

# HACIENDA LA PUENTE UNIFIED SCHOOL DISTRICT

## NOTICE TO PREQUALIFY MECHANICAL ELECTRICAL AND PLUMBING CONTRACTORS For the TEMPLE ACADEMY PERFORMING ARTS CENTER

The Hacienda La Puente Unified School District is seeking prequalification for **Mechanical Electrical and Plumbing (“MEP”) subcontractors** interested in working on the upcoming Temple Academy Center for the Performance Arts. The District had previously established a list of Prequalified General Contractors (“GC”), those GCs will be required to select their MEP subcontractors from a pool of prequalified MEPs. Prequalification applications must be received by the Hacienda La Puente Unified School District, ATTN. Joel Duarte, Director of Purchasing, 15959 E Gale Avenue, City of Industry, CA 91745, 2:00 P.M. by October 10, 2023.

All responses to the prequalification shall be delivered to the Purchasing Department at the above address.

### BRIEF DESCRIPTION OF THE PROJECT:

The Hacienda La Puente Unified School District proposes to construct and operate a performing arts center and associated parking on a 6.3-acre portion of the overall 9.4-acre campus. The project would include an approximately 20,000 square foot building, surface parking, a 508-seat auditorium, a pre-function lobby with restrooms, orchestra and parterre level seating, a legitimate stage, stage apron, fly loft with loading galleries, counterweight rigging system, dressing rooms with restrooms, green room/flex space, and a scene shop with adjoining outdoor scene yard. The performing arts center would share some parking with the adjacent currently proposed (by Los Angeles County) San Gabriel Valley Aquatics Center. The primary objective of the proposed project is to construct a performing arts center for both student and community use.

Prequalification applications will be available on or about September 18, 2023, from ARC (American Reprographics Co.), PH: 714-424-8525 and the district website. To download the application from ARC visit [https://customer.e-arc.com/arcEOC/PWELL\\_Main.asp?mem=29](https://customer.e-arc.com/arcEOC/PWELL_Main.asp?mem=29), click on Public Plan room, & search by Hacienda La Puente USD in the dropdown list or call ARC & request the Planwell Department. Downloads are available at no charge. The hardcopy/paper or CD cost will be available with project information and is non-refundable. Any mailing costs are direct with ARC.

PUBLICATION DATES: September 18 & 25, 2023

Newspaper: San Gabriel Valley Tribune

District website (<https://www.hipschools.org/district/business-services-division/purchasing-warehouse>)

# HACIENDA LA PUENTE UNIFIED SCHOOL DISTRICT

15959 E. GALE AVENUE  
CITY OF INDUSTRY, CALIFORNIA 91745

## SUBCONTRACTORS PRE-QUALIFICATION APPLICATION FOR TEMPLE ACADEMY PERFORMING ARTS CENTER

The Hacienda La Puente Unified School District will be soliciting bids for construction of the performing arts center project. As a condition of bidding this project and in accordance with the provisions of Section 20111.6 of the California Public Contract Code, the Hacienda La Puente Unified School District will require that all prospective General ("GC"), electrical, mechanical, and plumbing subcontractors on this public project be prequalified by the District. The District has previously established a pool of prequalified General Contractors and MEPs and has now elected to expand the pool of MEPs subcontractors.

**IMPORTANT: If the public project includes electrical, plumbing and/or mechanical work that will be performed by electrical, plumbing and/or mechanical subcontractors holding any of the following California Contractor State License classifications, C-4, C-7, C-10, C-16, C-20, C-34, C-36, C-38, C-42, C-43, and C-46 such subcontractors shall, for purposes of prequalification, be considered Contractors and must be required to apply for and obtain Prequalification status.**

Those holding the specialty licenses above must submit a prequalification application for approval in accordance with the terms of this application. Those contractors approved by the District shall be permitted to perform work as subcontractors to a prequalified GC, for construction of the performing arts center project. The District will notify and post a list of all applicants that meets the prequalification requirement.

Please complete the attached questionnaire and return it to:

Hacienda La Puente Unified School District  
ATTN.: Joel Duarte, Director of Purchasing  
15959 E. Gale Avenue  
City of Industry, California 91745

Bids for projects requiring prequalification will not be accepted if any applicable contractor(s) or subcontractor(s) listed in the bid response are not prequalified with the District.

For information regarding prequalification please call (626) 933-3932.

## **GENERAL INFORMATION**

1. The Bidder ("Contractor", "Subcontractor") shall complete the enclosed Pre-Qualification Application. If an explanation and/or additional sheets are required for any of the responses, please attach additional pages signed by the preparer and identify clearly which questions the attached page refer to.
2. "You" or "Your" as used herein refers to the Bidder's firm and any of its officers, directors, shareholders, parties or principals.
3. Any statement which is proven to be false may, at the District's sole discretion, be grounds for disqualification.
4. The District reserves the right to determine disqualification on the basis of information secured from any source(s).
5. Failure to complete all questions and provide all information requested within this pre-qualification application form may, at the District's sole discretion, be basis for disqualification.
6. Please be advised that all references are subject to verification.
7. It is the Contractor's responsibility to ensure all references listed include current and up to date contact information (Full Name, Phone Number with extension if needed, email address).
8. Contractors are responsible for following up and verifying that their listed reference contacts have:
  - a. Been in contact with the District's representative and completed the reference check evaluation.
  - b. A minimum of three (3) references are required to complete reference portion of the prequalification.
  - c. Failure to receive three (3) completed references may be grounds for immediate disqualification.

