

**SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

933



**FROM:** Economic Development Agency

**SUBMITTAL DATE:**  
March 27, 2014

**SUBJECT:** Van Horn Youth Treatment and Education Center – Pre-Qualification for General Contractors and Security Electronics Subcontractors, District 1, [\$0]

**RECOMMENDED MOTION:** That the Board of Supervisors:

1. Direct the Economic Development Agency to comply with labor compliance oversight and program requirements as required by Public Contract Code Section 20133; and
2. Approve and authorize the Economic Development Agency (EDA) to issue the attached Pre-Qualification Packages for General Contractors and Security Electronics Subcontractors for the purpose of compiling a list of Pre-Qualified Entities.

**BACKGROUND:**  
Summary

(Commences on Page 2)

Robert Field  
Assistant County Executive Officer/EDA

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost:	POLICY/CONSENT (per Exec. Office)
COST	\$ 0	\$ 0	\$ 0	\$ 0	Consent <input type="checkbox"/> Policy <input checked="" type="checkbox"/>
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0	

<b>SOURCE OF FUNDS:</b> N/A	<b>Budget Adjustment:</b> No
	<b>For Fiscal Year:</b> 2013/14

**C.E.O. RECOMMENDATION:**

APPROVE

BY:   
Rohini Dasika

County Executive Office Signature

**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Stone, seconded by Supervisor Benoit and duly carried, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Stone, Benoit and Ashley  
Nays: None  
Absent: Tavaglione  
Date: April 8, 2014  
xc: EDA

Kecia Harper-Ihem  
Clerk of the Board  
By:   
Deputy

**Prev. Agn. Ref.:** 3-33 of 8/20/13; 3-21 of 5/07/13; 3-69 of 3/12/13     **District:** 1/1     **Agenda Number:**

**3-5**

FORM APPROVED COUNTY COUNSEL  
DATE 3/24/14  
BY: KARSHAL VICTOR

Departmental Concurrence

By:   
Mark A. Hake, Chief Probation Officer  
Riverside County Probation Department

- A-30
- 4/5 Vote
- Positions Added
- Change Order

**SUBMITTAL TO THE BOARD OF SUPERVISORS, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

Economic Development Agency

**FORM 11:** Van Horn Youth Treatment and Education Center – Pre-Qualification for General Contractors and Security Electronics Subcontractors, District 1, [\$0]

**DATE:** March 27, 2014

Page 2 of 2

**BACKGROUND:**

**Summary**

On March 12, 2013, the Board of Supervisors approved and adopted the Mitigated Negative Declaration (MND) and Mitigation Monitoring and Reporting Program (MMRP) for the Van Horn Youth Treatment and Education Center (YTEC) project. The construction documents are being prepared and the project team is making preparations for the bidding phase. This pre-qualification process for selecting a pool of qualified general contractors and security electronics subcontractors will help ensure that bids will be received from entities with a track record of experience on complex facilities such as a detention center.

The Local Agency Public Construction Act (Public Contract Code Section 20100 et seq.) and Uniform Public Construction Cost Accounting Act (Public Contract Code Section 22000 et seq.) requires officials to invite bids for construction projects and award contracts to the lowest responsible bidder. The Local Agency Public Construction Act (Public Contract Code Section 20101 et seq.) allows officials to pre-qualify contractors for public works projects.

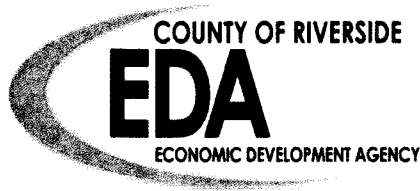
It is recommended that the Board approve the Pre-Qualification Package for General Contractors and the Pre-Qualification Package for Security Electronics Subcontractors. Following a review of the General Contractor and Security Electronics Subcontractor firms' prequalifications, EDA will return to the Board for approval of a short list of firms. These firms would be invited to submit bids for the project.

**Impact on Residents and Businesses**

Approval of the pre-qualification of general contractors and security electronics subcontractors will position the county to expedite the construction of the Van Horn YTEC project. This effort will enhance public safety and provide job creation, thus providing positive impacts to area residents and businesses of Riverside.

Attachment:

Pre-Qualification of General Building Contractors  
Pre-Qualification of Security Electronics Subcontractors



**THE COUNTY OF RIVERSIDE ECONOMIC DEVELOPMENT AGENCY**  
**CONTRACTOR PREQUALIFICATION PACKAGE**  
**FOR**  
**PRE-QUALIFICATION OF GENERAL BUILDING CONTRACTORS**

**FOR THE**  
**VAN HORN YOUTH TREATMENT**  
**AND EDUCATION CENTER**

**Riverside CA**

Issued by:  
Rebecca McCray-Tsagris  
Supervising Project Manager  
COUNTY OF RIVERSIDE  
3403 Tenth Street, Suite 400  
Riverside, CA 92501

Construction Manager:  
Ron Ecker  
KITCHELL  
2910 E. Inland Empire Blvd., Suite 100  
Ontario, CA 91764  
Phone (909) 724-4119  
Facsimile: (909) 466-0232

## **CONTENTS OF RFQ PRE-QUALIFICATION PACKAGE**

1. General Instructions and Information
2. Project Overview
3. Evaluation Criteria
4. Application for Pre-Qualification [documents to submit]
  - Part I - Organization Information and Affidavit
  - Part II - Essential Requirements for Pre-Qualification
  - Part III- Organization, History, Organizational Performance, Compliance with Civil and Criminal Laws
  - Part IV - Organization's Statement of Experience and Recent Construction Projects Completed
  - Part V - Organization's Financial Statements, Surety and Bonding Requirements and Insurance Requirements
  - Part VI - Attachments Required

**PRE-QUALIFICATION  
OF GENERAL BUILDING CONTRACTORS  
For  
VAN HORN  
YOUTH TREATMENT AND EDUCATION CENTER  
10000 COUNTY FARM ROAD, RIVERSIDE, CALIFORNIA**

COUNTY OF RIVERSIDE ECONOMIC DEVELOPMENT AGENCY  
3403 TENTH STREET, SUITE 400  
RIVERSIDE, CA 92501

The following General Contractor Application for Pre-Qualification (AFP) package is distributed by the County of Riverside Economic Development Agency (EDA) on behalf of the Probation Department for the County of Riverside (County) with the intent to pre-qualify General Contractors (Contractor) for construction of the public works project titled Van Horn Youth Treatment and Education Center (Project), a new secure juvenile treatment facility located at 10000 County Farm Road, Riverside, California 92503. The Project will be operated by the Riverside County Probation Department and will consist of demolition of the existing 26,000 square foot facility and construction of a new 62,000 square foot secure housing and support building including landscape, hardscape and parking.

The facility will utilize modern electronic security systems that will optimize security while ensuring a safe and secure rehabilitative environment. The facility will include various ancillary support functions including Kitchen, Medical and Administrative services. The Project is funded by the State's SB81 Local Youthful Offender Rehabilitative Facility Financing Program and the County of Riverside. Your firm is invited to review the AFP and respond to all items. Your responses will enable the County to pre-select general building contractors to bid on the Project based on experience and qualifications. Upon receipt the AFP will be opened and evaluated by the County, resulting in a list of general contractors deemed qualified to bid the Project.

Please complete all parts of this AFP and return one (1) original with attachments and five (5) copies with attachments in a sealed envelope marked "CONFIDENTIAL" to:

Rebecca McCray-Tsagris  
Project Manager  
COUNTY OF RIVERSIDE  
3403 Tenth Street, Suite 400  
Riverside, CA 92501

AFPs are due **Friday, May 16, 2014 at 4:00 P.M.** No fax or e-mail copies will be accepted. Submittals received after the specified time and date will not be considered and will be returned unopened to the sender. **THIS SUBMISSION DEADLINE WILL BE STRICTLY ENFORCED.**

**A MANDATORY Pre-Submittal Conference** for Contractors will take place **Tuesday, April 22, 2014 at 10:00 A.M.** at the project site located at 10000 County Farm Road in the City of Riverside, California. This meeting will include a presentation of the Project, allow for questions regarding the Project scope, and the Application for Pre-Qualification process. Contractors intending to bid this Project are required to attend this informational meeting in order to be considered for pre-qualification.

# 1. GENERAL INSTRUCTIONS AND INFORMATION

## A. General Information

A current California type **B** contractor's license is required to bid the Project.

This Pre-Qualification to bid the Van Horn Youth Treatment and Education Center project (Project), located at 10000 County Farm Road, Riverside, California, is required regardless of, and in addition to, any pre-qualification for the County of Riverside (County) work which a general contractor may already have on file.

Pre-Qualification by the County, for this Project, shall remain valid until the contract for construction is awarded or until responding firms are notified in writing by the County in the unexpected event that no construction contract is awarded. It is mandatory that all General Contractors (Contractor) who intend to submit a bid fully complete the pre-qualification questionnaire, provide all materials requested, and be approved by the County to be on the final qualified Bidders list. No bid will be accepted from a Contractor that has failed to comply with these requirements. If two or more business entities submit a bid as part of 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.

### NOTES:

1. Each partner of joint venture proposals must individually meet the conditions of Contractor's Evaluation Form and the Contractor's License has not been suspended, put on probation or revoked at any time in the last five (5) years.
2. Limited Liability Corporations (LLC) will be required to comply with a Guarantee of Obligations.

Answers to questions contained in the attached questionnaire, information about current bonding capacity, notarized statement from surety, and the previous fiscal year copy of a CPA reviewed or CPA audited financial statement, with accompanying notes and supplemental information, are required. The County will use these documents as the basis of rating Contractors in respect to whether a Contractor is qualified to bid on Project. The County reserves the right to check other sources available. The County's decision will be based on objective evaluation criteria as described in the prequalification package.

The County reserves the right to adjust, increase, limit, suspend or rescind the pre-qualification rating based on subsequently learned information. Contractors whose rating changes sufficient to disqualify them will be notified, and given an opportunity for a hearing consistent with the hearing procedures described below for appealing a pre-qualification rating.

While it is the intent of the AFP and required documents to assist the County in determining bidder responsibility prior to bid and to aid the County in selecting the lowest responsible bidder, neither the fact of pre-qualification, nor any pre-qualification rating, will preclude the County from a post-bid consideration and determination of whether a bidder has the quality, fitness, capacity and experience to satisfactorily perform the proposed work, and has demonstrated the requisite trustworthiness to be awarded a contract pursuant to California Public Contract Code. This Project is being financed in part through State SB81 funding and is subject to a Labor Compliance Program per Labor Code Section 1771.3. Contractor's on the project will be required to comply with the provisions of the California Labor Code, including, without limitation, Sections 1773.1, 1774, 1775 and 1776 of the California Labor Code and including, without limitation, the obligations to pay the general prevailing rates of wages in the locality in which the Work is to be performed and comply with Section 1777.5 of the California Labor Code governing employment of apprentices.

**NOTE:** County is also conducting a prequalification for Electronic Security Subcontractors. Bidding for that portion of the Work by any General Contractor will be restricted to the prequalified Electronic Security Subcontractors. General Contractors who wish to self-perform the electronic security trade work shall be required to submit Electronic Security Subcontractors prequalification documents as specified in this prequalification package. County will furnish a list of prequalified Electronic Security Subcontractors in the bidding documents for the Project. Only prequalified Electronic Security Subcontractors will be approved by County for use in the above electronic security portion of the Work.

## **B. Data Required**

All portions of AFP, Parts I through VI, should be completed with additional information attached if the space provided does not suffice. Failure to include the information called for may result in disqualification. It is essential that construction experience of the Contractor be demonstrated, as such experience is considered in establishing prequalification.

NOTE: 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. However, the contents may be disclosed to third parties for purpose of verification, or investigation of substantial allegations, or in the 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 the County and provide updated accurate information in writing, under penalty of perjury.

The County reserves the right to waive minor irregularities and omissions in the information contained in the AFP submitted, to make all final determinations, and to determine at any time that the pre-qualification procedures will not be applied to a specific future County project.

Contractors shall submit pre-qualification packages during regular working hours on any day that the offices of the EDA are open up to the deadline of **4:00 P.M., local time, Friday, May 16, 2014.**

The County may refuse to grant pre-qualification where the requested information and materials are not provided by the submittal deadline. There is no appeal from a refusal for an incomplete or late application. The closing time for bids will not be changed in order to accommodate supplementation of incomplete submissions, or late submissions.

