



2021 Formal Bid Prequalification Application Worksheet

This worksheet provides a preview of the questions that you may be asked while completing the Construction Contractor Formal Bid Prequalification Application on our PlanetBids Vendor Portal. Print out this worksheet and use it as a guide to collect the information required on the online application. **RESPONSES MUST BE SUBMITTED USING THE ONLINE PLANETBIDS SYSTEM.** Paper or CD submissions will not be accepted. Application Deadline: Submit by 2:00PM PST on Monday, November 16, 2020.

Company Info

User Authentication

User Name *

Password *

Company

Business Type *

Company Name *

IRS Reporting Name

Doing Business As

FEI/Tax ID Number *

Address *

City *

State *

Country *

Zip *

Website

Principal Owner/CEO Name *

Title *

Email *

Phone *

Fax

Main Contact

Name *

Title *

Email *

Alternate Email *

Phone ext *

Toll Free

Mobile

Fax

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Classifications/ Licenses

Classifications

CA Dept. of General Services Small Business	<input type="checkbox"/>	DGS Ref	<input type="text"/>	exp.	<input type="text"/>
CA Unified Certified	<input type="checkbox"/>				
Disabled Veteran Business Enterprise	<input type="checkbox"/>	OSDS Ref	<input type="text"/>	exp.	<input type="text"/>
Disadvantaged Business Enterprise	<input type="checkbox"/>	DBE Ref	<input type="text"/>	exp.	<input type="text"/>
Federal SBA Small Disadvantaged	<input type="checkbox"/>				
MicroBusiness	<input type="checkbox"/>	OSDS Ref	<input type="text"/>	exp.	<input type="text"/>
Minority-Owned Business Enterprise	<input type="checkbox"/>	MBE Ref	<input type="text"/>	exp.	<input type="text"/>
Registered DIR Public Works Contractor	<input type="checkbox"/>	DIR Ref	<input type="text"/>	exp.	<input type="text"/>
Woman-Owned Business Enterprise	<input type="checkbox"/>				

Demographics

Ethnicity	<input type="text"/>
Gender	<input type="text"/>

Contractor Licenses

ADD

Licenses (none)

License #

Exp. Date

Other Business Info

Other Business Info

Payment Terms	<input type="text"/>
Gross Receipts in Millions	<input type="text"/>
In Business Since	<input type="text"/>
Number of Full-Time Employees	<input type="text"/>
Number of Part-Time Employees	<input type="text"/>
Has your company ever failed to complete a contract?	<input type="radio"/> YES <input type="radio"/> NO *
Has any officer or partner ever worked as an officer or partner for another company which has failed to complete a contract within the last 5 years?	<input type="radio"/> YES <input type="radio"/> NO *

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Category/ Description

Company Classes

- ☐ Retail
- ☐ Service
- ☐ Construction
- ☐ Professional (A/E)
- ☐ Professional (Other)
- ☐ Manufacturing
- ☐ Distributor
- ☐ Wholesale
- ☐ Material Supplier
- ☐ Non-Manufacturing
- ☐ Other

Business Description

Categories

Selecting multiple categories (maximum 20) may increase bidding opportunities

** At least one category must be chosen*

WORKSHEET NOTE: Bid alert notifications are sent based on the categories selected. Make sure to select the categories applicable to your business/CSLB License Classifications

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Prequalification

Would you like to apply for Contractor Prequalification? ☒ YES ☐ NO

If you cannot fully complete this form in one session, you will have the option to save a draft and continue later. This option only applies to the Prequalification tab and only if the application is in Applying status (when applying for the first time or re-applying to renew your Prequalification). To save as a draft, Register or Submit as you would normally and follow the directions in the Form is Incomplete window.

The application period for prequalification will close at 2:00 PM PT on Monday, November 16, 2020. Applications submitted after that date/time will not be reviewed.

San Mateo County Community College District would like to invite all interested licensed general and specialty contractors to participate in our prequalification program.

You must possess a valid California Contractor's License and current DIR Registration Number to prequalify. Pursuant to SB 854, no contractor or subcontractor may be listed on a bid or awarded a contract for a public works project unless registered with the Department of Industrial Relations (DIR) per California Labor Code section 1725.5.