## PREQUALIFICATION APPLICATION

The Hacienda La Puente Unified School District ("District") has determined that all General Contractors, Electrical Subcontractors, Mechanical Subcontractors and Plumbing Subcontractors be pre-qualified to bid and work on the Temple Performing Arts Center project. No Bid will be accepted from a General Contractor (License Classifications B or A) who is not prequalified, nor will any bid be accepted from a General Contractor who lists an MEP subcontractor (of any tier) that is not prequalified (License classifications; C-4, C-7, C-10, C-16, C-20, C-34, C-36, C-38, C-42, C-43, and C-46). 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. Contractors are encouraged to submit pre-qualification packages before the due date, so that they may be notified of omissions of information to be remedied or of their pre-qualification status well in advance of the bid advertisement for the performing arts center project.

Answers to questions contained in the attached questionnaire, information about current bonding capacity, notarized statement from surety, and the most recent reviewed or audited financial statements, with accompanying notes and supplemental information, are required. The District reserves the right to check other sources available. The District's decision will be based on objective evaluation criteria and scorable questions. Not all questions in the questionnaire are scorable; some questions simply ask for information about the contractor firm's structure, officers and history. Omission of requested information may result the Prequalification Application being deemed non-responsive and rejected.

**1. Prequalification of Bidders.**

The District requires from prospective bidders answers to questions contained in this Application including a complete statement of the prospective bidder's financial ability and experience in performing public works, Division of State Architect (DSA) projects. These documents will be the basis of rating bidders to determine whether a bidder is qualified to bid on the Project.

**2. Bidder and Subcontractors DIR Registered Contractor Status.**

Each Contractor and Subcontractor must be a DIR Registered Contractor to qualify as a Pre-qualified Bidder. The Pre-Qualification Application of a Bidder who is not a DIR Registered Contractor will be rejected as non-qualified.

**3. Contents of Application for Submission.**

The following Sections/Documents should be completed and submitted to be considered a completed Prequalification Application:

- Part 1: Contractor Information
- Part 2: Contractor's Performance/Experience (Attachments 2 & 3)
- Part 3: Essential Requirements for Qualification
- Part 4: Project References
- Part 5: Reference Questionnaire (must receive at least three back)
- Part 6: Financial Statement/Accountant's Release Letter
- DIR Registration Verification (Attachment 1)

- Notarized Statement of Bondability
- Notarized Statement of Insurability

4. **Submission of Completed Application.**

One fully completed Prequalification Application with all required documentation should be submitted to the District by October 10, 2023 at 2:00 P.M. The Application shall be submitted in a sealed envelope labeled in the lower left-hand corner "CONFIDENTIAL–Prequalification Application – Performing Arts Center Project" and submitted to:

Hacienda La Puente Unified School District  
ATTN.: Joel Duarte, Director of Purchasing  
15959 E. Gale Avenue  
City of Industry, California 91745

5. **Questions Regarding Prequalification Application.**

All questions regarding the Prequalification Application or Prequalification process must be submitted no later than 3:00 P.M. on October 2, 2023. Questions will only be accepted in writing and must be sent via email to the District's Project Manager, Robert Segarra robert.segarra@cumming-group.com and Joel Duarte, jduarte@hlpusd.k12.ca.us.

6. **Notarized Statement of Bondability.**

The prospective bidder must attach a notarized statement from an admitted surety insurer authorized to issue bonds in the State of California which states the bidder's current available bonding capacity. The surety must be an admitted surety in the State of California and have an A.M. Best rating of A- or better.

7. **Notarized Statement of Insurability.**

The prospective bidder must attach a notarized statement from a qualified insurer which states the current insurability of Contractor. The contractor must show insurability of at least \$1,000,000 per occurrence/\$2,000,000 aggregate in Comprehensive General Liability Insurance. Notarized Statement of Insurability will be accepted by the District only if the insurer is: (i) A.M. Best rated A- or better; (ii) A.M. Best Financial Size Category VII or higher; and (iii) authorized under California law to transact business in the State of California and authorized to issue insurance policies in the State of California.

8. **Non-Responsiveness.**

Each Prequalification Application shall include those items listed in item #3 above, any Prequalification Application not containing the above-referenced requisite documents completed with all information required and bearing the signature of the Bidder's duly authorized representative under penalty of perjury may render the Prequalification Application non-responsive. All information or responses of a prospective Bidder in its Prequalification Application and other documents accompanying the Prequalification Application shall be complete, accurate and true.

9. **Waiver of Irregularities.**

The District reserves the right to waive minor irregularities and omissions in the information contained in the Prequalification Application submitted, to make all final

determinations.