## **C. Current Financial Information**

Contractor shall provide the previous fiscal year's copy of a CPA reviewed or CPA audited financial statement with accompanying notes and supplemental information attached. The County reserves the right to reject financial statements in which the financial condition reported is of a date 12 months or more prior to the date the AFP is due to County.

## **E. Affidavits**

The appropriate affidavit must be completely executed or the application will be disqualified.

## **F. Questions**

General Contractors are required to submit any questions regarding the prequalification process or the contents of the prequalification package in writing no later than 5:00 P.M., local time, **Tuesday, April 29, 2014.** Questions submitted after the deadline will not be accepted or answered. Only written inquiries will be permitted. Questions must be submitted in writing, by mail or email, to the Project Manager:

Rebecca McCray-Tsagris  
COUNTY OF RIVERSIDE  
3403 Tenth Street, Suite 400  
Riverside, CA 92501  
Email: [rtsagris@rivcoeda.org](mailto:rtsagris@rivcoeda.org)

Only written inquiries will be responded to. Under no circumstance are any prospective general contractors or anyone receiving the prequalification package to contact, discuss with, or inquire of any County consultant, employee, or elected official on any matter relating to this solicitation process. This requirement is to ensure that the same information is communicated to all parties and that no inconsistent, incomplete, or inaccurate information is transmitted separately. County will issue an addendum providing answers/clarifications to all written questions to all parties who have officially obtained/requested the AFP from County EDA.

## **G. Appeal Rights**

Where a timely and completed application results in a rating below that necessary to pre-qualify, a Contractor may request a hearing to appeal the decision. An appeal is begun by the Contractor delivering written notice to the County of Contractor's appeal of the decision with respect to its pre-qualification rating, no later than five business days following the date of written notification from the County that the Contractor does not meet the rating established by the County. Without a timely appeal, the Contractor waives any and all rights to challenge the decision of the County, whether by administrative process, judicial process or any other legal process or proceeding. All requests for an appeal hearing must be addressed as follows:

COUNTY OF RIVERSIDE

Attn: Charles Waltman

"CONFIDENTIAL- Bidder Prequalification"

Project: Van Horn Youth Treatment and Education Center

Request for Appeal Hearing

TIME SENSITIVE MATERIAL

3403 10<sup>th</sup> Street, Suite 400, Riverside CA 92501

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 the County's receipt of the notice of appeal. The hearing shall be an informal process conducted by an Appeals Panel to which the County has delegated responsibility to hear such appeals. At or prior to the hearing, the Contractor will be advised of the basis for the County's pre-qualification determination. The Contractor will be given the opportunity to present information and present reasons to refute the prequalification rating and the reasons therefore. The Contractor may be represented by a person of its choosing. The hearing shall not be conducted according to technical rules relating to evidence and witnesses applicable to judicial proceedings. Any relevant evidence, including hearsay, may be received and considered if it is the sort of evidence on which reasonable persons are accustomed to rely on in the conduct of serious business affairs. The submission of documentary evidence is encouraged. The Appeals Panel shall have the power to limit oral testimony given at the hearing. Within two business days after the conclusion of the hearing, the Appeals Panel will render its decision. A copy of the written decision will be delivered to the Contractor, either personally, by registered mail, certified mail, or electronically if requested in writing by the Contractor. The determination of the Appeals Panel shall be final and not subject to further appeal. It is the intention of the County that the date for the submission and opening of bids will not be delayed or postponed to allow for completion of an appeal process.

**Note:** A contractor may be found not pre-qualified for either:

- (1) Omission of requested information or,
- (2) Falsification of information



## **2. PROJECT OVERVIEW**

### **A. Project Location and Delivery Method**

The Van Horn Youth Treatment and Education Center (YTEC) is located at 10000 County Farm Road, in the City of Riverside, in Riverside County, California.

The project delivery method for Van Horn YTEC project will be through a single prime contract awarded through a Lump Sum bid package. The Project is expected to bid in Mid- 2014. The County's estimate of probable construction cost is \$26,000,000 and the anticipated construction duration is 16 months.

### **B. Project Description**

The Van Horn YTEC Facility will be administered under the State of California's SB81 Program, which is authorized under the Youthful Offender Block Grant Program and provides state funded lease-revenue bond financing for construction or expansion of local youthful offender rehabilitative facilities in California.

This project will demolish an existing 26,000 square foot building and design and construct a new, approximately 62,000 square foot single story building on approximately 11 acres of a greater 50± acres of county owned land located in the city of Riverside. This facility will provide housing, program, healthcare, custody, administrative, and support services space to address the needs of approximately 106 high-risk juvenile offenders.

The housing and program space will consist of approximately 39,400 square feet and will include four 20-cell housing units, one 6-cell assessment unit, and one transitional housing unit with 9 dormitory rooms. Each living unit will include a dayroom, space for group and individual therapy, a classroom, an interview room, and all necessary appurtenances. The housing units will have access to a shared classroom and recreational space.

The facility will also include approximately 21,200 square feet for healthcare space, a central control room, kitchen and food storage areas, a laundry area, administrative space, and support services space. The support services space includes a general visitation room with two family bonding rooms, a warehouse, a maintenance shop, and staff locker rooms.

This project will include, but not be limited to, electrical; plumbing; mechanical; heating, ventilation, and air conditioning; security; and fire protection systems. The project will also include parking lots, a sally port, a central plant, a warehouse dock, emergency access roads, and all necessary appurtenances. The new facility will be constructed primarily of concrete and steel for long-term durability, and will include cost effective "green building" principles designed to achieve a LEED Silver Certification..

## **3. EVALUATION CRITERIA**

Qualifications will include:

- o Evaluation and verification of General Contractor's or entity's current ability and history to secure Liability and Workers' Compensation insurance
- o Evidence and history of proper licensing
- o Ability to secure required bonding
- o Financial ability
- o History of litigation and claims; or other adverse actions
- o Safety record

Experience to be evaluated will include:

- o History of firm/entity
- o Organization of firm/entity
- o Relevant experience of firm/entity
- o Proposed management team for Project and proposed key personnel
- o Experience of proposed key personnel to be assigned to Project
- o Firm's/entity's experience in successfully completing public works projects of similar size, scope and complexity
- o Firm's/entity's experience in the utilization of Building Information Modeling (BIM)

**Evaluation of Comparable Project Experience**

In addition to above criteria, the Contractor shall provide information for comparable projects, as defined in this AFP.

**NOTE: Scoring will be based on submitted comparable projects that meet as many of the following components as possible:**

- o Relative projects within the last ten (10) years with a minimum of 40,000 gross square footage and construction costs of at least \$25,000,000.
- o A minimum of 50 bed medium to high security detention facilities including medical assessment, classroom, and visitation
- o Structural Concrete, including Cast in Place and Panel systems
- o Secure campus facilities
- o Projects with complex interrelated building systems such as security electronics/monitoring and alarm, building and energy management, telecommunications, data distribution and other related sub-systems
- o Building Demolition, remediation and abatement

**Evaluation of Financial Information**

In addition to above criteria, the Contractor shall provide financial information, as defined in this AFP.

#### **4. Application for Pre-Qualification**

The specific documents that must be submitted are attached:

- o Part I - Organization Information and Affidavit
- o Part II - Essential Requirements for Pre-Qualification
- o Part III - Organization, History, Organizational Performance, Compliance with Civil and Criminal Laws
- o Part IV - Organization's Statement of Experience and Recent Construction Projects Completed
- o Part V - Organization's Financial Statements, Surety and Bonding Requirements and Insurance Requirements
- o Part VI - Attachments Required

**PART I. ORGANIZATION INFORMATION, DECLARATION and AFFIDAVIT**

The following documents, Prequalification Application, Parts I through V, are to be filed with the County of Riverside by the Organization requesting pre-qualification, in accordance with the Public Contract Code, for the aforementioned Project:

Firm Name: \_\_\_\_\_ Check One:  Corporation  
 (As it appears on license)  Partnership  
 Sole Prop.

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

If firm is a sole proprietor or partnership:

Owner(s) of Company \_\_\_\_\_  
 \_\_\_\_\_

California Contractor's License Number(s) with Classifications:

License #	Classification	Expiration (MM/DD/YYYY)

**DECLARATION**

**1. Acknowledgement and Release.** By signature and date on this page, the Contractor authorizes any financial institution, legal firm, or any other type of business, agency or individual named within this document to release to County and/or its designated representatives, any and all information as that information relates, or could relate, to its ability to evaluate the background, stability and general worthiness of this Contractor to perform construction activities if prequalified and awarded a contract by County. In addition, County may request information from references, provided:

- a. A photocopy of this document shall be deemed as valid as an original document.
- b. This acknowledgement and release shall remain in effect until such time as the Contractor requests, in writing, that County cease any attempt to evaluate it and its agents as a potential prequalified bidder for construction for the Project.

**2. Reserved Right.** County reserves the right, for the sole purpose of evaluating a potential prequalification candidate (Contractor), to make other inquiries as permitted by law. Furthermore, County reserves the right to reject any or all prequalification applications.

**AFFIDAVIT**

I, \_\_\_\_\_ the undersigned, certify and declare that I have read all the answers to this prequalification questionnaire and know their contents. The matters stated in the questionnaire answers are true of my own knowledge and belief, except as to those matters stated on information and belief, and as to those matters I believe them to be true. I declare under penalty of perjury under the laws of the State of California, that the foregoing is correct.

Dated: \_\_\_\_\_  
\_\_\_\_\_  
(Signature)  
\_\_\_\_\_  
(Printed name)  
\_\_\_\_\_  
(Title)

**PART II. ESSENTIAL REQUIREMENTS FOR PRE-QUALIFICATION**

**Contractor will be immediately disqualified if the answer to any of questions 1 through 5 is "no."<sup>1</sup>**

**Contractor will be immediately disqualified if the answer to any of questions 6, 7, 8 or 9 is "yes."<sup>2</sup> If the answer to question 8 is "yes," and if debarment would be the sole reason for denial of pre-qualification, any pre-qualification issued will exclude the debarment period.**

- 1. Contractor possesses a valid and current California Contractor's license for the project or projects for which it intends to submit a bid.  
 Yes       No
  
- 2. Contractor has a liability insurance policy or has the ability to obtain a policy with a limit of at least \$2,000,000 per occurrence and \$4,000,000 aggregate.  
 Yes       No

If yes, please provide the following information:

Insurance Company \_\_\_\_\_

Broker or Agent \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone Number \_\_\_\_\_

How long have you been with this Insurance Company \_\_\_\_\_

If under two years, please list prior Insurance Companies

\_\_\_\_\_  
\_\_\_\_\_

- 3. Contractor has current workers' compensation insurance policy as required by the Labor Code or is legally self-insured pursuant to Labor Code section 3700 et.seq.  
 Yes       No       Contractor is exempt from this requirement, because it has no employees
  
- 4. Have you attached your previous fiscal year's copy of a CPA-reviewed or CPA-audited financial statement with accompanying notes and supplemental information.<sup>1</sup>  
 Yes       No

**NOTE: A financial statement that is not either reviewed or audited is not acceptable. A letter verifying availability of a line of credit may also be attached; however, it will be considered as supplemental information only, and is not a substitute for the required financial statement.**

5. Have you attached 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: (a) that your current bonding capacity is sufficient for the project for which you seek pre-qualification if you are seeking pre-qualification for the Project.<sup>3</sup>  
 Yes       No

**NOTE: Notarized statement must be from the surety company, not an agent or broker.**

6. Has your contractor's license been revoked at any time in the last five years?<sup>2</sup>  
 Yes       No
7. Has a surety firm completed a contract on your behalf, or paid for completion because your firm was default terminated by the project owner within the last five (5) years?<sup>2</sup>  
 Yes       No
8. At the time of submitting this pre-qualification form, is your firm ineligible to bid on or be awarded a public works contract, or perform as a subcontractor on a public works contract, pursuant to either Labor Code section 1777.1 or Labor Code section 1777.7?  
 Yes       No

If the answer is "Yes," state the beginning and ending dates of the period of debarment:

\_\_\_\_\_

9. At any time during the last five years, has your firm, or any of its owners or officers been convicted of a crime involving the awarding of a contract of a government construction project, or the bidding or performance of a government contract?<sup>3</sup>  
 Yes       No

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<sup>1</sup>A "no" answer to Question 4 will not be disqualifying if the contractor is exempt from complying with Question 4. Public Contract Code 20101(e) exempts from this requirement a contractor who has qualified as a small business pursuant to Government Code section 14837(d)(1).

