

Instructions for Contractors

California school districts may require contractors to submit a standardized questionnaire and financial statements to determine if they're qualified to bid. Contractors must declare, under penalty of perjury, that submitted information is true. Submitted questionnaires and financial statements **are not public records and shall not be open to the public.**

Public Contract Code 20111.5 enables districts to require prime contractors to be prequalified prior to accepting bids.

Public Contract Code 20111.6 requires the district to do so for certain projects. This applies to prime contractors and MEP sub-contractors with the following licenses:

- General Contractors (A and B)
- Mechanical, Electrical, and Plumbing subcontractors (C-4, C-7, C-10, C-16, C-20, C-34, C-36, C-38, C-42, C-43, and C-46)

Refer to the district's instructions to bidders for required prequalification submittal timelines. Reference: <http://leginfo.legislature.ca.gov/>

To get started, please review the following instructions.

Getting Started

1

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Application process:

1. Visit www.qualitybidders.com and click the green 'Sign Up' button on top right of screen.
2. Complete all fields and click 'Sign Up'.
3. Go to your email account and click the 'Confirm my account' link on the email.
4. Return to www.qualitybidders.com and log in.
5. Proceed to Step 1 (see next slide)

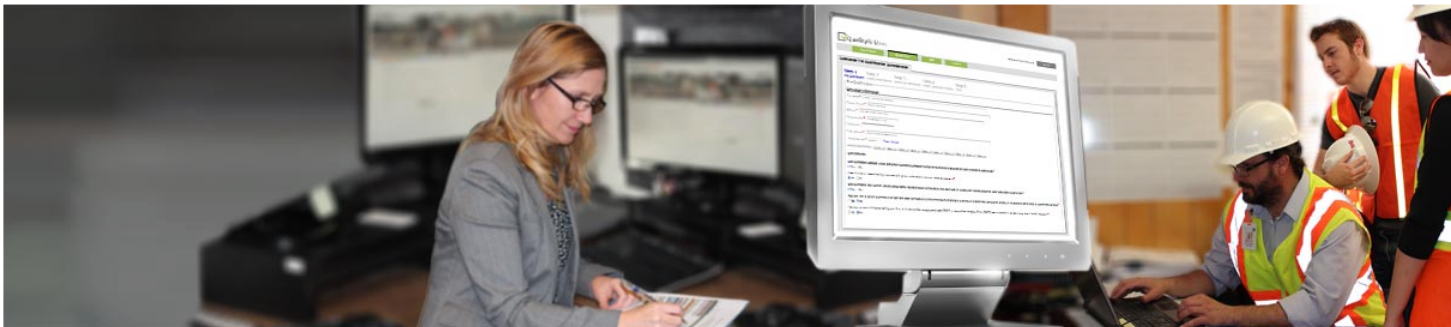


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District

Contractor

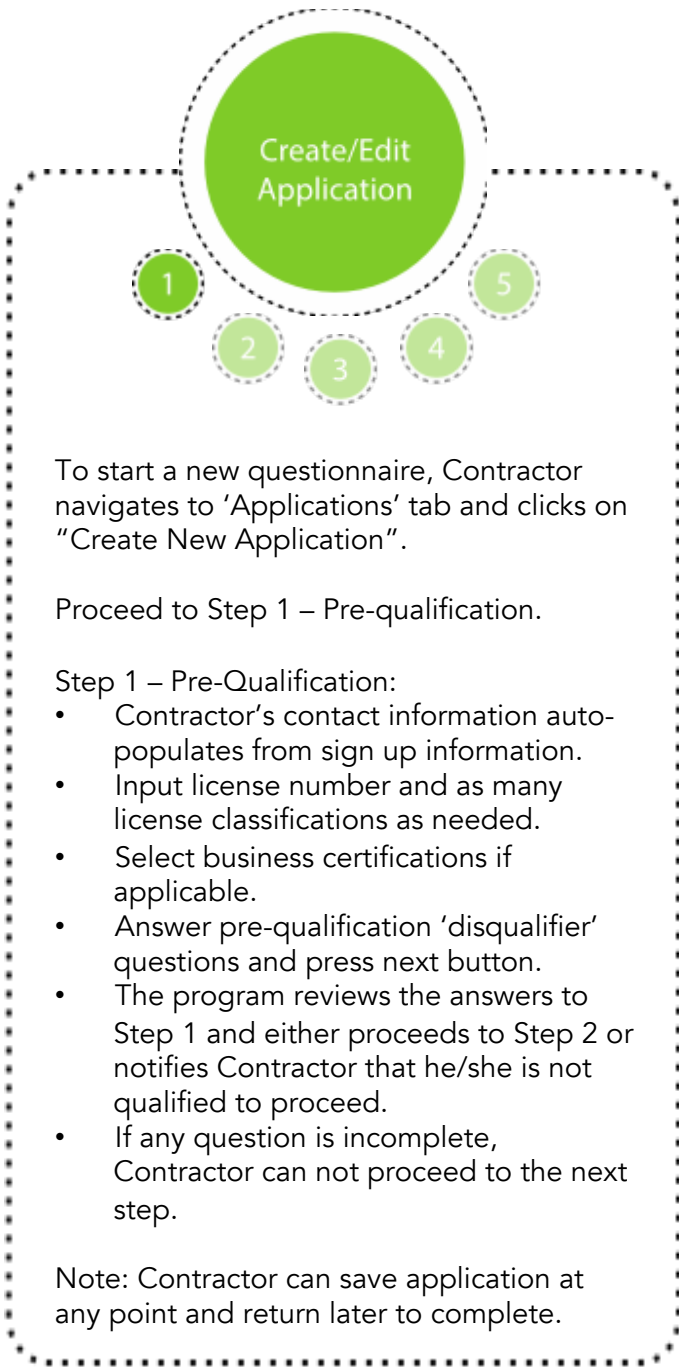
Tour

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Approval Limit ⌵	Expires ⌵	Actions ⌵
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Contractor Pre-Qualification Questionnaire

* Indicates that information is required

Step 1	Step 2	Step 3	Step 4	Step 5
Pre-Qualification	General Requirements	History and Performance	Recent Construction Projects	Finish

Pre-Qualification

Contractor Information