10. **Late Applications.**

The District may refuse to grant prequalification where the requested information and materials are not provided by the specified date and time. There is no appeal from a failure to submit an incomplete application or late application. The closing time for prequalification will not be changed to accommodate supplementation of an incomplete submission of an application, or a late submission of an application.

11. **Confidentiality.**

The completed Prequalification Applications submitted by Contractors are not public records and are not open to public inspection. All information provided will be kept confidential to the extent permitted by law. However, the contents may be disclosed to third parties for purpose of verification, or investigation of substantial allegations, or in the appeal process. State law requires, however, that the names of Contractors applying for prequalification status shall be subject to disclosure, and the first page of the questionnaire will be used for that purpose.

12. **Notification of Prequalification Results.**

Contractors will be notified by e-mail of their prequalification rating. Prequalification status will remain valid for one year from the date of District notification, except that the District reserves the right during the calendar year to adjust, increase, limit, suspend or rescind the prequalification ratings based on subsequently learned information and after giving notice of the proposed action to the prequalified Bidder and affording the prequalified Bidder an opportunity to rebut any evidence used as a basis for disqualification and to present evidence to the District as to why the prequalified Bidder's prequalification status should not be altered or rescinded.

13. **Post-Bid Determination of Responsibility.**

While it is the intent of this Prequalification Application to assist the District in determining bidder responsibility prior to bid, neither the fact of prequalification, nor any prequalification rating, will preclude the District from a post-bid consideration and determination of whether a bidder has the quality, fitness, capacity and experience to satisfactorily perform the proposed work, and has demonstrated the requisite trustworthiness.

14. **Prequalification Scoring/Evaluation Sections.**

To prequalify, each prospective bidder must meet or exceed the requirements outlined in the scored sections below:

- i) **Part 1 – Contractor information.** Fill out the information sheet fully.
- ii) **Part 2 – Essential Requirements for Qualification (Pass/Fail).** The questions within this section are evaluated utilizing pass or fail approach. Bidders that do not meet all requirements in this section will not be qualified to bid. Bidders receiving a fail score in this section will not be evaluated any further.
- iii) **Part 3 - Scoring Sections. Evaluation Criteria** The Maximum score for this

section is 165 points. Note that meeting the minimum score on the scored sections does not guarantee prequalification as there are non-scored questions that will also be objectively evaluated.

- iv) **Part 4 and 5 - Project Reference and Reference Questionnaire.** The questionnaire will be used to evaluate the contractors past performance on similar public works projects. The Contractor shall complete the three (3) project references information sheet and send the corresponding owners of those three (3) projects the owner reference questionnaire. Contractor shall communicate with the references and ensure that the three (3) completed questionnaires are emailed directly from the references to Hacienda La Puente Unified School District Joel Duarte, [jduarte@hlpusd.k12.ca.us](mailto:jduarte@hlpusd.k12.ca.us) and the Project Manager Robert Segarra, [robert.segarra@cumming-group.com](mailto:robert.segarra@cumming-group.com). If more than three (3) responses are received by the District the three (3) highest scored questionnaires will be utilized in calculating the points from this section. A score of zero will be assigned for any questionnaires less than three (3) not received by the District. Owner Reference Questionnaire will be scored individually per the following criteria:

160 - 152 = 20 points awarded

151-144 = 10 points awarded

143-136 = 5 points awarded

135 or less = 0 points awarded

The sum of all three (3) owner reference questionnaire will be totaled. The maximum total point for this section is 60 (20 points for each project evaluation).

A combined maximum total score for Parts 3 and 4/5 is 225 points. To be prequalified a responsive bidder must achieve a minimum score of 180 combined points.

***Note that meeting the minimum score on the scored sections does not guarantee prequalification as there are non-scored questions that will also be objectively evaluated.***

#### 15. **Appeal of Prequalification Rating.**

Where a timely and completed Prequalification Application results in a rating below that necessary to prequalify or a Contractor is deemed disqualified based upon the essential elements, an appeal can be made. An appeal is begun by the Contractor delivering notice to Joel Duarte, Director of Purchasing, Hacienda La Puente Unified School District of its appeal of the decision with respect to its prequalification rating, no later than two (2) working days after the District provides notice to the Contractor of the Contractor prequalification status for the Project. The written appeal shall set forth in detail all grounds for the appeal, including without limitation all facts, supporting documentation, legal authorities and argument in support of the grounds for the appeal. Any matters not set forth in the written appeal may be deemed invalid. All factual contentions must be supported by competent, admissible and credible evidence.

Unless the Contractor submits a timely appeal, the Contractor waives any and all rights to challenge the decision of the District, whether by administrative process, judicial process or any other legal process or proceeding.

Upon receipt of a timely written appeal from Contractor, the District shall have five (5) working days within which to prepare and forward to Contractor a written response to Contractor's appeal which advises Contractor of the basis for the District's prequalification determination. If Contractor disputes the District's response, Contractor may submit to the District a written request for an appeal hearing, provided such request is made no later than two (2) working days after the District serves its written response on Contractor. Contractor's failure to submit a written request for an appeal hearing within the two (2) working day period shall be deemed to have waived its right to an appeal hearing and shall also waive any and all rights to challenge the decision of the District, whether by administrative process, judicial process or any other legal process or proceeding.