<sup>2</sup>A contractor disqualified solely because of a "Yes" answer given to question 6, 7, or 9 may appeal the disqualification and provide an explanation of the relevant circumstances during the appeal procedure.

<sup>3</sup>County may request an additional notarized statement from the surety at the time of submission of a bid, if this pre-qualification package is submitted more than 60 days prior to submission of the bid.

**PART III. ORGANIZATION, HISTORY, ORGANIZATIONAL PERFORMANCE,  
COMPLIANCE WITH CIVIL AND CRIMINAL LAWS**

**A. Current Organization and Structure of the Business**

**For Firms That Are Corporations:**

- 1a. Date incorporated: \_\_\_\_\_
- 1b. Under the laws of what state: \_\_\_\_\_
- 1c. Provide all the following information for each person who is either (a) an officer of the corporation (president, vice president, secretary, and treasurer), or (b) the owner of at least ten per cent of the corporation's stock.

Name	Position	Years with Co.	% Ownership	Social Security #

- 1d. Identify every construction firm that any person listed above has been associated with (as owner, general partner, limited partner or officer) at any time during the last five years.  
**NOTE: For this question, "owner" and "partner" refer to ownership of ten per cent or more of the business, or 10 per cent or more of its stock, if the business is a corporation.**

Person's Name	Construction Firm	Dates of Person's Participation with Firm

**For Firms That Are Partnerships:**

- 1a. Date of formation: \_\_\_\_\_
- 1b. Under the laws of what state: \_\_\_\_\_
- 1c. Provide all the following information for each partner who owns 10 per cent or more of the firm.

Name	Position	Years with Co.	% Ownership	Social Security #



- 1d. Identify every construction company that any partner has been associated with (as owner, general partner, limited partner or officer) at any time during the last five years.  
**NOTE: For this question, "owner" and "partner" refer to ownership of ten per cent or more of the business, or ten per cent or more of its stock, if the business is a corporation.**

Person's Name	Construction Company	Dates of Person's Participation with Company

**For Firms That Are Sole Proprietorships:**

- 1a. Date of commencement of business. \_\_\_\_\_  
 1b. Social security number of company owner. \_\_\_\_\_  
 1c. Identify every construction firm that the business owner has been associated with (as owner, general partner, limited partner or officer) at any time during the last five years.  
**NOTE: For this question, "owner" and "partner" refer to ownership of ten per cent or more of the business, or ten per cent or more of its stock, if the business is a corporation.**

Person's Name	Construction Company	Dates of Person's Participation with Company

**For Firms That Intend to Make a Bid as Part of a Joint Venture:**

- 1a. Date of commencement of joint venture. \_\_\_\_\_  
 1b. Provide all of the following information for each firm that is a member of the joint venture that expects to bid on one or more projects:

Name of firm	% Ownership of Joint Venture

**B. History of the Business and Organizational Performance**

2. Has there been any change in ownership of the firm at any time during the last five years?  
**NOTE: A corporation whose shares are publicly traded is not required to answer this question.**  
 Yes       No  
 If "yes," explain on a separate signed page.

3. Is the firm a subsidiary, parent, holding company or affiliate of another construction firm?  
**NOTE: Include 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.**

Yes       No

If "yes," explain on a separate signed page.

4. Are any corporate officers, partners or owners connected to any other construction firms?  
**NOTE: Include information about other firms if an owner, partner, or officer of your firm holds a similar position in another firm.**

Yes       No

If "yes," explain on a separate signed page.

5. State your firm's gross revenues in dollars for each of the last three calendar years:

\_\_\_\_\_

6. How many years has your organization been in business in California as a contractor under your present business name and license number? \_\_\_\_\_ years

7. Is your firm currently the debtor in a bankruptcy case?

Yes       No

If "yes," please attach a copy of the bankruptcy petition, showing the case number, and the date on which the petition was filed.

8. Was your firm in bankruptcy at any time during the last five years? (This question refers only to a bankruptcy action that was not described in answer to question 7, above)

Yes       No

If "yes," please attach a copy of the bankruptcy petition, showing the case number and the date on which the petition was filed, and a copy of the Bankruptcy Court's discharge order, or of any other document that ended the case, if no discharge order was issued.

### Licenses

9. List all California construction license numbers, classifications and expiration dates of the California contractor licenses held by your firm:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. If any of your firm's license(s) are held in the name of a corporation or partnership, list below the names of the qualifying individual(s) listed on the Contractors State Licensing Board (CLSB) records who meet(s) the experience and examination requirements for each license.

\_\_\_\_\_  
\_\_\_\_\_

11. Has your firm changed names or license number in the past five years?  
 Yes       No  
 If "yes," explain on a separate signed page, including the reason for the change.
12. Has any owner, partner or (for corporations) officer of your firm operated a construction firm under any other name in the last five years?  
 Yes       No  
 If "yes," explain on a separate signed page, including the reason for the change.
13. Has any CSLB license held by your firm or its Responsible Managing Employee (RME) or Responsible Managing Officer (RMO) been suspended within the last five years?  
 Yes       No  
 If "yes," please explain on a separate signed sheet.

**Disputes**

14. At any time in the last five years has your firm been assessed and paid liquidated damages after completion of a project under a construction contract with either a public or private owner?  
 Yes       No  
 If yes, explain on a separate signed page, identifying all such projects by owner, owner's address, and the date of completion of the project, amount of liquidated damages assessed and all other information necessary to fully explain the assessment of liquidated damages.
15. In the last five years has your firm, or any firm with which any of your company's owners, officers or partners was associated, been debarred, disqualified, removed or otherwise prevented from bidding on, or completing, any government agency or public works project for any reason?  
**NOTE: "Associated with" refers to another construction firm in which an owner, partner or officer of your firm held a similar position, and which is listed in response to question 1c or 1d on this form.**  
 Yes       No  
 If "yes," explain on a separate signed page. State whether the firm involved was the firm applying for pre-qualification here or another firm. Identify by name of the company, the name of the person within your firm who was associated with that company, the year of the event, the owner of the project, the project and the basis for the action.
16. In the last five years has your firm been denied an award of a public works contract based on a finding by a public agency that your company was not a responsible bidder?  
 Yes       No  
 If "yes," explain on a separate signed page. Identify the year of the event, the owner, the project and the basis for the finding by the public agency.

\* \* \* \* \*

**NOTE: The following two questions refer only to disputes between your firm and the owner of a project. You need not include information about disputes between your firm and a supplier, another contractor, or subcontractor. You need not include information about "pass-through" disputes in which the actual dispute is between a sub-contractor and a project owner. Also, you may omit reference to all disputes about amounts of less than \$50,000.**

17. In the past five years has any claim **against** your firm concerning your firm's work on a construction project been **filed in court or arbitration?**  
 Yes       No

If "yes," on separate signed sheets of paper identify the claim(s) by providing the project name, date of the claim, name of the claimant, a brief description of the nature of the claim, the court in which the case was filed and a brief description of the status of the claim (pending or, if resolved, a brief description of the resolution).

18. In the past five years has your firm made any claim against a project owner concerning work on a project or payment for a contract and **filed that claim either with a public entity pursuant to Government Code sections 810 et seq., or in court or arbitration?**  
 Yes       No

If "yes," on separate signed sheets of paper identify the claim by providing the project name, date of the claim, name of the entity (or entities) against whom the claim was filed, a brief description of the nature of the claim, the court in which the case was filed and a brief description of the status of the claim (pending, or if resolved, a brief description of the resolution).

19. At any time during the past five years, has any surety company made any payments on your firm's behalf as a result of a default, to satisfy any claims made against a performance or payment bond issued on your firm's behalf, in connection with a construction project, either public or private?  
 Yes       No

If "yes," explain on a separate signed page the amount of each 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.

20. In the last five years has any insurance carrier, for any form of insurance, refused to renew the insurance policy for your firm?  
 Yes       No

If "yes," explain on a separate signed page. Name the insurance carrier, the form of insurance and the year of the refusal.

**Criminal Matters and Related Civil Suits**

- 21. Has your firm or any of its owners, officers or partners ever been found liable in a civil suit or found guilty in a criminal action for making any false claim or material misrepresentation to any public agency or entity?  
 Yes       No

If "yes," explain on a separate signed page, including identifying who was involved, the name of the public agency, the date of the investigation and the grounds for the finding.

- 22. Has your firm or any of its owners, officers or partners ever been convicted of a crime involving any federal, state, or local law related to construction?  
 Yes  No

If "yes," explain on a separate signed page, including identifying who was involved, the name of the public agency, the date of the conviction and the grounds for the conviction.

- 23. Has your firm or any of its owners, officers or partners ever been convicted of a federal or state crime of fraud, theft, or any other act of dishonesty?  
 Yes  No

If "yes," identify on a separate signed page the person or persons convicted, the court (the county if a state court, the district or location of the federal court), the year and the criminal conduct.

**Bonding**

- 24. Bonding capacity: Provide documentation from your surety identifying the following:

Name of bonding company/surety: \_\_\_\_\_

Name of surety agent, address and telephone number:

\_\_\_\_\_

- 25. If your firm was required to pay a premium of more than one per cent for a performance and payment bond on any project(s) on which your firm worked at any time during the last five years, state the percentage that your firm was required to pay. You may provide an explanation for a percentage rate higher than one per cent, if you wish to do so.

\_\_\_\_\_

- 26. List all other sureties (name and full address) that have written bonds for your firm during the last five years, including the dates during which each wrote the bonds:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

27. During the last five years, has your firm ever been denied bond coverage by a surety company, or has there ever been a period of time when your firm had no surety bond in place during a public construction project when one was required?

Yes       No

If yes, provide details on a separate signed sheet indicating the date when your firm was denied coverage and the name of the company or companies, which denied coverage; and the period during which you had no surety bond in place.

**C. Compliance with Occupational Safety and Health Laws and with Other Labor Legislation Safety**

28. Has the California Occupational Safety and Health Administration (CAL OSHA) cited and assessed penalties against your firm for any "serious," "willful" or "repeat" violations of its safety or health regulations in the past five years?

NOTE: If you have filed an appeal of a citation, and the Occupational Safety and Health Appeals Board has not yet ruled on your appeal, you need not include information about it.

Yes       No

If "yes," attach a separate signed page describing the citations, including information about the dates of the citations, the nature of the violation, the project on which the citation(s) was or were issued, the amount of penalty paid, if any. If the citation was appealed to the Occupational Safety and Health Appeals Board and a decision has been issued, state the case number and the date of the decision.

29. Has the federal Occupational Safety and Health Administration cited and assessed penalties against your firm in the past five years?

NOTE: If you have filed an appeal of a citation and the Appeals Board has not yet ruled on your appeal, or if there is a court appeal pending, you need not include information about the citation.

Yes       No

If "yes," attach a separate signed page describing each citation.

30. Has the state or federal Environmental Protection Agency (EPA) or any local/regional Air Quality Management District (AQMD) or any Regional Water Quality Control Board cited and assessed penalties against either your firm or the owner of a project on which your firm was the contractor, in the past five years?

NOTE: If you have filed an appeal of a citation and the Appeals Board has not yet ruled on your appeal, or if there is a court appeal pending, you need not include information about the citation.

Yes       No

If "yes," attach a separate signed page describing each citation.

31. How often do you require documented safety meetings to be held for construction employees and field supervisors during the course of a project?

\_\_\_\_\_

32. List your firm's Experience Modification Rate (EMR) (California workers' compensation insurance) for each of the past five premium years:

NOTE: Your workers' compensation insurance carrier issues an Experience Modification Rate to your firm annually.

Current year: \_\_\_\_\_

Previous year: \_\_\_\_\_

Year 3: \_\_\_\_\_

Year 4: \_\_\_\_\_

Year 5: \_\_\_\_\_

If your EMR for any of these three years is or was 1.00 or higher, attach a letter of explanation.