We now have two applications:

1) CUPCCAA (Qualified Contractors List) – Informal Bid Qualification

The San Mateo County Community College District has adopted the California Uniform Public Construction Cost Accounting Act (CUPCCAA) under Public Contract Code §22000 et seq. In accordance with the State of California Uniform Public Construction Cost Accounting Commission, the District is inviting all interested licensed contractors to submit their company for inclusion on the District's list of qualified contractors for calendar year 2020. Per California Public Contract Code 22032, any public works project that is estimated to be below \$200,000.00 is subject to the Informal Bidding Procedures set forth by the CUPCCAA Commission. All trade categories are subject to Informal Bidding Procedures. Contractors that are interested in being on the 2021 Qualified Contractor's List are required to have a current license and are subject to verification from the Contractor State License Board (CSLB).

2) Public Works Projects over \$200,000 (Prequalified Contractors List) – Formal Bid Prequalification

Contractors who wish to be on the District's 2021 Prequalified Contractors List must submit and complete the formal bid prequalification application which includes a general questionnaire. This pertains to our formal bid process for projects of more than \$200,000. You will be asked to upload several documents as part of your application. The documents that need to be uploaded are listed in the "Attachments" section located at the bottom of the application. The documents include information about the following:

- Recent Projects
- Key Staff Resumes
- Certificate of Insurance Coverage
- Additional Ownership Information
- Prevailing Wage
- Certified Payroll
- Retirement and Health Welfare Benefits
- Financial Statements
- Letter from Bonding Company
- Apprenticeship Requirements
- Litigation Details
- Bankruptcy Information
- Liquidated Damages Information
- Surety Claims Information
- Supplemental Questionnaire

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If your company would like to be placed on the District's 2021 Qualified Contractors List or Prequalified Contractors List, please select "yes" and complete the type of prequalification you are seeking.

Please Note: Selecting and completing the Public Works Projects over \$200,000 (Formal Bid Prequalification) application will automatically register your company under the CUPCCAA (Informal Qualified Contractors List).

If you have technical questions about this application, please click on the Support button located on the top right of your screen.

If you have any questions about the SMCCCD prequalification cycle/process, please send an email to plan@smccd.edu.

Prequalification Status

Current Status

Type of Prequalification

Select the type of prequalification you would like to apply for *

Financials

Statement Date
Current Assets
Current Liabilities
Total Assets
Total Liabilities

Fiscal Year Information

Gross Annual Receipts for
2018
2017
3 Year Average Gross Receipts
Fiscal Year Begins

Other Information

What size(s) of project are you most competitive in performing? ☐ Under \$10,000
☐ \$10,000 - \$50,000
* At least one Project Size must be chosen ☐ \$50,000 - \$100,000
☐ \$100,000 - \$200,000
☐ \$200,000 - \$500,000
☐ \$500,000 - \$1,000,000
☐ Over \$1,000,000

Doing business in California as a contractor under its current business name and license number since

Are any of your firm's license(s) held in the name of a corporation or partnership? If yes, list the name(s) of the qualifying individual(s) listed on the CSLB records who meet(s) the experience and examination requirements for each license.

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Business Affiliation

☐ YES ☐ NO Is the firm a subsidiary, parent, holding company or Person of another construction firm?

Owners

ADD

List Owners of more than 10% of your company, corporate officers, partners, proprietors and members.

* At least one Owner must be entered

Owner	
Name	<input type="text"/>
Title	<input type="text"/>
Year Started with Firm	<input type="text"/>
Ownership	<input type="text" value="0.0%"/>

☐ YES ☐ NO Has there been any change in control of the company within the past 5 years?

Key Staff

ADD

* At least one Key Staff must be entered

Key Staff	
Name	<input type="text"/>
Title	<input type="text"/>
Year Started With Firm	<input type="text"/>
Office Location	<input type="text"/>
Education Degrees, Licenses, & Certifications (with dates)	<input type="text"/>
Major Project Roles & Responsibilities	<input type="text"/>
Project Experience (current firm)	<input type="text"/>
Other Project Experience (other firms)	<input type="text"/>

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Bank Information

Bank Name/Branch	<input style="width: 100%;" type="text"/>
Address	<input style="width: 100%;" type="text"/>
	<input style="width: 100%;" type="text"/>
City	<input style="width: 100%;" type="text"/>
State	Alaska ▼
Country	United States ▼
Zip	<input style="width: 100%;" type="text"/>
Contact Person Name	<input style="width: 100%;" type="text"/>
Contact Person Phone	<input style="width: 100%;" type="text"/>
Dun & Bradstreet Number	<input style="width: 100%;" type="text"/>
Dun & Bradstreet Rating	<input style="width: 100%;" type="text"/>

Bonding Information

Name of Surety	<input style="width: 100%;" type="text"/>
A.M. Best Rating	<input style="width: 100%;" type="text"/>
Bonding Capacity Per Job	<input style="width: 100%;" type="text"/>
Aggregate	<input style="width: 100%;" type="text"/>
Contact Name	<input style="width: 100%;" type="text"/>
Phone	<input style="width: 100%;" type="text"/>
Have claims ever been made against surety? <input type="radio"/> YES <input type="radio"/> NO	

EMR Rating

List your firm's Experience Modification Rate (EMR) - California workers' compensation insurance for the last 3 premium years.