If the Contractor gives the required notice of appeal and requests a hearing, the hearing shall be conducted so that it is concluded no later than five business days after Public Entity's receipt of the notice of appeal. The hearing shall be an informal process conducted by a panel to whom the District's Board of Education has delegated responsibility to hear such appeals (the "Appeals Panel"). The Contractor will be given the opportunity to present information and present reasons in opposition to the rating. After the conclusion of the hearing, a decision will be rendered, and the Contractor shall be notified in writing of the decision. It is the intention of the District that the date for the submission and opening of bids will not be delayed or postponed to allow for completion of an appeal process.

A Contractor may be found not pre-qualified for either:

- (1) Omission of requested information
- (2) Falsification of information
- (3) Failure to achieve the minimum passing score
- (4) Contractors unsuccessful completion in the Pass/Fail portion of the application
- (5) Contractors failing to meet the requirements of any other criteria outlined in this application.

Any appeal not conforming to the foregoing may be rejected by the District as invalid. The foregoing notwithstanding, Contractor's waiver of an appeal hearing shall not render this appeal process invalid.



# HACIENDA LA PUENTE UNIFIED SCHOOL DISTRICT PREQUALIFICATION APPLICATION

Check Category

☐ ELECTRICAL    ☐ PLUMBING    ☐ MECHANICAL
**LICENSE CLASSIFICATION (Check all that apply and provide License No.):**

X	Classification	Description	License No.
	C-4	Boiler, Hot Water Heating and Steam Fitting Contractor	
	C-7	Low Voltage Systems	
	C-10	Electrical	
	C-16	Fire-Protection	
	C-20	Warm-Air Heating, Ventilating and Air Conditioning	
	C-34	Pipeline Contractor	
	C-36	Plumbing	
	C-38	Refrigeration Contractor	
	C-42	Sanitation System Contractor	
	C-43	Sheet Metal Contractor	
	C-46	Solar Contractor	

**PART 1. CONTRACTOR INFORMATION**

Firm Name: \_\_\_\_\_ Check One: ☐ Corporation  
 (as it appears on license) ☐ Partnership  
☐ Sole Prop.

Contact Person (Name/Title): \_\_\_\_\_

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

If firm is a sole proprietor or partnership:

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

Contractor's License Classifications and License Numbers (other than those listed above):

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

**For Firms That Are Corporations:**

1. Date incorporated: \_\_\_\_\_

Under the laws of what state: \_\_\_\_\_

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	Social Security #

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:**

Date of formation: \_\_\_\_\_

Under the laws of what state: \_\_\_\_\_

Provide all the following information for each partner who owns 10 per cent or more of the firm.

Name	Position	Years with Co.	% Ownership	Social Security #

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:**

Date of commencement of business. \_\_\_\_\_

Social security number of company owner. \_\_\_\_\_

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:**

Date of commencement of joint venture. \_\_\_\_\_

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**

- 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.

3. Is the firm a subsidiary, parent, holding company or affiliate of another construction firm?

**NOTE: Include information about other firms if one firm owns 50 per cent or more of another, or if an owner, partner, or officer of your firm holds a similar position in another firm.**

☐ Yes ☐ No

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

4. 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.

5. If your organization has conducted business under a name or name style different than your organization's present name, identify all prior name(s) or name style(s):

\_\_\_\_\_

\_\_\_\_\_

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

7. 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.

8. Your organization's Federal Tax Identification Number: \_\_\_\_\_

9. State your firm's gross revenues for each of the last three years:

Last year \_\_\_\_\_ Year prior to last \_\_\_\_\_ Two years prior to last \_\_\_\_\_

10. State your firm's net revenues for each of the last three years:

Last year \_\_\_\_\_ Year prior to last \_\_\_\_\_ Two years prior to last \_\_\_\_\_

11. The Contractor has the following net worth, computed as total assets minus current liabilities:

Contractor's Total Assets: \$ \_\_\_\_\_

Contractor's Current Liabilities: < \_\_\_\_\_ >

Contractor's Net Worth: \$ \_\_\_\_\_

12. Bonding capacity: Provide documentation from your surety confirming your firm has sufficient bonding capacity for this Project and identifying the following:

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

Name of surety agent, address and telephone number:

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

Total bonding capacity: \_\_\_\_\_

13. List all other sureties (name and full address) that have written bonds for your firm during the last five years, including the dates during which each wrote the bonds:

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

14. In what type of construction does your firm specialize?

\_\_\_\_\_

#### **Licenses**

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

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

16. 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.

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

17. Receipt and acceptance of the following addenda is hereby acknowledged.

Addendum No. \_\_\_\_\_ Dated: \_\_\_\_\_

Addendum No. \_\_\_\_\_ Dated: \_\_\_\_\_

Addendum No. \_\_\_\_\_ Dated: \_\_\_\_\_

**PART 2. ESSENTIAL REQUIREMENTS FOR QUALIFICATION**

Contractor will be immediately disqualified if the answer to any of questions 1 through 9 is "no." Contractor will be immediately disqualified if the answer to any of questions 10 through 18 is "yes."