Firm Name *

Contact Person *

Address *

Phone Number *

Fax Number

Email address *

License Number * [Check License](#)

Select at least one license classification*

License Classifications

[ADD LICENSE CLASSIFICATION](#)

License Comments (include information about C61-Specialty if relevant)

Business Certifications

Select at least one business certification*

<input type="checkbox"/> Minority Business (MBE)	<input type="checkbox"/> Disadvantaged Business (DBE)	<input type="checkbox"/> Disabled Veteran Business (DVBE)
<input type="checkbox"/> Women Owned Business (WBE)	<input type="checkbox"/> Small Business (SBE)	<input type="checkbox"/> None

Qualification

Yes No Does Contractor possess a valid and current California Contractor's license for the project or projects for which it intends to submit a bid?*



Step 2 – General Requirements:

Contractor:

- Selects business type.
- Uploads required financial statements and if available, a letter verifying line of credit.
- Completes all questions about firm and continues to Step 3.

Note: Incomplete questions are highlighted in red and include instructions on action to be taken.

When section is complete, proceed to Step 3.

General Requirements

Business Structure

Select Business Type *

Business Information

Please upload a copy of your latest reviewed or audited financial statement with accompanying notes and supplemental information. (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 percent of the qualifying amount provided in section 14837(d)(1). As of January 1, 2001, the qualifying amount is \$10 million, and 25 percent of that amount, therefore, is \$2.5 million) 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 uploaded; however, it will be considered as supplemental information only, and is not a substitute for the required financial statement*

By checking this box, I certify that my business qualifies as a small business as defined in GC 14837(d)(1) and am exempt from this requirement.