33. Within the last five years has there ever been a period when your firm had employees but was without workers' compensation insurance or state-approved self-insurance?

Yes       No

If "yes," please explain the reason for the absence of workers' compensation insurance on a separate signed page. If "No," please provide a statement by your current workers' compensation insurance carrier that verifies periods of workers' compensation insurance coverage for the last five years. (If your firm has been in the construction business for less than five years, provide a statement by your workers' compensation insurance carrier verifying continuous workers' compensation insurance coverage for the period that your firm has been in the construction business.)

### Prevailing Wage and Apprenticeship Compliance Record

34. Has there been more than one occasion during the last five years in which your firm was required to pay either back wages or penalties for your own firm's failure to comply with the State's prevailing wage laws?

NOTE: This question refers only to your own firm's violation of prevailing wage laws, not to violations of the prevailing wage laws by a subcontractor.

Yes       No

If "yes," attach a separate signed page or pages describing the nature of the violation, identifying the name of the project, the date of its completion, the public agency for which it was constructed; the number of employees who were initially underpaid, the amount of back wages you were required to pay along with the amount of any penalty paid.

35. During the last five years, has there been more than one occasion in which your own firm has been penalized or required to pay back wages for failure to comply with the Federal Davis-Bacon prevailing wage requirements?  
 Yes       No

If "yes," attach a separate signed page or pages describing the nature of the violation, identifying the name of the project, the date of its completion, the public agency for which it was constructed; the number of employees who were initially underpaid, the amount of back wages you were required to pay along with the amount of any penalty paid.

36. Provide the **name, address and telephone number** of the apprenticeship program (approved by the California Apprenticeship Council) from whom you intend to request the dispatch of apprentices to your company for use on any public work project for which you are awarded a contract by Riverside County.

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37. If your firm operates its own State-approved apprenticeship program:

- (a) Identify the craft or crafts in which your firm provided apprenticeship training in the past year.
- (b) State the year in which each such apprenticeship program was approved, and attach evidence of the most recent California Apprenticeship Council approval(s) of your apprenticeship program(s).
- (c) State the number of individuals who were employed by your firm as apprentices at any time during the past three years in each apprenticeship and the number of persons who, during the past three years, completed apprenticeships in each craft while employed by your firm.

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38. At any time during the last five years, has your firm been found to have violated any provision of California apprenticeship laws or regulations, or the laws pertaining to use of apprentices on public works?

Yes       No

If "yes," provide the date(s) of such findings, and attach copies of the Department's final decision(s).



## **PART IV. ORGANIZATION'S STATEMENT OF EXPERIENCE RECENT CONSTRUCTION PROJECTS COMPLETED**

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Name of Organization (Name must correspond exactly with Contractor's License)

Provide information on projects completed or currently in progress that demonstrate your organization's experience with projects of similar scope, size and complexity as the Van Horn YTEC Project. Provide specific project related experience, relevance of scope, size and complexity. As a minimum, provide information on six most recently completed public works projects and three largest completed private projects within the last ten years. Please label response consistent to the categories listed below and include project name, location, construction value, and owner contact information.

### **1. Relevant Projects**

Submit at least (3) detention facility project examples of your organization's relevant projects with construction values in excess of \$10,000,000 completed within the last ten (10) years, including at least one (1) of those projects valued greater than \$25,000,000. Relevant projects shall include as many of the following components and construction types, as applicable:

- Facilities with a minimum of 40,000 gross square footage area and construction costs of at least \$25,000,000.
- A minimum of 50 to 100 bed medium to high security detention facilities including medical, classroom, and visitation
- Structural Concrete, including Cast in Place and Panel systems
- Secure campus facilities
- Projects with complex interrelated building systems such as security electronics/monitoring and alarm, building and energy management, telecommunications, data distribution and other related sub- systems
- Building Demolition, remediation and abatement

Clearly identify the relevance of each project and be specific as to the nature of any self-performed work and the role of your organization in the management of the overall project. List each project by name, location, year of completion, and owner's name, owner's project manager's name and current contact information including phone number. Include a description of the construction type, project schedule, and the construction value of the work performed. Photos and other graphic materials would be helpful to delineate each project. A Sample Format is included following this listing of categories.

### **2. Detention Facility Projects or Other Applicable Facilities**

Provide a list of detention facilities or other applicable facilities projects of similar size that your organization has completed within the last ten (10) years.

### **3. Security Systems**

Provide a list of detention facilities or other applicable facilities projects of similar or greater scope and complexity that your organization has completed within the last ten (10) years requiring extensive detention security systems/electronics.

#### **4. Project Management Expertise**

Indicate how your organization has managed, directed or participated in detention projects of similar scope and complexity as the Van Horn YTEC Project. Indicate your organization's management structure, lines of authority and hierarchy. Indicate how communications between the various stakeholders (owner, project design consultants, County representatives and County inspectors) and the general contractor are managed to ensure all project requirements are addressed and met. This should include both on-site personnel and home office staff.

#### **5. Quality Control**

Describe your organization's philosophy for producing quality buildings and your approach to quality control. Provide information on how schedules, costs, and quality are maintained throughout a project. Provide information on how you handle minimizing warranty callbacks and typical response time for warranty callbacks. (Typical response time is from initial request by Owner to final resolution of issue to Owner's established requirements.) Describe how coordination has been achieved and communicated to subcontractors and other tradespersons on projects of similar size, scope and complexity.

#### **6. Key Personnel**

Provide proposed key personnel's qualifications, experience, length of employment with company, and training to competently manage this project. Key personnel shall include principal(s), or officer(s) having overall project responsibility, as well as on-site project manager(s), superintendent(s), project controls engineer(s), schedule manager(s), and all others involved in the management of the project. Provide an overview of how your organization intends to structure on-site management operations and interface with the home office, owner, specialty subcontractors, Architect, Construction Manager and other County representatives during the construction of the project.

#### **7. Safety Program**

The County of Riverside is committed to the safety of all employees on the Van Horn YTEC Project, the existing County staff and County consultants on-site, the surrounding community, visitors and the environment. While the County of Riverside has the responsibility for conducting business in a manner that strives to prevent accidents, the general contractor will have primary responsibility for the safety at the project site. Describe your organization's Safety Management Plan and provide an overview of your safety training/continuing education program(s). Identify how your organization's safety program is implemented, on a project and the lines of authority and communication.

**SAMPLE FORMAT**

**Example Project Description and Information**

Names and references must be current and verifiable. Use separate sheets that contain all of the following information:

Project Name: \_\_\_\_\_

Location: \_\_\_\_\_

Type of project (Juvenile Detention, County/City Jail): \_\_\_\_\_

Project delivery method (traditional design/bid/build, design/build, etc.): \_\_\_\_\_

Owner: \_\_\_\_\_

Owner Contact (name and current phone number):

\_\_\_\_\_

Architect or Engineer: \_\_\_\_\_

Architect or Engineer Contact (name and current phone number):

\_\_\_\_\_

Construction Manager (name and current phone number):

\_\_\_\_\_

\_\_\_\_\_

Description of Project, Scope of Work Performed:

\_\_\_\_\_

\_\_\_\_\_

Total Value of Construction (including change orders): \_\_\_\_\_

Original Scheduled Completion Date: \_\_\_\_\_

Time Extensions Granted (number of days): \_\_\_\_\_

Actual Date of Final Completion and Occupancy: \_\_\_\_\_

**NOTE: Include information to address all the previously listed categories; detention facility projects or other campus facilities security systems, project management, quality control, key personnel and safety program.**

**PART V. ORGANIZATION'S FINANCIAL STATEMENT**

Name of Organization \_\_\_\_\_ (Name must correspond exactly with Contractor's License)

**Surety and Bonding Requirements**

- A. Attach a notarized statement from the bonding company your firm proposes to use indicating their commitment to provide a Performance and Payment Bond for the full amount of the contract.
- B. List the names of the Bonding firms utilized by your organization in the last five (5) years, for projects over \$25,000,000.

**Name of Bonding Company No. 1** \_\_\_\_\_

Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Project Name: \_\_\_\_\_

Amount Bonded: \_\_\_\_\_ % Completed \_\_\_\_\_

Project Name: \_\_\_\_\_

Amount Bonded: \_\_\_\_\_ % Completed \_\_\_\_\_

Project Name: \_\_\_\_\_

Amount Bonded: \_\_\_\_\_ % Completed \_\_\_\_\_

**Name of Bonding Company No. 2** \_\_\_\_\_

Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Project Name: \_\_\_\_\_

Amount Bonded: \_\_\_\_\_ % Completed \_\_\_\_\_

Project Name: \_\_\_\_\_

Amount Bonded: \_\_\_\_\_ % Completed \_\_\_\_\_

Project Name: \_\_\_\_\_

Amount Bonded: \_\_\_\_\_ % Completed \_\_\_\_\_

**Name of Bonding Company No. 3** \_\_\_\_\_

Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Project Name: \_\_\_\_\_

Amount Bonded: \_\_\_\_\_ % Completed \_\_\_\_\_

Project Name: \_\_\_\_\_

Amount Bonded: \_\_\_\_\_ % Completed \_\_\_\_\_

**PART V. ORGANIZATION'S FINANCIAL STATEMENT**

Name of Organization \_\_\_\_\_ (Name must correspond exactly with Contractor's License)

**Insurance Requirements**

Each policy of insurance carried by the successful bidder for this project shall be issued by an insurance company licensed to do business in the State of California with a rating of "A" or better and a financial size category of "VIII" or better according to the latest edition of "Bests".

- A. Attach a notarized statement from the Worker's Compensation carrier specifying organization's current Experience Modification rating for Worker's Compensation in the State of California.
- B. List the names of the insurance firms utilized by your organization in the last five (5) years, for projects over \$25,000,000.

**Name of Insurance Company No. 1** \_\_\_\_\_

Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Rating: \_\_\_\_\_

**Name of Insurance Company No. 2** \_\_\_\_\_

Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Rating: \_\_\_\_\_

**Name of Insurance Company No. 3** \_\_\_\_\_

Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Rating: \_\_\_\_\_

## PART VI. ATTACHMENTS REQUIRED

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Name of Organization (Name must correspond exactly with Contractor's License)

The following documents, Attachments 1 through 7, are to be filed with the County of Riverside by the Organization requesting Prequalification, in accordance with the Public Contract Code, for the aforementioned project.

Failure to provide all these attachments will be cause for disqualification for this project.

- **Attachment 1** – Notarized Statement from Bonding Company
- **Attachment 2** – Notarized Statement from Worker's Compensation Insurance Carrier
- **Attachment 3** – Current Copy of Organization's California Contractor's License(s)
- **Attachment 4** – Certification declaring that the applying Organization has not had a surety company finish work on any project within the last five (5) years.
- **Attachment 5** – Certification declaring that the applying Organization, in the last five (5) years has not been found by a judge, arbitrator, jury, or a nolo contendere plea to have submitted a false or fraudulent claim to a public agency
- **Attachment 6** – Certification declaring that the applying Organization has not been disqualified, removed, or otherwise prevented from bidding on, or completing a federal, state, or local government project because of violations of law or a safety regulation, pursuant to Public Contract Code, Section 10162

## **Attachment 1 – Notarized Statement from the Bonding Company**

Exchange this page for a notarized statement from the bonding company that your organization proposes to use, indicating their commitment to provide Performance and Payment bonds for the full amount of the contract.

## **Attachment 2 – Notarized Statement from the Worker’s Compensation Carrier**

Exchange this page for a notarized statement from the Worker’s Compensation carrier that your organization proposes to use, specifying Contractor’s current Experience Modification Rating for Workers’ Compensation for the State of California.



**Attachment 3 – Current Copy Organization's California Contractor's License(s)**

Exchange this page for a current copy of your organization's California Contractor's License(s).

**Attachment 4 – Certification Declaring Applying Organization Has Not Had Surety Finish Work on any Project within last Five Years**

Certification declaring that the applying Organization has not had a surety company finish work on any project within the last five (5) years.

