

**ANNOUNCEMENT OF
PRE-QUALIFICATION
PROCEDURES AND OPEN
DATES FOR ANNUAL
PRE-QUALIFICATION**

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FOR ANNUAL PRE-QUALIFICATION**

Notice is hereby given that on October 29, 2024, the San Joaquin County Office of Education (SJCOE) determined that all bidders on public works projects to be undertaken by SJCOE must be pre-qualified prior to submitting bids for projects costing greater than \$175,000.00. It is mandatory that all licensed contractors intending to submit bids fully complete the pre-qualification questionnaire, provide all requested materials, and be approved by SJCOE to be placed on the pre-qualified bidders list. SJCOE will use these documents as the basis for rating contractors with respect to the size and scope of projects for which each contractor is qualified to bid.

Public Works Project Cost	Less than \$15,000	\$15,000 – \$175,000	\$175,000 – \$1,000,000	Greater than \$1,000,000
SJCOE Approved Contractor	Yes	Yes	Yes	Yes
Pre-Qualification Score	Not required	Not required	95 and higher	123 and higher
Contractor’s Qualification Reference Check	Not required	Not required	Passing score of 91 or higher	Passing score of 91 or higher
Bids/Quotes	Not required	Minimum of 3	Minimum of 3	Minimum of 3

SJCOE reserves the right to check other available sources. SJCOE's decision will be based on objective evaluation criteria in accordance with its procurement policy. No bid will be accepted from any contractor that fails to comply with these requirements. If two or more business entities submit a bid on a project as a joint venture, or plan 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 twice each year: (1) from **April 1 through April 10**; and (2) from **November 1 through November 10**. Contractors who submit a complete pre-qualification package will be notified by email of their qualification status no later than ten business days after submission.

Answers to questions contained in the questionnaire, information regarding current bonding capacity on both 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.

Pre-qualification approval will remain valid for **two (2) calendar years** from the date of the notice of qualification. However, SJCOE reserves the right during that calendar year to adjust, increase, limit, suspend, or rescind pre-qualification ratings based on newly acquired 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 SJCOE in determining bidder responsibility prior to the submission of bids and to aid SJCOE in selecting the lowest responsible bidder, neither the fact of pre-qualification, nor any pre-qualification rating, will preclude SJCOE 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 packages as soon as possible, so that they may be notified of pre-qualification status well in advance of upcoming projects.

The pre-qualification packages should be submitted under seal and marked “CONFIDENTIAL” to

Mail: **San Joaquin County Office of Education
Operations and Support Services Office
P.O. Box 213030
Stockton, CA 95213-9030**

Or

Deliver: **San Joaquin County Office of Education
Operations and Support Services Office
2707 Transworld Dr., Stockton, CA.**

The pre-qualification packages (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 SJCOE and provide updated accurate information in writing, under penalty of perjury.

SJCOE 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 form, and who receives a rating of “not qualified” from SJCOE 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 SJCOE's decision with respect to its request for pre-qualification, and request a hearing, by giving notice to SJCOE no later than five (5) 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 SJCOE, 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 (10) business days after SJCOE's receipt of its Notice of Appeal. The hearing so provided shall be an informal process conducted by a panel to whom the County Superintendent 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 SJCOE'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 SJCOE, or on all contracts to be let by SJCOE until the contractor meets SJCOE'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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