**NOTE: The prequalification application only applies to MEP Contractors who are interesten in submitting a bid as a subcontractor. General Contractor Applications were submitted on a separate package and are closed.**

1. Has your firm completed two (2) similar performing arts public works projects, with a contract price of at least Five Hundred Thousand Dollars (\$500,000) in your license classification that were subject to review, approval, and inspection by the California Department of the General Services or Division of State Architect within the last five (5) years?  
☐ Yes      ☐ No
2. Does your firm have a miniumum of five (5) years experience in public school/community college construction as a licensed trade contractor in your applicable CSLB Classification(s)?  
☐ Yes      ☐ No
3. Contractor possesses a valid and current California Contractor's license for the Project for which it intends to submit a bid?  
☐ Yes      ☐ No
4. Contractor has a liability insurance policy with a policy limit of at least \$1,000,000 per occurrence and \$2,000,000 aggregate from an insurer with an A.M. Best rated A- or better; A.M. Best Financial Size Category VII or higher; authorized under California law to transact business in the State of California and authorized to issue insurance policies in the State of California?  
☐ Yes      ☐ No
5. 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, it has no employees.
6. Have you attached a notarized statement from an admitted surety insurer (approved by the California Department of Insurance) authorized to issue bonds in the State of California having an A.M. Best rating of A- or better 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?

**NOTE: Notarized statement must be from the surety company, not an agent or broker.**

☐ Yes      ☐ No

7. Have you attached your latest copy of a reviewed or audited financial statement with accompanying notes and supplemental information?  
☐ Yes      ☐ No
8. Is the Contractor's current Workers Compensation Insurance EMR higher than 1.10?  
☐ Yes      ☐ No
9. Has your contractor's license been revoked at any time in the last five years?  
☐ Yes      ☐ No
10. Has a surety firm completed a contract on your behalf, or paid for completion because your firm was terminated for cause or default by the project owner within the last five (5) years?  
☐ Yes      ☐ No
11. At the time of submitting this Prequalification 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
12. 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
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
14. 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 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
15. Is your firm currently the debtor in a bankruptcy case?  
☐ Yes      ☐ No
  16. At any time during the last five years, 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

### **PART 3. EVALUATION CRITERIA**

1. How many years has your organization been in business in California as a contractor under your present business name and license number? \_\_\_\_\_ years  
**5 points for 6 years or more**  
**4 points for 5 years**  
**0 points for less than 5 years**
  
2. Was your firm or any predecessor to your firm, or any of its owners, officers or partners at any time during the last five years in bankruptcy? (This question refers only to a bankruptcy action that was not described in answer to question 7, above)  
☐ 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.  
**5 points for "No"**  
**0 points for "Yes"**
  
3. 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.  
**5 points for "No"**  
**3 points for "Yes" one project with liquidated damages of more than \$50,000**  
**0 points for "Yes" two projects or more with liquidated damages of more than \$50,000**  
**0 points for any other answer**
  
4. 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  
**5 points for "No"**  
**0 points for "Yes"**
  
5. 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  
**10 points for "No"**



**0 points for “Yes”**

6. Has your organization ever refused to sign a construction contract awarded to it?

☐ Yes ☐ No

If so, on a separate attachment, state the following: (i) describe each such contract; (ii) the owner's name, address, telephone number and contact person; and (iii) the circumstances of your refusal to sign such contract.

**10 points for “No”**

**0 points for “Yes”**

7. Has your organization ever failed to complete or been precluded from completing a construction contract or been terminated for convenience?

☐ Yes ☐ No

If so, on a separate attachment, state the following: (i) describe each such contract; (ii) the owner's name, address, telephone number and contact person; and (iii) the circumstances of your failure to complete such contract.

**10 Points for “No”**

**5 points for “Yes” if termination for convenience or if precluded due to events beyond Contractor's control**

**0 Points for “Yes” indicating any other reason**

**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.**

**If the firm's average gross revenue for the last three years was less than \$25 million, scoring is as follows:**

**5 points for either “No” or “Yes” indicating 1 such instance.**

**2 points for “Yes” indicating 2 such instances.**

**0 points for “Yes” if more than 2 such instances.**

**If your firm's average gross revenue for the last three years was more than \$25 million, scoring is as follows:**

**5 points for either “No” or “Yes” indicating 1 such instance.**

**2 points for “Yes” indicating either 2 or 3 such instances.**

**0 points for “Yes” if more than 3 such instances.**

8. In the past five years has your firm made any claim against a project owner concerning work on a project or payment for a contract and **filed that claim in court or arbitration?**

☐ Yes Number of instances: \_\_\_\_ ☐ No

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

☐ Yes Number of instances: \_\_\_\_ ☐ No

10. 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?