Sample  
Declaration

I, \_\_\_\_\_, authorized agent of \_\_\_\_\_  
*(Name of Organization)*

hereby certify, under penalty of perjury under the laws of the State of California, that the organization has not had surety company finish work on any project within the last five (5) years.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

**Attachment 5 – False or Fraudulent Claim**

Certification declaring that the applying Organization, in the last five (5) years has not been found by a judge, arbitrator, jury, or a nolo contendere plea to have submitted a false or fraudulent claim to a public agency

Sample  
Declaration

I, \_\_\_\_\_, authorized agent of \_\_\_\_\_  
*(Name of Organization)*

hereby certify, under penalty of perjury under the laws of the State of California, that the foregoing is true and correct. In the last five (5) years that the organization, any affiliate, parent or subsidiary company has not been found by a judge, arbitrator, jury, or nolo contendere plea to have submitted a false or fraudulent claim to a public agency.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

## Attachment 6 – Disqualification or Removal

Certification declaring that the applying Organization has not been disqualified, removed, or otherwise prevented from bidding on, or completing a federal, state, or local government project because of violations of law or a safety regulation, pursuant to Public Contract Code, Section 10162.

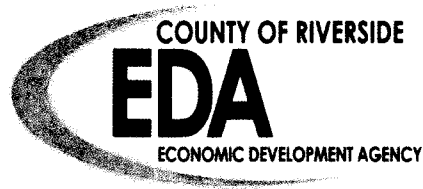
Sample  
Declaration

I, \_\_\_\_\_, authorized agent of \_\_\_\_\_  
*(Name of Organization)*

hereby certify, under penalty of perjury under the laws of the State of California, that the organization has not been disqualified, removed, or otherwise prevented from bidding on, or completing a federal, state or local government project because of violations of law or a safety regulation, pursuant to State of California, Public Contract Code, Section 10162.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_



**THE COUNTY OF RIVERSIDE ECONOMIC DEVELOPMENT AGENCY**

**CONTRACTOR PREQUALIFICATION PACKAGE**

**FOR**

**PRE-QUALIFICATION OF ELECTRONIC SECURITY SUBCONTRACTORS**

**FOR THE**

**VAN HORN YOUTH TREATMENT**  
**AND EDUCATION CENTER**

**Riverside CA**

Issued by:  
Rebecca McCray-Tsagris  
Supervising Project Manager  
COUNTY OF RIVERSIDE  
3403 Tenth Street, Suite 400  
Riverside, CA 92501

Construction Manager:  
Ron Ecker  
KITCHELL  
2910 E. Inland Empire Blvd., Suite 100  
Ontario, CA 91764  
Phone (909) 724-4119  
Facsimile: (909) 466-0232

## **CONTENTS OF PRE-QUALIFICATION PACKAGE**

1. General Instructions and Information
2. Project Overview
3. Evaluation Criteria
4. Application for Pre-Qualification [documents to submit]

Part I - Organization Information and Affidavit

Part II - Essential Requirements for Pre-Qualification

Part III - Organization, History, Organizational Performance, Compliance with Civil and Criminal Laws

Part IV - Organization's Statement of Experience and Recent Construction Projects Completed

Part V - Organization's Financial Statements, Surety and Bonding Requirements, and Insurance Requirements

Part VI - Attachments Required

**PRE-QUALIFICATION  
OF ELECTRONIC SECURITY SUBCONTRACTORS  
For  
VAN HORN  
YOUTH TREATMENT AND EDUCATION CENTER  
10000 COUNTY FARM ROAD, RIVERSIDE, CALIFORNIA**

COUNTY OF RIVERSIDE ECONOMIC DEVELOPMENT AGENCY  
3403 TENTH STREET, SUITE 400  
RIVERSIDE, CA 92501

The following General Contractor Application for Pre-Qualification (AFP) package is distributed by the County of Riverside Economic Development Agency (EDA) on behalf of the Probation Department for the County of Riverside (County) with the intent to pre-qualify Electronic Security Subcontractors (Subcontractor) for the electronic security portion of the public works project titled Van Horn Youth Treatment and Education Center (Project), a new secure juvenile treatment facility located at 10000 County Farm Road, Riverside, California 92503. The Project will be operated by the Riverside County Probation Department and will consist of demolition of the existing 26,000 square foot facility and construction of a new 62,000 square foot secure housing and support building including landscape, hardscape and parking.

The facility will utilize modern electronic security systems that will optimize security while ensuring a safe and secure rehabilitative environment. The facility will include various ancillary support functions including Kitchen, Medical and Administrative services. The Project is funded by the State's SB81 Local Youthful Offender Rehabilitative Facility Financing Program and the County of Riverside. Your firm is invited to review the AFP and respond to all items. Your responses will enable the County to pre-select electronic security subcontractors to bid on the Project based on experience and qualifications. Upon receipt the AFP will be opened and evaluated by the County, resulting in a list of electronic security subcontractors deemed qualified to bid the Project.

Please complete all parts of this application and return one (1) original with attachments and five (5) copies with attachments in a sealed envelope marked "CONFIDENTIAL" to:

Rebecca McCray-Tsagris  
Project Manager  
COUNTY OF RIVERSIDE  
3403 Tenth Street, Suite 400  
Riverside, CA 92501

AFPs are due **Friday, May 16, 2014 at 4:00 P.M.** No fax or e-mail copies will be accepted. Submittals received after the specified time and date will not be considered and will be returned unopened to the sender. **THIS SUBMISSION DEADLINE WILL BE STRICTLY ENFORCED.**

**A MANDATORY Pre-Submittal Conference** for Subcontractors will take place **Tuesday, April 22, 2014 at 1:00 P.M.** at the project site located at 10000 County Farm Road in the City of Riverside, California. This meeting will include a presentation of the Project, allow for questions regarding the Project scope, and the Application for Pre-Qualification process. Subcontractors intending to bid this Project are required to attend this informational meeting in order to be considered for pre-qualification.

# 1. GENERAL INSTRUCTIONS AND INFORMATION

## A. General Information

A current California type **C7** contractor's license is required to bid the Project.

This Pre-Qualification to bid the electronic security work for the Van Horn Youth Treatment and Education Center project (Project), located at 10000 County Farm Road, Riverside, California, is required regardless of and in addition to any pre-qualification for the County of Riverside (County) work which electronic security subcontractor may already have on file.

Pre-Qualification by the County, for this Project, shall remain valid until the contract for construction is awarded or until responding firms are notified in writing by the County in the unexpected event that no construction contract is awarded. It is mandatory that all Electronic Security Subcontractors (Subcontractor) who intend to submit a bid fully complete the pre-qualification questionnaire, provide all materials requested, and be approved by the County to be on the final qualified Bidders list. It has been determined that all subcontractors who desire to submit bids on the electronic security work package for this Project must be prequalified. No bid will be accepted from a bidder that has failed to comply with these requirements. If two or more business entities submit a bid as part of 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.

Answers to questions contained in the attached questionnaire, information about current bonding capacity, notarized statement from surety, and the previous fiscal year copy of a CPA reviewed or CPA audited financial statement, with accompanying notes and supplemental information, are required. The County will use these documents as the basis of rating Subcontractors that are qualified to bid. The County reserves the right to check other sources available. The County's decision will be based on objective evaluation criteria.

The County reserves the right to adjust, increase, limit, suspend or rescind the pre-qualification rating based on subsequently learned information. Subcontractors whose rating changes sufficient to disqualify them will be notified, and given an opportunity for a hearing consistent with the hearing procedures described below for appealing a pre-qualification rating.

While it is the intent of the AFP and required documents to assist the County in determining bidder responsibility prior to bid and to aid the County in selecting the lowest responsible bidder, neither the fact of pre-qualification, nor any pre-qualification rating, will preclude the County from a post-bid consideration and determination of whether a bidder has the quality, fitness, capacity and experience to satisfactorily perform the proposed work, and has demonstrated the requisite trustworthiness to be awarded a contract.

General Contractors who wish to self-perform the electronic security trade work shall be required to submit subcontractor prequalification documents as specified in this prequalification package. County will furnish a list of prequalified Electronic Security Subcontractors in the bidding documents for the Project. Only prequalified Electronic Security Subcontractors will be approved by County for use in the above electronic security portion of the Work.

This Project is being financed in part through State SB81 funding and is subject to a Labor Compliance Program per Labor Code Section 1771.3. Contractor's on the project will be required to comply with the provisions of the California Labor Code, including, without limitation, Sections 1773.1, 1774, 1775 and 1776 of the California Labor Code and including, without limitation, the obligations to pay the general prevailing rates of wages in the locality in which the Work is to be performed and comply with Section 1777.5 of the California Labor Code governing employment of apprentices.



## **B. Data Required**

All portions of the AFP, Parts I through VI, should be completed with additional information attached if the space provided does not suffice. Failure to include the information called for may result in disqualification. It is essential that construction experience of the Subcontractor be demonstrated, as such experience is considered in establishing prequalification.

NOTE: The pre-qualification packages (questionnaire answers and financial statements) submitted by Subcontractors are not public records and are not open to public inspection. All information provided will be kept confidential to the extent permitted by law. However, the contents may be disclosed to third parties for purpose of verification, or investigation of substantial allegations, or in the appeal hearing. State law requires that the names of Subcontractors 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 Subcontractor on whose behalf that person is signing. If any information provided by Subcontractor becomes inaccurate, the Subcontractor must immediately notify the County and provide updated accurate information in writing, under penalty of perjury.

The County 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 specific future County project.

Subcontractors shall submit pre-qualification packages during regular working hours on any day that the offices of the EDA are open up to the deadline of **4:00 P.M, local time, Friday, May 16, 2014.**

The County may refuse to grant pre-qualification where the requested information and materials are not provided by the submittal deadline. There is no appeal from a refusal for an incomplete or late application. The closing time for bids will not be changed in order to accommodate supplementation of incomplete submissions, or late submissions.

## **C. Current Financial Information**

The Subcontractor shall provide the previous fiscal year's copy of a CPA reviewed or CPA audited financial statement with accompanying notes and supplemental information attached. The County reserves the right to reject financial statements in which the financial condition reported is of a date 12 months or more prior to the date the AFP is due to County.

## **E. Affidavits**

The appropriate affidavit must be completely executed or the application will be disqualified.

## **F. Questions**

Electronic Security Subcontractors are required to submit any questions regarding the prequalification process or the contents of the prequalification package in writing no later than **5:00 P.M, local time, Tuesday, April 29, 2014.** Questions submitted after the deadline will not be accepted or answered. Only written inquiries will be permitted. Questions must be submitted in writing, by mail or email, to the Project Manager:

Rebecca McCray-Tsagris  
COUNTY OF RIVERSIDE  
3403 Tenth Street, Suite 400  
Riverside, CA 92501  
Email: [rtsagris@rivcoeda.org](mailto:rtsagris@rivcoeda.org)

Only written inquiries will be responded to. Under no circumstance are any prospective electronic security subcontractors or anyone receiving the prequalification package, to contact, discuss with, or inquire of any County consultant, employee, or elected official on any matter relating to this solicitation process. This requirement is to ensure that the same information is communicated to all parties and that no inconsistent, incomplete, or inaccurate information is transmitted separately. County will issue an addendum providing answers/clarifications to all written questions to all parties who have officially obtained/requested the AFP from County EDA, unless the questions pertain to a specific scope of work.

## **G. Appeal Rights**

Where a timely and completed application results in a rating below that necessary to pre-qualify, a Subcontractor may request a hearing to appeal the decision. An appeal is begun by the Subcontractor delivering written notice to the County of Subcontractor's appeal of the decision with respect to its pre-qualification rating, no later than five business days following the date of written notification from the County that the Subcontractor does not meet the rating established by the County. Without a timely appeal, the Subcontractor waives any and all rights to challenge the decision of the County, whether by administrative process, judicial process or any other legal process or proceeding. All requests for an appeal hearing must be addressed as follows:

COUNTY OF RIVERSIDE

Attn: Charles Waltman

"CONFIDENTIAL- Bidder Prequalification"

Project: Van Horn Youth Treatment and Education Center

Request for Appeal Hearing

TIME SENSITIVE MATERIAL

3403 10<sup>th</sup> Street, Riverside, CA, 92501

If the Subcontractor 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 the County's receipt of the notice of appeal. The hearing shall be an informal process conducted by an Appeals Panel to which the County has delegated responsibility to hear such appeals. At or prior to the hearing, the Subcontractor will be advised of the basis for the County's pre-qualification determination. The Subcontractor will be given the opportunity to present information and present reasons to refute the prequalification rating. The Subcontractor may be represented by a person of its choosing. The hearing shall not be conducted according to the technical rules relating to evidence and witnesses applicable to judicial proceedings. Any relevant evidence, including hearsay, may be received and considered if it is the sort of evidence on which reasonable persons are accustomed to rely on in the conduct of serious business affairs. The submission of documentary evidence is encouraged.