* At least 1 financial statement must be added below

Financial Statements

ADD FINANCIAL STATEMENT

Yes No Has your firm or any firm with which any of your company's owners, partners or members was associated, ever been disbarred, disqualified, removed or otherwise prevented from bidding on, or completing, any government agency or public works project for any reason?*

Yes No Has your firm ever 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?*

General Requirements

Business Structure

Select Business Type *

- ✓ Select Type
- Corporation
- Partnership
- Sole Proprietorship

Business Information

Please upload a copy of your latest reviewed or audited financial statement with accompanying notes and supplemental information. (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 percent of the qualifying amount provided in section 14837(d)(1). As of January 1, 2001, the qualifying amount is \$10 million, and 25 percent of that amount, therefore, is \$2.5 million) 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 uploaded; however, it will be considered as supplemental information only, and is not a substitute for the required financial statement*

By checking this box, I certify that my business qualifies as a small business as defined in GC 14837(d)(1) and am exempt from this requirement.

Financial Statements

ADD FINANCIAL STATEMENT

Yes No Has your firm or any firm with which any of your company's owners, partners or members was associated, ever been disbarred, disqualified, removed or otherwise prevented from bidding on, or completing, any government agency or public works project for any reason?*



Step 3 – History and Performance:

Contractor:

- Answers question about the firm’s ownership.
- Enters the firm’s gross revenue for each of the last three years.
- Enters their firm’s licenses, as applicable.
- Contractor also enters information about:
 - Disputes
 - Bonding
 - Compliance with CAL OSHA and other regulatory agencies
 - EMR rate
 - State wage violations, if any

When section is complete, proceed to Step 4.



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Contractor Pre-Qualification Questionnaire

[Step 1 Pre-Qualification](#)
[Step 2 General Requirements](#)
[Step 3 History and Performance](#)
[Step 4 Recent Construction Projects](#)
[Step 5 Finish](#)

History and Performance

Company History

- Yes No Has there been any change of more than 10 percent 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 Is the firm a subsidiary, parent, holding company or affiliate of another construction firm?*
- Yes No Are any corporate officers, partners or members connected to any other construction firms?*

State your firm's gross revenues for each of the last three years. If your firm has not been in business for three years, amount of prior years. Press the ADD button to add revenues for each year.*

Gross Revenues

Year * Amount * \$ [REMOVE](#)

[ADD GROSS REVENUE YEAR/AMOUNT](#)

How many years has your organization been in business in California as a contractor under your present business

- Select Years
- 6+ years
- 5 years
- 4 years
- 3 years
- 2 years or less

Is your firm currently the debtor in a bankruptcy case? If so, please upload a copy of the bankruptcy petition, showing the case number, and the date on which the petition was filed*

Was your firm in bankruptcy at any time during the last five years? If so, please upload a copy of the bankruptcy petition, showing the case number and the date on which the petition was filed, and please attach a copy of the Bankruptcy Court's discharge order, or of any other document that ended the case, if no discharge order was issued*



Step 4 – Project History:

Contractor:

- Enters project history information for six public works projects and three private construction projects, including references.

When section is complete, proceeds to Step 5.

Contractor Pre-Qualification Questionnaire

- Step 1 Pre-Qualification
- Step 2 General Requirements
- Step 3 History and Performance
- Step 4 Recent Construction Projects**
- Step 5 Finish

Recent Construction Projects

Project History

Provide the information requested below for the six largest public works projects for an educational institution and three largest private works of improvement on which you have completed your scope of work in the last five years. If you do not have six projects in education, list those first then all other public works. "Largest" means highest contract dollar value, including change orders. Names and references must be current and verifiable. Only list projects your firm performed as the general contractor in charge of all trades for the construction of a building. Provide email addresses for all references where feasible. Press the ADD PROJECT button to add detailed information about each relevant project your company has worked on. If you are a M/E/P contractor, list your largest projects in both categories.*

Projects

Project Name *

Project type *

Location *

Owner *

Owner Contact (Name and Current Phone #) *

Owner Contact Email *

Architect or Engineer *

Architect or Engineer Contact (Name and Current Phone #) *

Architect or Engineer Contact Email

Construction Manager *

Construction Manager Contact (Name and Current Phone #) *

Construction Manager Contact Email

Description of Project, Scope of Work Performed *

Total Value of Construction (including change orders) * \$

Original Value of Construction * \$

Original Scheduled Completion Date *

Time Extensions Granted (# of Days) *

Actual Date of Completion *

Create/Edit Application

1

2

3

4

5

Step 5 – Finish:

Contractor:

- Selects appropriate District(s) and presses SAVE.
- If items are incomplete, an error message will appear.
- Once incomplete items are corrected, SAVE application and return to the list of applications.