2020	<input style="width: 100%; background-color: #ffffcc;" type="text"/>
2019	<input style="width: 100%;" type="text"/>
2018	<input style="width: 100%;" type="text"/>

General Questionnaire

☐ YES ☐ NO Contractor is currently registered with the California Department of Industrial Relations as a public works contractor pursuant to Division 2, Part 7, Chapter 1 (commencing with section 1720) of the California Labor Code, and has listed their registration number under the Classifications/Licenses tab?

☐ YES ☐ NO Do you currently hold a liability insurance policy with a policy limit of at least \$2,000,000 per occurrence and \$4,000,000 aggregate?

☐ YES ☐ NO ☐ N/A Do you currently have a workers' compensation insurance policy as required by the Labor Code or is legally self-insured pursuant to Labor Code section 3700 et seq.? (Select N/A if contractor has no employees)

☐ YES ☐ NO Does your liability insurance policy include excess liability of at least \$2,000,000?

☐ YES ☐ NO In the last 5 years, has any insurance carrier, for any form of insurance, refused to renew the insurance policy for your firm?

☐ YES ☐ NO In the last 5 years, has any Responsible Managing Employee (RME), Responsible Managing Officer (RMO) or Person in your firm had their contractor's license suspended or revoked?

☐ YES ☐ NO In the last 10 years, has your firm, or any RME or RMO employed by or associated with your firm, been convicted of a crime involving the awarding of a contract for a government (local, state or federal) construction project, or the bidding or performance of a government contract?

☐ YES ☐ NO In the last 5 years, has your firm, or any Person, been "defaulted" or "terminated" by an owner (other than for convenience of the project owner) or has your surety completed a contract for your firm?

☐ YES ☐ NO Is your firm currently ineligible to bid on or be awarded any public works contract, or perform as a subcontractor on a public works contract in accordance with Section 1777.1 or 1777.7 of the California Labor Code?

☐ YES ☐ NO In the last 10 years, has your firm, or any RME or RMO employed by or associated with your firm, ever been convicted of a crime involving any federal, state or local law related to construction, including acts of dishonesty?

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- ☐ YES ☐ NO In the last 5 years, has your firm changed names or license numbers?
- ☐ YES ☐ NO In the last 5 years, has any Person in your firm operated a construction firm under any other name?
- ☐ YES ☐ NO In the last 5 years, has your firm, or any firm associated with your firm's Persons, been debarred, disqualified, removed or otherwise prevented from bidding on, or completing, any government agency or public works contract for any reason?
- ☐ YES ☐ NO In the last 5 years, has your firm been denied an award of a public works contract based on a finding by a public agency that your firm was not a responsible bidder?
- ☐ YES ☐ NO Has your firm, or any Person, ever been found liable in a civil action for making any false claim or material misrepresentation to any public agency or entity?
- ☐ YES ☐ NO Has your company or any of its principals ever petitioned for bankruptcy, failed in business, defaulted or been terminated on a contract awarded to you?
- ☐ YES ☐ NO Does your company have any outstanding judgments or claims against it?
- ☐ YES ☐ NO Has your company or any of its owners, officers or major shareholders been investigated for or charged with alleged labor law violations of the Immigration Control and Reform Act, state or local laws regarding employment of immigrants, prevailing wage laws, wage and hour laws or other federal, state or local labor laws?
- ☐ YES ☐ NO In the last 5 years, has your firm been assessed and/or paid liquidated damages before or after completion of a project under construction contract with either a public or private owner?
If yes, attach a separate page in the "Liquidated Damages Details" attachment field. Identify the amount of such claim, the name and telephone number of the claimant, the date of the claim, the grounds for the claim, the present status of the claim, the date of resolution of such claim if resolved, the method by which such was resolved if resolved, the nature of the resolution and the amount, if any, at which the claim was resolved.
- ☐ YES ☐ NO In the last 5 years, has any surety company made any payments, on your firm's behalf, to satisfy any claims made against a performance or payment bond issued in connection with a construction contract, either public or private?
- ☐ YES ☐ NO In the last 5 years, has firm been subject to disciplinary action by the California State Contractor's License Board?
- ☐ YES ☐ NO Is your firm currently under investigation by any Federal or state agency for failing to comply with Federal or state laws, including but not limited to the California Labor Code, California Business and Professions Code or State Licensing Laws?
- ☐ YES ☐ NO Do you employ properly registered apprentices upon Public Works projects, in accordance with California code of Regulations Title 8, Division 1, Chapter 2, Subchapter 1, Article 10, Section 230.1 (authority cited: Labor Code Sections 1777.5, 1777.6, 1777.7) *If yes, upload a document demonstrating how your firm meets the Apprentice Program requirement.*