The Appeals Panel shall have the power to limit oral testimony given at the hearing. Within two business days after the conclusion of the hearing, the Appeals Panel will render its decision. A copy of the written decision will be delivered to the Subcontractor, either personally, by registered mail, certified mail, or electronically if requested in writing by the Subcontractor. The determination of the Appeals Panel shall be final and not subject to further appeal. It is the intention of the County that the date for the submission and opening of bids will not be delayed or postponed to allow for completion of an appeal process.

**Note:** A subcontractor may be found not pre-qualified for bidding on a specific EDA contract to be let by the County, for either:

- (1) Omission of requested information or,
- (2) Falsification of information

## **2. PROJECT OVERVIEW**

### **A. Project Location and Delivery Method**

The Van Horn Youth Treatment and Education Center (YTEC) is located at 10000 County Farm Road, in the City of Riverside, in Riverside County, California.

The project delivery method for Van Horn YTEC project will be through a single prime contract awarded through a Lump Sum bid package. The Project is expected to bid in Mid- 2014. The County's estimate of probable construction cost is \$26,000,000 and the anticipated construction duration is 16 months.

### **B. Project Description**

The Van Horn YTEC Facility will be administered under the State of California's SB81 Program, which is authorized under the Youthful Offender Block Grant Program and provides state funded lease-revenue bond financing for construction or expansion of local youthful offender rehabilitative facilities in California.

This project will demolish an existing 26,000 square foot building and design and construct a new, approximately 62,000 square foot single story building on approximately 11 acres of a greater 50± acres of county owned land located in the city of Riverside. This facility will provide housing, program, healthcare, custody, administrative, and support services space to address the needs of approximately 106 high-risk juvenile offenders.

The housing and program space will consist of approximately 39,400 square feet and will include four 20-cell housing units, one 6-cell assessment unit, and one transitional housing unit with 9 dormitory rooms. Each living unit will include a dayroom, space for group and individual therapy, a classroom, an interview room, and all necessary appurtenances. The housing units will have access to a shared classroom and recreational space.

The facility will also include approximately 21,200 square feet for healthcare space, a central control room, kitchen and food storage areas, a laundry area, administrative space, and support services space. The support services space includes a general visitation room with two family bonding rooms, a warehouse, a maintenance shop, and staff locker rooms.

This project will include, but not be limited to, electrical; plumbing; mechanical; heating, ventilation, and air conditioning; security; and fire protection systems. The project will also include parking lots, a sally port, a central plant, a warehouse dock, emergency access roads, and all necessary appurtenances. The new facility will be constructed primarily of concrete and steel for long-term durability, and will include cost effective "green building" principles designed to achieve a LEED Silver Certification..

## **3. EVALUATION CRITERIA**

Qualifications will include:

- o Evaluation and verification of Electronic Security Subcontractor's current ability and history to secure Liability and Workers' Compensation insurance
- o Firm/entity shall be a company specializing in the design, fabrication, and installation of integrated correctional or juvenile detention facility security and communications control systems for a minimum of ten (10) years
- o Evidence and history of proper licensing
- o Ability to secure required bonding
- o Financial ability
- o History of litigation and claims; or other adverse actions
- o Safety record

Experience to be evaluated will include:

- o History of firm/entity
- o Organization of firm/entity
- o Relevant experience of firm/entity
- o Proposed management team for Project and proposed key personnel
- o Experience of proposed key personnel to be assigned to Project
- o Firm's/entity's experience in successfully completing public works projects of similar size, scope and complexity
- o Firm's/entity's experience working with detention project general contractors and references from those contractors
- o Firm's/entity's experience in the utilization of Building Information Modeling (BIM)

#### **Evaluation of Comparable Project Experience**

In addition to above criteria, the Contractor shall provide information for comparable projects, as defined in this AFP.

**NOTE: Scoring will be based on submitted comparable projects that meet as many of the following components as possible:**

- o Electronic security portion for detention facilities with:
  - A minimum of 40,000 gross square footage and construction costs of at least \$50,000,000
  - A minimum of 50 bed medium to high security detention facilities including medical assessment, classroom, and visitation
  - Secure campus facilities
  - Projects with complex interrelated building systems such as security electronics/monitoring and alarm, building and energy management, telecommunications, data distribution and other related sub-systems

#### **Evaluation of Financial Information**

In addition to above criteria, the Contractor shall provide financial information, as defined in this AFP.

#### **4. Application for Pre-Qualification**

The specific documents that must be submitted are attached:

- o Part I - Organization Information and Affidavit
- o Part II - Essential Requirements for Pre-Qualification
- o Part III - Organization, History, Organizational Performance, Compliance with Civil and Criminal Laws
- o Part IV - Organization's Statement of Experience and Recent Construction Projects Completed
- o Part V - Organization's Financial Statements, Surety and Bonding Requirements and Insurance Requirements
- o Part VI - Attachments Required

**PART I. ORGANIZATION INFORMATION, DECLARATION and AFFIDAVIT**

The following documents, Prequalification Application, Parts I through V, are to be filed with the County of Riverside by the Organization requesting pre-qualification, in accordance with the Public Contract Code, for the aforementioned Project:

Firm Name: \_\_\_\_\_ Check One:  Corporation  
 (As it appears on license)  Partnership  
 Sole Prop.

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

If firm is a sole proprietor or partnership:

Owner(s) of Company \_\_\_\_\_  
 \_\_\_\_\_

Subcontractor's License Number(s) with Classifications:

License #	Classification	Expiration (MM/DD/YYYY)

**DECLARATION**

**1. Acknowledgement and Release.** By signature and date on this page, the Subcontractor authorizes any financial institution, legal firm, or any other type of business, agency or individual named within this document to release to County and/or its designated representatives, any and all information as that information relates, or could relate, to its ability to evaluate the background, stability and general worthiness of this Subcontractor to perform construction activities if prequalified and awarded a contract by County. In addition, County may request information from references, provided:

- a. A photocopy of this document shall be deemed as valid as an original document.
- b. This acknowledgement and release shall remain in effect until such time as the Subcontractor requests, in writing, that County cease any attempt to evaluate it and its agents as a potential prequalified bidder for construction for the Project.

**2. Reserved Right.** County reserves the right, for the sole purpose of evaluating a potential prequalification candidate (Subcontractor), to make other inquiries as permitted by law. Furthermore, County reserves the right to reject any or all prequalification applications.

**AFFIDAVIT**

I, \_\_\_\_\_ the undersigned, certify and declare that I have read all the answers to this prequalification questionnaire and know their contents. The matters stated in the questionnaire answers are true of my own knowledge and belief, except as to those matters stated on information and belief, and as to those matters I believe them to be true. I declare under penalty of perjury under the laws of the State of California, that the foregoing is correct.

Dated: \_\_\_\_\_

\_\_\_\_\_ (Signature)

\_\_\_\_\_ (Printed name)

\_\_\_\_\_ (Title)

**PART II. ESSENTIAL REQUIREMENTS FOR PRE-QUALIFICATION**

**Subcontractor will be immediately disqualified if the answer to any of questions 1 through 5 is "no."**<sup>1</sup>

**Subcontractor will be immediately disqualified if the answer to any of questions 6, 7, 8 or 9 is "yes."**<sup>2</sup> If the answer to question 8 is "yes," and if debarment would be the sole reason for denial of pre-qualification, any pre-qualification issued will exclude the debarment period.

- 1. Subcontractor possesses a valid and current California Contractor's license for the project or projects for which it intends to submit a bid.  
 Yes       No
  
- 2. Subcontractor has a liability insurance policy or has the ability to obtain a policy with a limit of at least \$2,000,000 per occurrence and \$4,000,000 aggregate.  
 Yes       No

If yes, please provide the following information:

Insurance Company \_\_\_\_\_

Broker or Agent \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone Number \_\_\_\_\_

How long have you been with this Insurance Company \_\_\_\_\_

If under two years, please list prior Insurance Companies

\_\_\_\_\_

- 3. Subcontractor has current workers' compensation insurance policy as required by the Labor Code or is legally self-insured pursuant to Labor Code section 3700 et.seq.  
 Yes       No       Subcontractor is exempt from this requirement, because it has no employees
  
- 4. Have you attached your previous fiscal year's copy of a CPA-reviewed or CPA-audited financial statement with accompanying notes and supplemental information.<sup>1</sup>  
 Yes       No

**NOTE: A financial statement that is not either reviewed or audited is not acceptable. A letter verifying availability of a line of credit may also be attached; however, it will be considered as supplemental information only, and is not a substitute for the required financial statement.**



5. Have you attached 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: (a) that your current bonding capacity is sufficient for the project for which you seek pre-qualification if you are seeking pre-qualification for the Project.<sup>3</sup>  
 Yes       No

**NOTE: Notarized statement must be from the surety company, not an agent or broker.**

6. Has your contractor's license been revoked at any time in the last five years?<sup>2</sup>  
 Yes       No
7. Has a surety firm completed a contract on your behalf, or paid for completion because your firm was default terminated by the project owner within the last five (5) years?<sup>2</sup>  
 Yes       No
8. At the time of submitting this pre-qualification form, is your firm ineligible to bid on or be awarded a public works contract, or perform as a subcontractor on a public works contract, pursuant to either Labor Code section 1777.1 or Labor Code section 1777.7?  
 Yes       No

If the answer is "Yes," state the beginning and ending dates of the period of debarment:

\_\_\_\_\_

9. At any time during the last five years, has your firm, or any of its owners or officers been convicted of a crime involving the awarding of a contract of a government construction project, or the bidding or performance of a government contract?<sup>2</sup>  
 Yes       No

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<sup>1</sup> A "no" answer to Question 4 will not be disqualifying if the subcontractor is exempt from complying with Question 4. Public Contract Code 20101(e) exempts from this requirement a subcontractor who has qualified as a small business pursuant to Government Code section 14837(d)(1).

<sup>2</sup> A subcontractor disqualified solely because of a "Yes" answer given to question 6, 7, or 9 may appeal the disqualification and provide an explanation of the relevant circumstances during the appeal procedure.

<sup>3</sup> County may request an additional notarized statement from the surety at the time of submission of a bid, if this pre-qualification package is submitted more than 60 days prior to submission of the bid.

**PART III. ORGANIZATION, HISTORY, ORGANIZATIONAL PERFORMANCE,  
COMPLIANCE WITH CIVIL AND CRIMINAL LAWS**

**A. Current Organization and Structure of the Business**

**For Firms That Are Corporations:**

- 1a. Date incorporated: \_\_\_\_\_
- 1b. Under the laws of what state: \_\_\_\_\_
- 1c. Provide all the following information for each person who is either (a) an officer of the corporation (president, vice president, secretary, and treasurer), or (b) the owner of at least ten per cent of the corporation's stock.

Name	Position	Years with Co.	% Ownership	Social Security #

- 1d. Identify every construction firm that any person listed above has been associated with (as owner, general partner, limited partner or officer) at any time during the last five years.  
**NOTE: For this question, "owner" and "partner" refer to ownership of ten per cent or more of the business, or 10 per cent or more of its stock, if the business is a corporation.**

Person's Name	Construction Firm	Dates of Person's Participation with Firm

**For Firms That Are Partnerships:**

- 1a. Date of formation: \_\_\_\_\_
- 1b. Under the laws of what state: \_\_\_\_\_
- 1c. Provide all the following information for each partner who owns 10 per cent or more of the firm.

Name	Position	Years with Co.	% Ownership	Social Security #

- 1d. Identify every construction company that any partner has been associated with (as owner, general partner, limited partner or officer) at any time during the last five years.

