief description of the status of the claim (pending, or if resolved, a brief description of the resolution).



*If the firm's average gross revenues for the last three years were less than \$50 million, scoring is as follows:*

**No=25**

**Yes (1 such instance)=25**

**Yes (2 instances)=10**

**Yes (more than 2 instances)=0**

*If the firm's average gross revenues for the last three years were more than \$50 million, scoring is as follows:*

**No=25**

**Yes (1, 2, or 3 such instances)=20**

**Yes (4, or 5 such instances)=5**

**Yes (more than 5 instances)=0**

#### **J. Criminal Matters and Related Civil Suits**

41. 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 agency or entity?

☐ Yes ☐ No

If "yes," explain on a separate signed page, including identifying who was involved, the name of the public agency, the date of the investigation and the grounds for the finding.

**No=5; Yes=SUBTRACT 5 points**

42. Has your firm or any of its owners, officers or partners ever been convicted of a crime involving any federal, state, or local law related to construction?

☐ Yes ☐ No

If "yes," explain on a separate signed page, including identifying who was involved, the name of the public agency, the date of the conviction and the grounds for the conviction.

**No=5; Yes=SUBTRACT 5 points**

43. 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?

☐ Yes ☐ No

If "yes," identify on a separate signed page 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.

**No=5; Yes=SUBTRACT 5 points**



<b>HANFORD ELEMENTARY SCHOOL DISTRICT PREQUALIFICATION QUESTIONNAIRE</b>
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**PART III. FINANCIAL INFORMATION**

**Audited or reviewed statements are required for all construction projects totaling over \$1,000,000 or more (A certificate of a licensed accountant will be required in all cases).**

**1. COMPLETE THIS CERTIFICATE  
FOR A REVIEW ONLY OF FINANCIAL STATEMENT**

We have reviewed the accompanying financial statement of \_\_\_\_\_  
\_\_\_\_\_ as of \_\_\_\_\_. The information included in  
the financial statement is the representation of the management of the above firm.

Based on our review with the exception of the matter(s) described in the following paragraph(s), 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.

\_\_\_\_\_  
(Type Name of Firm)

\_\_\_\_\_  
(Accountant Signature)

\_\_\_\_\_  
(Telephone Number)

\_\_\_\_\_  
(License Number)

(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.)



<b>HANFORD ELEMENTARY SCHOOL DISTRICT PREQUALIFICATION QUESTIONNAIRE</b>
--

**PART IV. FINANCIAL INFORMATION**

**Audited or reviewed statements are required for all construction projects totaling over \$1,000,000 or more (A certificate of a licensed accountant will be required in all cases)**

**1. 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, sets forth fairly, in all material respects, the financial condition of \_\_\_\_\_ as of \_\_\_\_\_, in conformity with generally accepted accounting principles.

\_\_\_\_\_  
(Type Name of Firm)

\_\_\_\_\_  
(Accountant Signature)

\_\_\_\_\_  
(Telephone Number)

\_\_\_\_\_  
(License Number)

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; or by any individual who is a member of the firm with more than ten percent financial interest.



<b>HANFORD ELEMENTARY SCHOOL DISTRICT PREQUALIFICATION QUESTIONNAIRE</b>
--

**ACCOUNTANT'S RELEASE LETTER**

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

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Signature

---

Printed Name / Title

---

Company Name

---

Date



**HANFORD ELEMENTARY SCHOOL DISTRICT PREQUALIFICATION  
QUESTIONNAIRE**
**PREQUALIFICATION STATEMENT FOR  
HANFORD ELEMENTARY SCHOOL DISTRICT**

Each prospective bidder must have a current and active license at the time of the award and must submit the following information on this form.

**DECLARATION**

I, \_\_\_\_\_ (printed name) hereby declare that I am the \_\_\_\_\_ (title) of \_\_\_\_\_ (name of bidder) submitting this Prequalification Statement; that I am duly authorized to execute this Prequalification Statement on behalf of the above-named company; and that all information set forth in this Prequalification Statement and all attachments hereto are, to the best of my knowledge, true, accurate, and complete as of its submission date. I acknowledge that any false statements, inaccuracies or failure to disclose are grounds for disqualification. In executing this Declaration, I hereby permit the Hanford Elementary School District to contact any owner, school district, contractor, subcontractor, supplier or any other party that the Hanford Elementary School District deems relevant for purposes of verifying or gathering any information necessary to complete the evaluation of this pre-qualification submittal.

I declare, under penalty of perjury, that the foregoing is true and correct and that this declaration was

Subscribed at \_\_\_\_\_ (location and city), County of \_\_\_\_\_, State of \_\_\_\_\_, on \_\_\_\_\_ (date).

\_\_\_\_\_  
(Signature)

(If signed by other than the sole proprietor, a general partner, or corporate officer, attach original notarized power of attorney or corporate resolution.)

All information submitted for prequalification evaluation will be considered official information acquired in confidence and the District will maintain its confidentiality to the extent permitted by law.



## HANFORD ELEMENTARY SCHOOL DISTRICT

**AGENDA REQUEST FORM**

TO: Joy C. Gabler

FROM: David Endo

DATE: 02/27/2017

FOR: ☒ Board Meeting  
☐ Superintendent's Cabinet

FOR: ☐ Information  
☒ Action

Date you wish to have your item considered: 03/08/2017

**ITEM:**

Consider approval to use the California Multiple Award Schedule (CMAS) to purchase roofing materials from The Garland Company.

**PURPOSE:**

The California Multiple Award Schedules (CMAS) offers a wide variety of commodities, non-IT services and information technology products and services at prices which have been assessed to be fair, reasonable and competitive. Suppliers may apply for a CMAS contract at anytime - no bids are required.

**FISCAL IMPACT:**

Purchases will be made consistent with budgets.

**RECOMMENDATIONS:**

Approve the use of the California Multiple Award Schedule (CMAS) to purchase roofing material from The Garland Company.