



**SAN MATEO COUNTY  
COMMUNITY  
COLLEGE DISTRICT**

**2015 Construction Contractor Prequalification  
Application Worksheet**

This worksheet provides a preview of the questions that you may be asked while completing the Construction Contractor 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 December 12, 2014.

**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

# 2015 Construction Contractor Prequalification Application Worksheet

## 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"/>
Woman-Owned Business Enterprise	<input type="checkbox"/>				

### Demographics

Ethnicity

Gender

### Contractor Licenses

Licenses (none)

License #

Exp. Date

## Other Business Info

### Other Business Info

Payment Terms

Gross Receipts in Millions

In Business Since

Number of Full-Time Employees

Number of Part-Time Employees

Has your company ever failed to complete a contract?  YES  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?  YES  NO \*

2015 Construction Contractor Prequalification  
Application Worksheet

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**

# 2015 Construction Contractor Prequalification Application Worksheet

## Prequalification

Would you like to apply for Contractor Prequalification?  YES  NO

1. The application period for prequalification for 2015 calendar year will close at 2:00PM PST on December 12, 2014. Applications submitted after that date/time will not be reviewed.

2. **You must complete the entire prequalification questionnaire before you exit the application.** If you exit the application before you have completed it, you will lose the information you have already entered. You may, however, leave the application open and come back to it at a later time.

3. You will be asked to upload several documents as part of your application. You may want to have these documents ready to upload before you start the application process. 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

5. **New regulations from the California Department of Industrial relations (DIR):** California's Department of Industrial relations has implemented a new Public Works Contractor Registration Program. ALL contractors and subcontractors working on public works projects MUST register with the DIR. As part of its prequalification process, the District will require that contractors preregister with the DIR. Registration and further information regarding this process can be found on the DIR website at: <http://www.dir.ca.gov/Public-Works/PublicWorks.html>

**You must possess a valid California Contractor's License to prequalify.**

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, please send an email to [plan@smccd.edu](mailto:plan@smccd.edu).

## Prequalification Status

Current Status

## Financials

Statement Date   
Current Assets   
Current Liabilities   
Total Assets   
Total Liabilities

# 2015 Construction Contractor Prequalification Application Worksheet

## Fiscal Year Information

Gross Annual Receipts for 2012

2011

2010

3 Year Average Gross Receipts \$0.00

Fiscal Year Begins January ▼

## Other Information

What size(s) of project are you most competitive in performing?  Under \$10,000  
 \$10,000 - \$50,000  
 \$50,000 - \$100,000  
 100,000 - \$200,000  
 \$200,000 - \$500,000  
 \$500,000 - \$1,000,000  
 Over \$1,000,000

**\* At least one Project Size must be chosen**

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.

## 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

Title

Year Started with Firm

Ownership

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

Title

Year Started With Firm

Office Location

Education Degrees, Licenses, & Certifications (with dates)

Major Project Roles & Responsibilities

Project Experience (current firm)

Other Project Experience (other firms)

# 2015 Construction Contractor Prequalification Application Worksheet

## Bank Information

Bank Name/Branch

Address

City

State

Country

Zip

Contact Person Name

Contact Person Phone

Dun & Bradstreet Number

Dun & Bradstreet Rating

## Bonding Information

Name of Surety

A.M. Best Rating

Bonding Capacity Per Job

Aggregate

Contact Name

Phone

Have claims ever been made against surety?  YES  NO

## EMR Rating

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

2013

2012

2011

## General Questionnaire

- 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 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) or Responsible Managing Officer (RMO) 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?
- 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?



# 2015 Construction Contractor Prequalification Application Worksheet

- 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 In the last 5 years, have any complaints been filed in court against your firm concerning your firm's work on a construction contract?  
*If yes, attach a separate page in the 'Litigation Details' attachment field, identify the complaint(s) by providing the contract name, date of the complaint, name of the plaintiff [or entity against whom the complaint was filed], a brief description of the complaint, the court in which the case was filed and a brief description of the status of the complaint or, if resolved, the resolution.*
- YES  NO In the last 5 years, has your firm filed a complaint in court against a project owner concerning work on a project or payment for a contract?  
*If yes, attach a separate page in the 'Litigation Details' attachment field, identify the complaint(s) by providing the contract name, date of the complaint, name of the plaintiff [or entity against whom the complaint was filed], a brief description of the complaint, the court in which the case was filed and a brief description of the status of the complaint or, if resolved, the resolution.*
- 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 paid liquidated damages after completion of a project under construction contract with either a public or private owner?
- 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.

**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.

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

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.

# 2015 Construction Contractor Prequalification Application Worksheet

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		

**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.