

Visalia Unified School District



Prequalification Procedures

PREQUALIFICATION PROCEDURES

In accordance with Section 20111.6 of the Public Contract Code, Notice is hereby given that the Visalia Unified School District (“District”) has determined that All Contractors submitting bids to perform as either a General (Prime) Contractor, or Electrical, Mechanical, and Plumbing Subcontractors involving projected contracts of one million dollars (\$1,000,000) or more must be pre-qualified prior to submitting bids on certain project. Notification of which projects are subject to pre-qualification will be included in the applicable bid documents.

For projects subject to pre-qualification, Electrical, Mechanical, and Plumbing subcontractors are contractors pursuant to Section 7058 of the Business and Professions Code holding a C-4, C-7, C-10, C-16, C-20, C-34, C-36, C-38, C-42, C-43, or C-46 license.

Annual Prequalification Timeline

- Applications will be accepted December 5, 2024 – January 31, 2025 and will be valid until December 31, 2025, at which time a new pre-qualification period shall commence.
- The deadline for submitting a completed prequalification application for the annual prequalification process is January 31, 2025. The District will provide a list of all prequalified contractors to all applicants by February 28, 2025. Any prequalification application that is received after the application deadline will be deemed untimely and will not be reviewed, and the applicant will not be permitted to bid on, or submit a proposal for, a contract unless it is prequalified for that contract pursuant to a separate prequalification process for that contract, if available.

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 mechanical, electrical and plumbing subcontractors in accordance with applicable law.

Questionnaire

All questions in the questionnaire must be answered. If a question is not applicable, then indicate a response of “N/A”. An automatic disqualification will occur if any part of Part II – Questions 1 through 5 are answered “NO” or left blank. “You” or “Yours” as used herein refers to the prospective bidders’ firm and any of its owners, officers, principals and qualifying individuals. **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 contractor becomes inaccurate, the contractor 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

Contractors 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 emailed as well as printed, sealed, marked "**CONFIDENTIAL PREQUALIFICATION**," and mailed to the following:

**Visalia Unified School District
Facilities Department
Attention: Steve Peña
5000 West Cypress Avenue
Visalia, California 93277**

Emailed copies can be accepted, but will not be finalized until original copy is received at the District Office - Facilities Division.

Copies can be emailed to:

Regina Lira at rlira@vusd.org or Steve Peña at spena01@vusd.org.

The questionnaire answers and financial statements included in the prequalification packages submitted by contractors 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 contractor a rating of “Prequalified”, “Not Prequalified” or “Qualified Up to [DOLLAR VALUE]”. 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.

Appeal

A contractor who has submitted a completed application form, and who receives a rating of “not qualified” from the District may appeal that determination. There is no appeal from a finding that a contractor is not pre-qualified because of a late application or a failure to submit required information, but re-application during one of the designated “pre-qualification periods” is permitted. The date for submission and the date fixed for receipt of bids for a specific project will not be delayed or postponed to allow for completion of an appeal process.

1. Appeal must be filed in writing with the Director of Facilities within two business days after receipt of the pre-qualification determination.
2. The Director of Facilities will convene a meeting with the requestor to attempt to resolve the problem.
3. In the event the appeal is not resolved, the appeal will be referred to the Superintendent or his designee, normally the Chief Financial Officer.
4. Should the appeal not be resolved at this level, it shall be referred to the Board along with all documentation regarding the appeal and the responses at each level.
5. The Board will not act upon an appeal until each of the proceeding steps has been exhausted.

Unless a contractor files a timely appeal, the contractor 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.

Bidding

Bids will not be accepted from any contractor 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”.

Any mechanical, electrical or plumbing subcontractors 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 required for any Project must be prequalified pursuant

to these prequalification forms and requirements, and all general contractors must use pre-qualified subcontractors 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 in order for their bid to be “responsive”. If a listed mechanical, electrical and plumbing subcontractor in any general contractor bid is not prequalified, that bid will not be accepted.

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 contractor is prequalified does not amount to a final determination that such contractor 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.

IMPORTANT PROVISIONS OF THE LAW

Section 20111.6 is added to the Public Contract Code, and requires the governing board of the school district to pre-qualify contractors for construction projects according to:

Public projects for which the governing board of the district uses funds received pursuant to the Leroy F. Greene School Facilities Act of 1998 or any funds from any future state school bond for a public project that involves a projected expenditure of one million dollars (\$1,000,000) or more.

The governing board of the district shall require that prospective bidders for a construction contract complete and submit to the district a standardized pre-qualification questionnaire and financial statement. The governing board of the district shall adopt and apply a uniform system of rating bidders on the basis of the completed pre-qualification questionnaires and financial statements. The questionnaires and financial statements shall not be public records and shall not be open to public inspection.

A proposal form shall not be accepted from any person or other entity that is required to submit a completed questionnaire and financial statement for pre-qualification or from any person or other entity that uses a subcontractor that is required to submit a completed questionnaire and financial statement for pre-qualification, but has not done so at least 10 business days prior to the date fixed for receipt of bids or has not been pre-qualified for at least 5 business days prior to that date.

Bidders shall include the general contractor and, if utilized, all electrical, mechanical, and plumbing subcontractors. If a public project covered by this section includes electrical, mechanical, or plumbing components that will be performed by electrical, mechanical, or plumbing contractors, a list of pre-qualified general contractors and electrical, mechanical, and plumbing subcontractors shall be made available by the school district to all bidders at least five business days prior to the dates fixed for receipt of bids. For purposes of this pre-qualification, electrical, mechanical, and plumbing subcontractors are contractors 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, pursuant to regulations of the Contractors’ State License Board.