

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.

Notification of which projects are subject to prequalification will be included in the applicable bid documents.

Eligible License Classifications

- General/Prime Contractors: A, B
- M/E/P Contractors: C-4, C-7, C-10, C-16, C-20, C-34, C-36, C-38, C-42, C-43, C-46

Only contractors holding one of these licenses are required to submit a prequalification package.

Timeline

- Application Period: Applications will be accepted year-round via Quality Bidders, and prequalification approval is valid for one calendar year from the date of approval.
- For projects out to bid and subject to prequalification: Completed prequalification applications must be **submitted and approved** no less than ***ten (10) business days*** prior to the date fixed for receipt of bids.
- Notification of Prequalified Bidders: For applicable projects, the District will issue a notification of prequalified bidders via addendum at least ***five (5) business days*** prior to the bid submission deadline.

Prequalification Packet The 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 M/E/P Subcontractors in accordance with AB 1565, PCC §20111.6, and other applicable law.

All submissions must be made electronically through the Quality Bidders platform. **Paper or mailed submissions will not be accepted.**

Submission Procedures

Contractors are encouraged to submit prequalification packages through Quality Bidders as early as possible to ensure timely review.

- Contractors must submit prequalification packages **exclusively through Quality Bidders** to ensure timely review. No paper, mailed, or emailed submissions will be accepted.
- If any information becomes inaccurate after submission, firms must notify the District immediately in writing.
- Visalia Unified School District reserves the right to:
 - Reject any or all prequalification applications
 - Waive irregularities in submitted responses
 - Solicit bids outside the prequalified pool if deemed in the District's best interest
- Contractors failing to comply with submission requirements or deadlines will be deemed **non-responsive** and ineligible to bid.

Confidentiality

- Questionnaire responses and financial statements are not public records and are not open to public inspection, except as permitted by law.
- Information may be disclosed to third parties for verification, investigation of substantial allegations, or in the process of subsequent proceedings.
- Names of contractors applying for prequalification status are public records; the first page of the questionnaire will be used for this purpose.

Support & Resources

- Direct questions to Regina Lira, Purchasing Specialist, at bids@vusd.org
- Step-by-step instructions are available on the Quality Bidders website
- For technical support, email gbsupport@colbitech.com

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 anytime. 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.

This section shall become inoperative on January 1, 2023, and, as of July 1, 2023, is repealed.