Contractor Pre-Qualification Questionnaire

Step 1

Pre-Qualification

Step 2

General Requirements

Step 3

History and Performance

Step 4

Recent Construction Projects

Step 5

Finish

Finish

District Selection

Select at least one district to send this application to. When the application is submitted each district that is selected below will re

District *

- Alameda High School District (Area)
- Central High School District (Area)
- Grossmont Union High School District (Area)
- Mission High School District (Area)
- North County High School District (Area)

< Back

Save



Your pre-qualification questionnaire was successfully saved but errors exist. Please correct these before submitting to the district(s).

How it Works

Applications

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Contractor Pre-Qualification Questionnaire

Step 1

Pre-Qualification

Step 2

General Requirements

Step 3

History and Performance

Step 4

Recent Construction Projects

Step 5

Finish

Finish



Submit Application to District(s):

Contractor:

- Clicks on the APPLICATIONS tab to view a listing of all applications.
- Applications with the current status of READY TO SUBMIT can be submitted.
- To submit a READY TO SUBMIT application, click SUBMIT from the Action column.
- Certify all information is correct.
- Will be notified when application is approved.

Note: If corrections are needed -

- Click CANCEL from the Action column **before** district opens application, status of the application is changed back to READY TO SUBMIT.
- If district opens application, application becomes locked and Contractor must request district 'return' application to them for edits.
- REVIEW application and make needed corrections.

SEARCH

Current Status	Approval Limit	Expires	Actions
READY TO SUBMIT			Review Submit Copy
SUBMITTED			History Review Copy
SUBMITTED			History Review Copy
SAVED, INCOMPLETE			Review

District, North County High Not Reviewed READY TO SUBMIT

Submit Application ✕

I certify and declare that I have read all the foregoing answers to this pre-qualification questionnaire and know their contents. The matters stated in the questionnaire answers are true of my own knowledge and belief, except as to those matters stated on information and belief, and as to those matters I believe them to be true. I declare under penalty of perjury under the laws of the State of California, that the foregoing is correct.

Note: Once your application has been submitted you will no longer be able to make modifications unless it is returned to you by a district for corrections or updates.

SEARCH

Current Status	Approval Limit	Expires	Actions
SUBMITTED			History Review Cancel Copy



Questions?

Contractor:

- Clicks on the CONTACT tab.
- Clicks hyperlink of district he/she has a question for.
- Email will auto populate with appropriate school district contact.
- Clicks hyperlink to contact QualityBidders Technical Support for any technical support question.



Contact District

Do you have a question? Questions from bidders should be submitted directly to each school district

[North County High School District](#)

[Alameda High School District](#)

[Mission High School District](#)

[Central High School District](#)

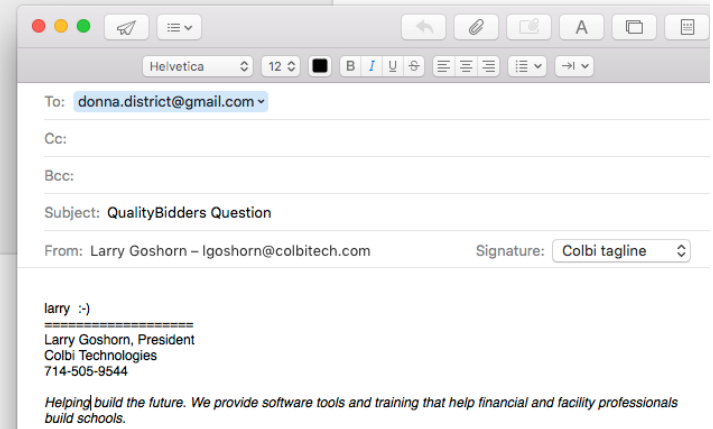
[Grossmont Union High School District](#)

[Colbi Unified School District](#)

Contact Technical Support

Please provide details about the problem you Internet browser if possible along with inform and what you were trying to do at the time.

[QualityBidders Technical Support](#)



For technical support, please contact
qbsupport@colbitech.com
A Support Technician will contact you.
Or call (714) 505-9544