Safety Questionnaire

- ☐ YES ☐ NO Does your firm have home office safety representatives who visit/audit the job site?
- ☐ YES ☐ NO In the last 5 years, has CAL OSHA cited and assessed penalties against your firm for any *serious, willful or repeated* violations of its safety or health regulations?

Attachments

Recent Projects: Upload a document providing information on at least three recent projects for an Educational or Public entity in the past five years. The following information needs to be included for each project: Agency/Client, Project Title, Project Location; Contact Name, Title and Phone; Project Architect/Engineer; Project AE Contact Name and Phone; Project Description; Cost; Change Orders; Original Date of Completion; Time Extension Granted; Actual Completion Date; Stop Notices.

Additional Ownership Information: Upload one document providing further information about the ownership of your firm. Label the Document "Additional Ownership Information" The document should include 2 sections.

Section 1: If applicable to your firm, provide an explanation about subsidiary relationships including 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.

Section 2: If applicable to your firm, please provide an explanation of any change in ownership.

Prevailing Wage: Does your firm pay at least prevailing wages to your employees? Provide an explanation showing how your company meets the prevailing wage requirement. If your company does not meet the requirement, provide an explanation.

Certified Payroll: In accordance with the California Labor Code, a certified copy of all employees' payroll records shall be made available upon request. Have you provided certified payrolls within the last two (2) years? Attachment should include a sample certified payroll with the following information: project name, name of awarding agency, total certified payroll, contact person name and phone number. If your company does not meet the certified payroll requirement, provide an explanation.

Retirement and Health and Welfare Benefits: Do you currently provide health and welfare benefits and retirement/pension benefits for your employees who are covered by prevailing wage law? If not, provide an explanation.

Letter from Bonding Company: Upload a current letter from your Surety Company indicating that your firm is bondable by them.

Apprenticeships Requirements: Include an explanation showing how your company meets the apprenticeship program requirement. If your company does not meet the requirement, provide an explanation.

Surety Claims: If your firm answered "yes" to Surety Claims question, attach a separate page in the "Surety Claims Details" attachment field. Identify the amount of such claim, the name and telephone number of the claimant, the date of the claim, the grounds for the claim, the present status of the claim, the date of resolution of such claim if resolved, the method by which such was resolved if resolved, the nature of the resolution and the amount, if any, at which the claim was resolved.

Litigation Details: If you answered 'Yes' to any of the Supplemental Questions, upload a page(s) providing the requested information about these claims and/or complaints.

Supplemental Questionnaire: Download, complete and upload the Supplemental Questionnaire, [located here](#).

Click on the **File Name** field to browse for a file to be queued for upload. Queued files will be uploaded to the server when the profile is saved.

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WORKSHEET NOTE: The above attachments will need to be prepared, per each description, and uploaded to PlanetBids. Please make sure all documents are in PDF format.

Type	Title	File Name
Recent Projects		
Key Staff Resumes		
Certificate of Insurance Coverage		
Additional Ownership Information		
Prevailing Wage		
Certified Payroll		
Retirement and Health & Welfare Benefits		
Financial Statements		
Letter from Bonding Company		
Apprenticeship Requirements		
Litigation Details		
Bankruptcy Information		
Liquidated Damages		
Surety Claims		
Supplemental Questionnaire		

Information Sharing

- ☐ I do not want San Mateo County Community College District to provide the information provided herein to any other government entities for certification purposes.

Certify

- ☐ We hereby certify and declare under penalty of perjury that we have answered all of the above questions in a truthful, accurate and complete manner to assure that our answers are not in any respect false or misleading either by expressing ourselves in a misleading or ambiguous manner or omitting information. We also certify that all attachments submitted by us in connection with this prequalification are true, accurate, full information and full copies of the original documents that are in our possession.