☐ Yes ☐ No

**5 points for "No".**

**2 points for "Yes" indicating 1 such claim.**

**Subtract five points for "Yes" if more than 1 such claims**

11. 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

**5 points for "No"**

**2 points for "Yes" indicating 1 such instance**

**0 points for "Yes" or if more than 1 such instances**

12. Are there any judgments, orders, decrees or arbitration awards pending, outstanding against your organization or any of the officers, directors, employees or principals of your organization?

☐ Yes ☐ No

If so, describe each such judgment, order, decree or arbitration award and the present status of the satisfaction or discharge thereof.

**5 points for "No"**

**0 points for "Yes"**

13. 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

**5 points for "No"**

**0 points for "Yes"**

14. 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

**5 points for "No"**

**0 points for "Yes"**

15. Was your firm required to pay a premium of more than one percent 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.

☐ Yes Bond Premium Paid: \_\_\_\_\_ ☐ No

**5 points if the rate is no more than one percent**

**3 points if the rate is 1½% percent**  
**0 points if the rate is more than 1 ½%**

16. 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?

☐ Yes ☐ No

**5 points for “No”**  
**0 points for “Yes”**

17. During the last five years, has a claim or other demand been made against your organization's California Contractors License Bond?

☐ Yes ☐ No

**5 points for “No”**  
**0 points for “Yes”**

18. During the last five years, has a complaint been filed against your organization's California Contractors License with the California Contractors State License Board?

☐ Yes ☐ No

**5 points for “No”**  
**0 points for “Yes”**

19. 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

**5 points for “No”**  
**0 points for “Yes”**

20. 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 or with the **federal** Davis-Bacon prevailing wage requirements?

**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.

**5 points for “No”**  
**2 points for “Yes” indicating no more than 1 such instances**  
**0 points for “Yes” indicating more than 1 such instances**

**NOTE: The scoring for the following four (4) questions shall be as follows:**

***If the firm's average gross revenues for the last three years was less than \$25 million, scoring is as follows:***

***5 points for either "No".***

***2 points for "Yes" indicating 1 such instances.***

***0 points for "Yes" if more than 1 such instances.***

***If the firm's average gross revenues for the last three years was more than \$25 million, scoring is as follows:***

***5 points for either "No".***

***2 points for "Yes" indicating either 1 or 2 such instances.***

***0 points for "Yes" if more than 2 such instances.***

21. 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 appropriate appeals Board has not yet ruled on your appeal, you need not include information about it.**

☐ Yes ☐ No

22. 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 appropriate appeals Board has not yet ruled on your appeal, you need not include information about it.**

☐ Yes ☐ No

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

23. Has the EPA or any Air Quality Management District or any Regional Water Quality Control Board 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.

24. 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?

☐ Yes ☐ No.

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

25. List your firm's Experience Modification Rate (EMR) (California workers' compensation insurance) for each of the past three premium years:

**NOTE: An Experience Modification Rate is issued to your firm annually by your workers' compensation insurance carrier.**

Current year: \_\_\_\_\_

Previous year: \_\_\_\_\_

Year prior to previous year: \_\_\_\_\_

If your EMR for any of these three years is or was 1.00 or higher you may, if you wish, attach a letter of explanation.

**5 points for three-year average EMR of .95 or less**

**2 points for three-year average of EMR of more than .95 but no more than 1.10**

**0 points for any other EMR**

26. Within the last five years has your firm worked or completed public work projects that have been subject to a Project Labor Agreement (aka Continuity of Work agreement or Community Work agreement)?

☐ Yes ☐ No

**10 points for "Yes"**

**0 points for "No"**

27. Please list the project/owner name(s) for all Performing Arts Centers that you have worked on in the last ten years where your company has performed work with a value greater than \$500,000 and either; (1) the total hard construction value was greater than \$12,000,000, or (2) the Center had a seating capacity greater than 350 people. (3 points each, max 15 points)

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**PART 4: PROJECT REFERENCES (3 required)**

**PUBLIC WORKS PROJECT:** \_\_\_\_\_

Contractor must complete the following information about three (3) of its largest completed projects, similar performing arts center in public schools or community colleges. Please indicate if DSA project.

Project Name: \_\_\_\_\_

Location: \_\_\_\_\_

Owner: \_\_\_\_\_

Owner Contact (name and current phone number, and e-mail):

**Contractor must verify to be correct and current.**

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_ District: \_\_\_\_\_

**To Be Completed by Contractor and Verified By Contractor:**

Architect or Engineer: \_\_\_\_\_

Architect or Engineer Contact (name and current phone number, and e-mail):

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

Construction Manager (name and current phone number, and e-mail):

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

Description of Project, Scope of Work Performed:

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

Original Contract Price: \_\_\_\_\_

Total Adjusted Contract Price (including change orders): \_\_\_\_\_

Original Duration: \_\_\_\_\_

Actual Duration: \_\_\_\_\_

Time Extensions Granted (number of days): \_\_\_\_\_

**PUBLIC WORKS PROJECT:** \_\_\_\_\_

Contractor must complete the following information about three (3) of its largest completed projects, similar performing arts center in public schools or community colleges. Please indicate if DSA project.