**NOTE: For this question, "owner" and "partner" refer to ownership of ten per cent or more of the business, or ten per cent or more of its stock, if the business is a corporation.**

Person's Name	Construction Company	Dates of Person's Participation with Company

**For Firms That Are Sole Proprietorships:**

- 1a. Date of commencement of business: \_\_\_\_\_  
 1b. Social security number of company owner: \_\_\_\_\_  
 1c. Identify every construction firm that the business owner has been associated with (as owner, general partner, limited partner or officer) at any time during the last five years.

**NOTE: For this question, "owner" and "partner" refer to ownership of ten per cent or more of the business, or ten per cent or more of its stock, if the business is a corporation.**

Person's Name	Construction Company	Dates of Person's Participation with Company

**For Firms That Intend to Make a Bid as Part of a Joint Venture:**

- 1a. Date of commencement of joint venture: \_\_\_\_\_  
 1b. Provide all of the following information for each firm that is a member of the joint venture that expects to bid on one or more projects:

Name of firm	% Ownership of Joint Venture

**B. History of the Business and Organizational Performance**

2. Has there been any change in ownership of the firm at any time during the last five years?  
**NOTE: A corporation whose shares are publicly traded is not required to answer this question.**

Yes       No

If "yes," explain on a separate signed page.

3. Is the firm a subsidiary, parent, holding company or affiliate of another construction firm?  
**NOTE: Include 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.**

Yes       No

If "yes," explain on a separate signed page.

4. Are any corporate officers, partners or owners connected to any other construction firms?  
**NOTE: Include information about other firms if an owner, partner, or officer of your firm holds a similar position in another firm.**

Yes       No

If "yes," explain on a separate signed page.

5. State your firm's gross revenues in dollars for each of the last three calendar years:

\_\_\_\_\_

6. How many years has your organization been in business in California as a Subcontractor under your present business name and license number? \_\_\_\_\_ years

7. Is your firm currently the debtor in a bankruptcy case?

Yes       No

If "yes," please attach a copy of the bankruptcy petition, showing the case number, and the date on which the petition was filed.

8. Was your firm in bankruptcy at any time during the last five years? (This question refers only to a bankruptcy action that was not described in answer to question 7, above)

Yes       No

If "yes," please attach a copy of the bankruptcy petition, showing the case number and the date on which the petition was filed, and a copy of the Bankruptcy Court's discharge order, or of any other document that ended the case, if no discharge order was issued.

**Licenses**

9. List all California construction license numbers, classifications and expiration dates of the California contractor licenses held by your firm:

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10. If any of your firm's license(s) are held in the name of a corporation or partnership, list below the names of the qualifying individual(s) listed on the Contractors State Licensing Board (CLSB) records who meet(s) the experience and examination requirements for each license.

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11. Has your firm changed names or license number in the past five years?  
 Yes       No

If "yes," explain on a separate signed page, including the reason for the change.

12. Has any owner, partner or (for corporations) officer of your firm operated a construction firm under any other name in the last five years?  
 Yes       No

If "yes," explain on a separate signed page, including the reason for the change.

13. Has any CSLB license held by your firm or its Responsible Managing Employee (RME) or Responsible Managing Officer (RMO) been suspended within the last five years?  
 Yes       No

If "yes," please explain on a separate signed sheet.

**Disputes**

14. At any time in the last five years has your firm been assessed and paid liquidated damages after completion of a project under a construction contract with either a public or private owner?  
 Yes       No

If yes, explain on a separate signed page, identifying all such projects by owner, owner's address, and the date of completion of the project, amount of liquidated damages assessed and all other information necessary to fully explain the assessment of liquidated damages.

15. In the last five years has your firm, or any firm with which any of your company's owners, officers or partners was associated, been debarred, disqualified, removed or otherwise prevented from bidding on, or completing, any government agency or public works project for any reason?

**NOTE: "Associated with" refers to another construction firm in which an owner, partner or officer of your firm held a similar position, and which is listed in response to question 1c or 1d on this form.**

Yes       No

If "yes," explain on a separate signed page. State whether the firm involved was the firm applying for pre-qualification here or another firm. Identify by name of the company, the name of the person within your firm who was associated with that company, the year of the event, the owner of the project, the project and the basis for the action.

16. In the last five years has your firm been denied an award of a public works contract based on a finding by a public agency that your company was not a responsible bidder?
- Yes       No

If "yes," explain on a separate signed page. Identify the year of the event, the owner, the project and the basis for the finding by the public agency.

\* \* \* \* \*

**NOTE: The following two questions refer only to disputes between your firm and the owner of a project. You need not include information about disputes between your firm and a supplier, another contractor, or subcontractor. You need not include information about "pass-through" disputes in which the actual dispute is between a sub-contractor and a project owner. Also, you may omit reference to all disputes about amounts of less than \$50,000.**

17. In the past five years has any claim **against** your firm concerning your firm's work on a construction project been **filed in court or arbitration?**
- Yes       No

If "yes," on separate signed sheets of paper identify the claim(s) by providing the project name, date of the claim, name of the claimant, a brief description of the nature of the claim, the court in which the case was filed and a brief description of the status of the claim (pending or, if resolved, a brief description of the resolution).

18. In the past five years has your firm made any claim against a project owner concerning work on a project or payment for a contract and **filed that claim either with a public entity pursuant to Government Code sections 810 et seq., or in court or arbitration?**

Yes       No

If "yes," on separate signed sheets of paper identify the claim by providing the project name, date of the claim, name of the entity (or entities) against whom the claim was filed, a brief description of the nature of the claim, the court in which the case was filed and a brief description of the status of the claim (pending, or if resolved, a brief description of the resolution).

19. At any time during the past five years, has any surety company made any payments on your firm's behalf as a result of a default, to satisfy any claims made against a performance or payment bond issued on your firm's behalf, in connection with a construction project, either public or private?  
 Yes       No

If "yes," explain on a separate signed page the amount of each 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.

20. In the last five years has any insurance carrier, for any form of insurance, refused to renew the insurance policy for your firm?  
 Yes       No

If "yes," explain on a separate signed page. Name the insurance carrier, the form of insurance and the year of the refusal.

### **Criminal Matters and Related Civil Suits**

21. Has your firm or any of its owners, officers or partners ever been found liable in a civil suit or found guilty in a criminal action for making any false claim or material misrepresentation to any public agency or entity?  
 Yes       No

If "yes," explain on a separate signed page, including identifying who was involved, the name of the public agency, the date of the investigation and the grounds for the finding.

22. Has your firm or any of its owners, officers or partners ever been convicted of a crime involving any federal, state, or local law related to construction?  
 Yes  No

If "yes," explain on a separate signed page, including identifying who was involved, the name of the public agency, the date of the conviction and the grounds for the conviction.

23. Has your firm or any of its owners, officers or partners ever been convicted of a federal or state crime of fraud, theft, or any other act of dishonesty?  
 Yes  No

If "yes," identify on a separate signed page the person or persons convicted, the court (the county if a state court, the district or location of the federal court), the year and the criminal conduct.

**Bonding**

24. Bonding capacity: Provide documentation from your surety identifying the following:

Name of bonding company/surety: \_\_\_\_\_

Name of surety agent, address and telephone number:  
\_\_\_\_\_

25. If your firm was required to pay a premium of more than one per cent for a performance and payment bond on any project(s) on which your firm worked at any time during the last five years, state the percentage that your firm was required to pay. You may provide an explanation for a percentage rate higher than one per cent, if you wish to do so.

\_\_\_\_\_

26. List all other sureties (name and full address) that have written bonds for your firm during the last five years, including the dates during which each wrote the bonds:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

27. During the last five years, has your firm ever been denied bond coverage by a surety company, or has there ever been a period of time when your firm had no surety bond in place during a public construction project when one was required?

Yes       No

If yes, provide details on a separate signed sheet indicating the date when your firm was denied coverage and the name of the company or companies, which denied coverage; and the period during which you had no surety bond in place.



**C. Compliance with Occupational Safety and Health Laws and with Other Labor Legislation Safety**

28. Has the California Occupational Safety and Health Administration (CAL OSHA) cited and assessed penalties against your firm for any "serious," "willful" or "repeat" violations of its safety or health regulations in the past five years?

NOTE: If you have filed an appeal of a citation, and the Occupational Safety and Health Appeals Board has not yet ruled on your appeal, you need not include information about it.

Yes       No

If "yes," attach a separate signed page describing the citations, including information about the dates of the citations, the nature of the violation, the project on which the citation(s) was or were issued, the amount of penalty paid, if any. If the citation was appealed to the Occupational Safety and Health Appeals Board and a decision has been issued, state the case number and the date of the decision.

29. Has the federal Occupational Safety and Health Administration cited and assessed penalties against your firm in the past five years?

NOTE: If you have filed an appeal of a citation and the Appeals Board has not yet ruled on your appeal, or if there is a court appeal pending, you need not include information about the citation.

Yes       No

If "yes," attach a separate signed page describing each citation.

30. Has the state or federal Environmental Protection Agency (EPA) or any local/regional Air Quality Management District (AQMD) or any Regional Water Quality Control Board cited and assessed penalties against either your firm or the owner of a project on which your firm was the Subcontractor, in the past five years?

NOTE: If you have filed an appeal of a citation and the Appeals Board has not yet ruled on your appeal, or if there is a court appeal pending, you need not include information about the citation.

Yes       No

If "yes," attach a separate signed page describing each citation.

31. How often do you require documented safety meetings to be held for construction employees and field supervisors during the course of a project?

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32. List your firm's Experience Modification Rate (EMR) (California workers' compensation insurance) for each of the past five premium years:

NOTE: Your workers' compensation insurance carrier issues an Experience Modification Rate to your firm annually.

Current year: \_\_\_\_\_

Previous year: \_\_\_\_\_

Year 3: \_\_\_\_\_

Year 4: \_\_\_\_\_

Year 5: \_\_\_\_\_

If your EMR for any of these three years is or was 1.00 or higher, attach a letter of explanation.

33. Within the last five years has there ever been a period when your firm had employees but was without workers' compensation insurance or state-approved self-insurance?

Yes       No

If "yes," please explain the reason for the absence of workers' compensation insurance on a separate signed page. If "No," please provide a statement by your current workers' compensation insurance carrier that verifies periods of workers' compensation insurance coverage for the last five years. (If your firm has been in the construction business for less than five years, provide a statement by your workers' compensation insurance carrier verifying continuous workers' compensation insurance coverage for the period that your firm has been in the construction business.)

### **Prevailing Wage and Apprenticeship Compliance Record**

34. Has there been more than one occasion during the last five years in which your firm was required to pay either back wages or penalties for your own firm's failure to comply with the State's prevailing wage laws?

NOTE: This question refers only to your own firm's violation of prevailing wage laws, not to violations of the prevailing wage laws by a subcontractor.

Yes       No

If "yes," attach a separate signed page or pages describing the nature of the violation, identifying the name of the project, the date of its completion, the public agency for which it was constructed; the number of employees who were initially underpaid, the amount of back wages you were required to pay along with the amount of any penalty paid.

35. During the last five years, has there been more than one occasion in which your own firm has been penalized or required to pay back wages for failure to comply with the Federal Davis-Bacon prevailing wage requirements?

Yes       No

If "yes," attach a separate signed page or pages describing the nature of the violation, identifying the name of the project, the date of its completion, the public agency for which it was constructed; the number of employees who were initially underpaid, the amount of back wages you were required to pay along with the amount of any penalty paid.

36. Provide the **name, address and telephone number** of the apprenticeship program (approved by the California Apprenticeship Council) from whom you intend to request the dispatch of apprentices to your company for use on any public work project for which you are awarded a contract by Riverside County.

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37. If your firm operates its own State-approved apprenticeship program:

- (a) Identify the craft or crafts in which your firm provided apprenticeship training in the past year.
- (b) State the year in which each such apprenticeship program was approved, and attach evidence of the most recent California Apprenticeship Council approval(s) of your apprenticeship program(s).
- (c) State the number of individuals who were employed by your firm as apprentices at any time during the past three years in each apprenticeship and the number of persons who, during the past three years, completed apprenticeships in each craft while employed by your firm.

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38. At any time during the last five years, has your firm been found to have violated any provision of California apprenticeship laws or regulations, or the laws pertaining to use of apprentices on public works?

Yes       No

If "yes," provide the date(s) of such findings, and attach copies of the Department's final decision(s).

