



ANNOUNCEMENT OF PRE-QUALIFICATION PROCEDURES FOR ANNUAL PRE-QUALIFICATION

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Notice is hereby given that on Jan 09, 2023, Azusa Unified School District determined that all bidders on public works to be undertaken by the Azusa Unified School District must be pre-qualified prior to submitting bids for public works. It is mandatory that all licensed contractors who intend to submit bids fully complete the pre-qualification questionnaire, provide all materials requested herein, and be approved by Azusa Unified School District to be on the final bidders list. No bid will be accepted from a Contractor that has failed to comply with these requirements. 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.

Pre-qualification applications may be submitted throughout the whole year. Contractors who submit a complete pre-qualification application will be notified by first class mail or email of their qualification status, such notice to be mailed no later than fifteen business days after submission of the information.

Answers to questions contained in the attached questionnaire, information about current bonding capacity on an aggregate and per project limit, a notarized statement from the surety, and the most recent reviewed or audited financial statements, with accompanying notes and supplemental information, are required. Azusa Unified School District will use these documents as the basis for rating Contractors with respect to the size and scope of contracts upon which each Contractor is qualified to bid. Azusa Unified School District reserves the right to check other sources available. Azusa Unified School District's decision will be based on objective evaluation criteria.

Pre-qualification approval will remain valid for one (1) calendar year from the date of notice of qualification, except that Azusa Unified School 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 Contractor 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 pre-qualification questionnaire and documents required therewith to assist Azusa Unified School District in determining bidder responsibility prior to the submission of bids and to aid Azusa Unified School District in selecting the lowest responsible bidder, neither the fact of pre-qualification, nor any pre-qualification rating, will preclude Azusa Unified School 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. Contractors are encouraged to submit pre-qualification applications as soon as possible, so that they may be notified of pre-qualification status well in advance of upcoming projects.

The pre-qualification applications should be submitted to below link:

1. Online: Submit through <https://azusa.bonfirehub.com/>

The pre-qualification applications (questionnaire answers and financial statements) 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, although the contents may be disclosed to third parties for the purpose of verification, investigation of substantial allegations, and in the process of an appeal hearing. State law requires that the names of contractors applying for pre-qualification status shall be public records subject to disclosure, and the first page of the questionnaire will be used for that purpose.

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 Contractor becomes inaccurate, the Contractor must immediately notify Azusa Unified School District and provide updated accurate information in writing, under penalty of perjury.

Azusa Unified School District reserves the right to waive minor irregularities and omissions in the information contained in the pre-qualification application submitted, to make all final determinations, and to determine at any time that the pre-qualification procedures will not be applied to a future public works project.

A contractor who has submitted a completed application, and who receives a rating of “not qualified” from Azusa Unified School District may appeal that determination. There is no appeal from a finding that a contractor is not pre-qualified because of a failure to submit required information, but re-application during one of the designated time periods is permitted. A contractor may appeal Azusa Unified School District’s decision with respect to its request for pre-qualification, and request a hearing, by giving notice to Azusa Unified School District no later than ten business days after receipt of notice of its qualification status. Unless a Contractor files a timely appeal, the Contractor waives any and all rights to challenge the qualification decision of Azusa Unified School 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 ten business days after Azusa Unified School District receipt of its Notice of Appeal. The hearing so provided shall be an informal process conducted by a panel to whom the Board of Education has delegated responsibility to hear such appeals (the “Appeals Panel”). At or prior to the hearing, the Contractor will be advised of the basis for Azusa Unified School District’s pre-qualification determination. The Contractor will be given the opportunity to present information and present reasons in opposition to the pre-qualification determination. At the conclusion of the hearing or no later than one day after completion of the hearing, the Appeals Panel will render its decision. The date for submission and opening of bids for a specific project will not be delayed or postponed to allow for completion of an appeal process.

Note: A contractor may be found not pre-qualified for bidding on a specific public works contract to be let by Azusa Unified School District, or on all contracts to be let by Azusa Unified School District until the contractor meets Azusa Unified

School District's requirements. In addition, a contractor may be found not pre-qualified for either:

- (1) Omission of requested information or
- (2) Falsification of information

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NOTICE: To contractors who are using subcontractors for this job, please be advised that Azusa Unified School District **may** require, as to subcontractors, one of the following:

- The qualification of subcontractors in the following crafts or trades, following acceptance of your bid, but before the award is made:

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- Pre-qualification of all subcontractors.
 - Pre-qualification of subcontractors in certain crafts.
 - Post-bid qualification review.