Project Name: \_\_\_\_\_

Location: \_\_\_\_\_

Owner: \_\_\_\_\_

Owner Contact (name and current phone number, and e-mail):  
**Contractor must verify to be correct and current.**

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_ District: \_\_\_\_\_

**To Be Completed by Contractor and Verified By Contractor:**

Architect or Engineer: \_\_\_\_\_

Architect or Engineer Contact (name and current phone number, and e-mail):

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

Construction Manager (name and current phone number, and e-mail):

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

Description of Project, Scope of Work Performed:

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

Original Contract Price: \_\_\_\_\_

Total Adjusted Contract Price (including change orders): \_\_\_\_\_

Original Duration: \_\_\_\_\_

Actual Duration: \_\_\_\_\_

Time Extensions Granted (number of days): \_\_\_\_\_

**PUBLIC WORKS PROJECT:** \_\_\_\_\_

Contractor must complete the following information about three (3) of its largest completed projects, similar performing arts center in public schools or community colleges. Please indicate if DSA project.

Project Name: \_\_\_\_\_

Location: \_\_\_\_\_

Owner: \_\_\_\_\_

Owner Contact (name and current phone number, and e-mail):

**Contractor must verify to be correct and current.**

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_ District: \_\_\_\_\_

**To Be Completed by Contractor and Verified By Contractor:**

Architect or Engineer: \_\_\_\_\_

Architect or Engineer Contact (name and current phone number, and e-mail):

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

Construction Manager (name and current phone number, and e-mail):

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

Description of Project, Scope of Work Performed:

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

Original Contract Price: \_\_\_\_\_

Total Adjusted Contract Price (including change orders): \_\_\_\_\_

Original Duration: \_\_\_\_\_

Actual Duration: \_\_\_\_\_

Time Extensions Granted (number of days): \_\_\_\_\_



**PART 5: OWNER QUESTIONNAIRE (3 Required)**

**\*\*To be completed by Public Works Owner/Representative. Form must be received directly from the reference official email address to be considered as submitted. If the form is received directly from the contractor, it will be considered as not submitted and the score will be "0" for that reference. Failure to submit the 3 required questionnaires will result in a score of "0" for this section. \*\***

**Contractor Name:** \_\_\_\_\_

**Project Name:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Instructions for the Reference:** Please confirm Project information identified on preceding page and then rate the contractor from 0 to 10, with 0 being the least/weakest and 10 being the highest/strongest, using the following questions. Once completed please sign and email all pages directly to Hacienda La Puente Unified School District, Director of Purchasing: [jduarte@hlpusd.k12.ca.us](mailto:jduarte@hlpusd.k12.ca.us) also copy the District's Project Manager: [robert.segarra@cumming-group.com](mailto:robert.segarra@cumming-group.com).

1. How did the Contractor firm perform in identifying issues and or inconsistencies with bid documents prior to bid and submitting appropriate RFI's to address them?  
0 1 2 3 4 5 6 7 8 9 10
2. How did the Contractor perform in coordinating and vetting subcontractors' scope of work and bids prior to bid submission to minimize change orders and scheduling delays?  
0 1 2 3 4 5 6 7 8 9 10
3. Did the Project's schedule of values reflect the true costs for each item listed within the SOVs?  
0 1 2 3 4 5 6 7 8 9 10
4. How did the Contractor perform in adhering to General Condition timelines for the submission of documents? (Submittals, Shop Drawings, Project Schedule, Look ahead Schedules, Daily Reports, RFI's, PCOs, Etc...)?  
0 1 2 3 4 5 6 7 8 9 10
5. How effective was the Superintendent in scheduling and coordinating work with subcontractors to maintain the project timeframe?  
0 1 2 3 4 5 6 7 8 9 10
6. How did the Contractor perform in vetting RFI's originating from subcontractors prior to submission to the AOR or CM?  
0 1 2 3 4 5 6 7 8 9 10
7. How did the Contractor perform in taking proactive measures to determine potential issues in an effort to prevent change orders?  
0 1 2 3 4 5 6 7 8 9 10

8. Did the Contractor thoroughly review PCOs for accuracy of price, scope, material and equipment quantity prior to submission to AOR or District Representative?  
0 1 2 3 4 5 6 7 8 9 10
9. Did the Contractor meet the contractual schedule?  
0 1 2 3 4 5 6 7 8 9 10
10. How did the Contractor perform in working collaboratively and collectively with AOR, IOR, and District Personnel and representatives?  
0 1 2 3 4 5 6 7 8 9 10
11. How did the Contractor perform in being proactive in confirming product availability prior to bid and submitting appropriate RFIs if there is conflict?  
0 1 2 3 4 5 6 7 8 9 10
12. How did the Contractor perform in resolving stop notices from vendors and suppliers?  
0 1 2 3 4 5 6 7 8 9 10
13. Did the Contractor complete all punch list items within the established completion date?  
0 1 2 3 4 5 6 7 8 9 10
14. How did the Contractor perform in site cleanliness and daily clean up?  
0 1 2 3 4 5 6 7 8 9 10
15. Did the Contractor turn over all closeout items within the timeframe specified in the Project schedule?  
0 1 2 3 4 5 6 7 8 9 10
16. How did the Contractor perform in adhering to the PLA/CWA requirements and protocols?  
Was all reporting submitted on time and accurate?  
0 1 2 3 4 5 6 7 8 9 10

\* \* \* \* \*

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

District: \_\_\_\_\_

Dated: \_\_\_\_\_

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

**PART 6: FINANCIAL STATEMENT/ACCOUNTANT RELEASE LETTER**

The certificate of a licensed Certified Public Accountant will be required in all cases. A suggested form of a certificate for both an audit and a review is attached hereto. One of these may be used if appropriate. It will be acceptable for the accountant to submit a certificate in the accountant's own words. However, such qualifications shall not be so extensive as to nullify the value of the statement or its usefulness to the District.