## **PART IV. ORGANIZATION'S STATEMENT OF EXPERIENCE RECENT CONSTRUCTION PROJECTS COMPLETED**

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Name of Organization (Name must correspond exactly with Contractor's License)

Provide information on projects completed or currently in progress that demonstrate your organization's experience with projects of similar scope, size and complexity as the Van Horn Youth Treatment and Education Center Project. Provide specific project related experience, relevance of scope, size and complexity. Please label response consistent to the categories listed below and include project name, location, construction value, year completed, and owner contact information.

### **1. Relevant Projects**

Submit at least (10) examples of Federal, State, County and/or Government Correctional Installations (Prisons, Jails or Juvenile Facilities) that are completed and operational wherein the security equipment and services meet the following criteria:

- Five of the ten projects listed shall be judged by the following criteria:
  - Your company shall have installed a complete new integrated security camera system and command center with a minimum of 100 beds (minimum of 50 cells) including programming, commissioning, training and maintenance.
  - The minimum period of operation (following final completion) shall be six months with at least two of the ten facilities having been operational for not less than two years.
- Projects with complex interrelated building systems such as security electronics/monitoring and alarm, building and energy management, telecommunications, data distribution and other related sub- systems

Clearly identify the relevance of each project and be specific as to the nature of any self-performed work and the role of your organization in the management of the overall project. List each project by name, location, date of final completion and occupancy, and owner's name, owner's project manager's name and current contact information including phone number. Include a description of the construction type (State or Federal Prison, County or City Jail, or Juvenile Detention Facility), project delivery method, size of project, project schedule, and the construction value of the work performed. Photo, sample screen shots for control panels, and other graphic materials would be helpful to delineate each project. A Sample Format is included following this listing of categories.

### **2. Detention Facility Projects or Other Applicable Facilities**

Provide a list of detention facilities or other comparable facilities projects of similar size and complexity that your organization has completed within the last ten (10) years.

### **3. Security Systems**

Provide the following items:

- Demonstrate your company's ability to provide local service with response times for warranty, maintenance, technical assistance, and a maintenance period of no less than 3 years.
- Provide a technical description of the ESC's approach to implementing each of the major systems and the interfaces with other contractor's work.

- Provide a list of major systems components, including the equipment manufacturer's product numbers, to be used on this project. Detailed technical specifications and catalog cut sheets must accompany any proposed substitutions for the specified equipment.
- Provide a description of the overall system integration, which shall include a functional block diagram of the integrated system. For each functional unit shown on the diagram, provide a description of the functional capabilities and characteristics of the unit, including the hardware and software systems associated with the functional unit.
- Provide a functional description of the software to be furnished. Software that is currently available and software that is to be developed by the ESC shall be identified.

#### **4. Project Management Expertise**

Indicate how your organization has managed, directed or participated in detention projects of similar scope and complexity as the Van Horn YTEC Project. Indicate your organization's management structure, lines of authority and hierarchy. Indicate how communications between the various stakeholders (owner, project design consultants, County representatives and County inspectors) and the electronic security subcontractor are managed to ensure all project requirements are addressed and met. This should include both on-site personnel and home office staff.

#### **5. Quality Control**

Describe your organization's philosophy for producing and installing quality systems and your approach to quality control. Provide information on how you handle minimizing warranty callbacks and typical response time for warranty callbacks. (Typical response time is from initial request by Owner to final resolution of issue to Owner's established requirements). Describe how coordination has been achieved and communicated to subcontractors and other tradespersons on projects of similar size, scope and complexity. Describe checkout and commissioning of the security system.

#### **6. Key Personnel**

Provide proposed key personnel's resumes indicating their qualifications, experience, length of employment with company, and training to competently manage this project. Key personnel shall include principal(s), or officer(s) having overall project responsibility, as well as on-site full time project manager(s), superintendent(s), programmer, project controls engineer(s), schedule manager(s), and all others involved in the management of the project. Provide an overview of how your organization intends to structure on-site management operations and interface with the home office, owner, specialty subcontractors, Architect, Construction Manager and other County representatives during the construction of the project. Describe key personnel's prior experience working with General Contractors on similar sized projects.

#### **7. Safety Program**

The County of Riverside is committed to the safety of all employees on the Van Horn YTEC Project, the existing County staff and County consultants on-site, the surrounding community, visitors and the environment. While the County of Riverside has the responsibility for conducting business in a manner that strives to prevent accidents, the electronic security subcontractor will have primary responsibility for the safety at the project site. Describe your organization's Safety Management Plan and provide an overview of your safety training/continuing education program(s). Identify how your organization's safety program is implemented, on a project and the lines of authority and communication.

**8. Subcontractor's History**

Provide a statement that the firm's principals and key personnel have been engaged in successfully providing procurement, management, installation and commissioning of electronic security systems for detention facilities as a core service for a minimum of 10 continuous years.

**9. Subcontractor's Statement**

Provide a completed Subcontractor's Qualification Statement AIA Document A305.

**10. Ligation Statement**

Provide a statement regarding any project related litigation your firm is currently involved in or has been in since the company's inception as a business. State the nature of the litigation and the outcome.

**SAMPLE FORMAT**

**Example Project Description and Information**

Names and references must be current and verifiable. Use separate sheets that contain all of the following information:

Project Name: \_\_\_\_\_

Location: \_\_\_\_\_

Type of project (Juvenile Detention Facility, County/City Jail): \_\_\_\_\_

Project delivery method (traditional design/bid/build, design/build, etc.): \_\_\_\_\_

Owner: \_\_\_\_\_

Owner Contact (name and current phone number):

\_\_\_\_\_

\_\_\_\_\_

Architect or Engineer: \_\_\_\_\_

Architect or Engineer Contact (name and current phone number):

\_\_\_\_\_

Construction Manager (name and current phone number):

\_\_\_\_\_

\_\_\_\_\_

Description of Project, Scope of Work Performed:

\_\_\_\_\_

Total Value of Construction (including change orders): \_\_\_\_\_

Original Scheduled Completion Date: \_\_\_\_\_

Time Extensions Granted (number of days): \_\_\_\_\_

Actual Date of Final Completion and Occupancy: \_\_\_\_\_

**NOTE: Include information to address all the previously listed categories; detention facility projects or other campus facilities security systems, project management, quality control, key personnel and safety program.**

**PART V. ORGANIZATION'S FINANCIAL STATEMENT**

Name of Organization \_\_\_\_\_ (Name must correspond exactly with Contractor's License)

**Surety and Bonding Requirements**

- A. Attach a notarized statement from the bonding company your firm proposes to use indicating their commitment to provide a Performance and Payment Bond up to at least \$5.0 million dollars.
- B. List the names of the Bonding firms utilized by your organization in the last five (5) years, for projects over \$25,000,000.

**Name of Bonding Company No. 1** \_\_\_\_\_

Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Project Name: \_\_\_\_\_

Amount Bonded: \_\_\_\_\_ % Completed \_\_\_\_\_

Project Name: \_\_\_\_\_

Amount Bonded: \_\_\_\_\_ % Completed \_\_\_\_\_

Project Name: \_\_\_\_\_

Amount Bonded: \_\_\_\_\_ % Completed \_\_\_\_\_

**Name of Bonding Company No. 2** \_\_\_\_\_

Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Project Name: \_\_\_\_\_

Amount Bonded: \_\_\_\_\_ % Completed \_\_\_\_\_

Project Name: \_\_\_\_\_

Amount Bonded: \_\_\_\_\_ % Completed \_\_\_\_\_

Project Name: \_\_\_\_\_

Amount Bonded: \_\_\_\_\_ % Completed \_\_\_\_\_

**Name of Bonding Company No. 3** \_\_\_\_\_

Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Project Name: \_\_\_\_\_

Amount Bonded: \_\_\_\_\_ % Completed \_\_\_\_\_

Project Name: \_\_\_\_\_

Amount Bonded: \_\_\_\_\_ % Completed \_\_\_\_\_



**PART V. ORGANIZATION'S FINANCIAL STATEMENT**

Name of Organization \_\_\_\_\_ (Name must correspond exactly with Contractor's License)

**Insurance Requirements**

Each policy of insurance carried by the successful bidder for this project shall be issued by an insurance company licensed to do business in the State of California with a rating of "A" or better and a financial size category of "VIII" or better according to the latest edition of "Bests".

- A. Attach a notarized statement from the Worker's Compensation carrier specifying organization's current Experience Modification rating for Worker's Compensation in the State of California.
- B. List the names of the insurance firms utilized by your organization in the last five (5) years, for projects over \$25,000,000.

**Name of Insurance Company No. 1** \_\_\_\_\_

Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Rating: \_\_\_\_\_

**Name of Insurance Company No. 2** \_\_\_\_\_

Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Rating: \_\_\_\_\_

**Name of Insurance Company No. 3** \_\_\_\_\_

Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Rating: \_\_\_\_\_

## PART VI. ATTACHMENTS REQUIRED

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Name of Organization (Name must correspond exactly with Contractor's License)

The following documents, Attachments 1 through 6, are to be filed with the County of Riverside by the Organization requesting Prequalification, in accordance with the Public Contract Code, for the aforementioned project.

Failure to provide all these attachments will be cause for disqualification for this project.

- **Attachment 1** – Notarized Statement from Bonding Company
- **Attachment 2** – Notarized Statement from Worker's Compensation Insurance Carrier
- **Attachment 3** – Current Copy of Organization's California Contractor's License(s)
- **Attachment 4** – Certification declaring that the applying Organization has not had a surety company finish work on any project within the last five (5) years.
- **Attachment 5** – Certification declaring that the applying Organization, in the last five (5) years has not been found by a judge, arbitrator, jury, or a nolo contendere plea to have submitted a false or fraudulent claim to a public agency
- **Attachment 6** – Certification declaring that the applying Organization has not been disqualified, removed, or otherwise prevented from bidding on, or completing a federal, state, or local government project because of violations of law or a safety regulation, pursuant to Public Contract Code, Section 10162

## **Attachment 1 – Notarized Statement from the Bonding Company**

Exchange this page for a notarized statement from the bonding company that your organization proposes to use, indicating their commitment to provide Performance and Payment bonds for the full amount of the contract.

## **Attachment 2 – Notarized Statement from the Worker’s Compensation Carrier**

Exchange this page for a notarized statement from the Worker’s Compensation carrier that your organization proposes to use, specifying Subcontractor’s current Experience Modification Rating for Workers’ Compensation for the State of California.

**Attachment 3 – Current Copy Organization's California Contractor's License(s)**

Exchange this page for a current copy of your organization's California Contractor's License(s).

**Attachment 4 – Certification Declaring Applying Organization Has Not Had Surety Finish Work on any Project within last Five Years**

Certification declaring that the applying Organization has not had a surety company finish work on any project within the last five (5) years.

Sample  
Declaration

I, \_\_\_\_\_, authorized agent of \_\_\_\_\_  
*(Name of Organization)*

hereby certify, under penalty of perjury under the laws of the State of California, that the organization has not had surety company finish work on any project within the last five (5) years.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

## Attachment 5 – False or Fraudulent Claim

Certification declaring that the applying Organization, in the last five (5) years has not been found by a judge, arbitrator, jury, or a nolo contendere plea to have submitted a false or fraudulent claim to a public agency.

Sample  
Declaration

I, \_\_\_\_\_, authorized agent of \_\_\_\_\_  
(Name of Organization)

hereby certify, under penalty of perjury under the laws of the State of California, that the foregoing is true and correct. In the last five (5) years that the organization, any affiliate, parent or subsidiary company has not been found by a judge, arbitrator, jury, or nolo contendere plea to have submitted a false or fraudulent claim to a public agency.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

## Attachment 6 – Disqualification or Removal

Certification declaring that the applying Organization has not been disqualified, removed, or otherwise prevented from bidding on, or completing a federal, state, or local government project because of violations of law or a safety regulation, pursuant to Public Contract Code, Section 10162.

Sample  
Declaration

I, \_\_\_\_\_, authorized agent of \_\_\_\_\_  
*(Name of Organization)*

hereby certify, under penalty of perjury under the laws of the State of California, that the organization has not been disqualified, removed, or otherwise prevented from bidding on, or completing a federal, state or local government project because of violations of law or a safety regulation, pursuant to State of California, Public Contract Code, Section 10162.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_