Accountant's Release Letter will be required. Hacienda La Puente Unified School District will verify financial statement validity with responsible accountant.

Term of Financial Statements. A Contractor's financial information shall be valid until the date shown is more than one year old from the time the prequalification application is approved. Statements will be held on file until the financial information is fifteen (15) months old at which time it will be destroyed. All applicable portions of the form should be completed with schedules attached if the space provided does not suffice.

**FINANCIAL INFORMATION****COMPLETE THIS CERTIFICATE FOR AN AUDIT OF FINANCIAL STATEMENT:**

STATE OF: \_\_\_\_\_

We have examined the Financial Statement of \_\_\_\_\_ as of \_\_\_\_\_, a copy of which is attached hereto. 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 the financial condition of \_\_\_\_\_ as of \_\_\_\_\_, in conformity with generally accepted accounting principles.

\_\_\_\_\_  
**Type Name of Firm**\_\_\_\_\_  
**Accountant must sign here**\_\_\_\_\_  
**Telephone No.**\_\_\_\_\_  
**License No.****COMPLETE THIS CERTIFICATE FOR A REVIEW ONLY OF FINANCIAL STATEMENT:**

I (we) have reviewed the accompanying financial statement of \_\_\_\_\_ as of \_\_\_\_\_, a copy of which is attached hereto. The information included in the financial statement is the representation of the management of the above firm.

Based on my (our) review with the exception of the matter(s) described in the following paragraphs(s), I am (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 must sign here**\_\_\_\_\_  
**Telephone No.**\_\_\_\_\_  
**License No.**

(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 opinion regarding the financial statements taken as a whole. Accordingly, we have not expressed such an opinion.)

Special note to Accountant:

The above Certificates of Accountant shall not be made by any individual who is in the regular employ of the individual, partnership or corporation submitting the statement; nor by any individual who is a member of the firm with more than a ten percent financial interest.

## ACCOUNTANT'S RELEASE LETTER

By signing the form below, I authorize Hacienda La Puente Unified 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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***Name***

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***Title***

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***Company Name***

---

***Date***

**Verified by Hacienda La Puente Unified School District**

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***Name***

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***Date***

**ATTACHMENT 1**

**DIR REGISTRATION VERIFICATION**

I am the \_\_\_\_\_ of \_\_\_\_\_ ("Bidder")  
submitting the \_\_\_\_\_

(Title/Position)

(Bidder Name)

accompanying Prequalification Application for the Work described as **Temple Academy Performing Arts Center Project**.

1. The Bidder is currently registered as a contractor with the Department of Industrial Relations ("DIR").
2. The Bidder's DIR Registration Number is: \_\_\_\_\_. The expiration date of the Bidder's DIR Registration is \_\_\_\_\_, 20\_\_\_\_.
3. If the Bidder is awarded the Contract for the Work and the expiration date of the Bidder's DIR Registration will occur: (i) prior to expiration of the Contract Time for the Work; or (ii) prior to the Bidder completing all obligations under the Contract for the Work, the Bidder will take all measures necessary to renew the Bidder's DIR Registration so that there is no lapse in the Bidder's DIR Registration while performing Work under the Contract.
4. The Bidder, if awarded the Contract for the Work will remain a DIR registered contractor for the entire duration of the Work.
5. The Bidder has independently verified that each Subcontractor identified in the Subcontractors List submitted with the Bid Proposal of the Bidder is currently a DIR registered contractor.
6. The Bidder has provided the DIR Registration Number for each subcontractor identified in the Bidder's Subcontractors' List or within twenty-four (24) hours of the opening of Bid Proposals for the Work, the Bidder will provide the District with the DIR Registration Number for each subcontractor identified in the Bidder's Subcontractors List.
7. The Bidder's solicitation of subcontractor bids included notice to prospective subcontractors that: (i) all sub-tier subcontractors must be DIR registered contractors at all times during performance of the Work; and (ii) prospective subcontractors may only solicit sub-bids from and contract with lower-tier subcontractors who are DIR registered contractors.
8. If any of the statements herein are false or omit material facts rendering a statement to be false or misleading, the Bidder's Bid Proposal is subject to rejection for non-responsiveness.

I have personal firsthand knowledge of all of the foregoing. I declare under penalty of perjury under California law that the foregoing is true and correct.

Executed this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_.  
(City and State)

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

\_\_\_\_\_  
(Name, typed or printed)