

FORM APPROVED COUNTY COUNSEL 3/7/16  
 BY: GREGORY P. PRIAMOS DATE

Departmental Concurrence

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

167



**FROM:** Economic Development Agency/Riverside County  
 Information Technology

**SUBMITTAL DATE:**  
 March 17, 2016

**SUBJECT:** Riverside County Information Technology Approval of Pre-Qualification Package for Structured Cabling Contractors, All Districts, [\$0]

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

1. Approve and authorize the Economic Development Agency (EDA), on behalf of the Riverside County Information Technology (RCIT) Department, to issue the attached Pre-Qualification Package for Structured Cabling Contractors for the purpose of establishing a list of Pre-Qualified Contractors eligible to submit formal bids for the installation of structured cabling systems for Riverside County (County) projects;
2. Approve and adopt the attached Contractors Bid Pre-Qualification Package for Structured Cabling Contractors;

(Continued)

*[Signature]*  
 Steve Reneker  
 Chief Information Officer  
 Riverside County Information Technology

*[Signature]*  
 Robert Field  
 Assistant County Executive Officer  
 Economic Development Agency

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	\$ 0	\$ 0	\$ 0	\$ 0	

**SOURCE OF FUNDS:** N/A  
 Budget Adjustment: No  
 For Fiscal Year: 2015/16

**C.E.O. RECOMMENDATION:** APPROVE  
 BY: *[Signature]*  
 Rohini Dasika  
 County Executive Office Signature

**MINUTES OF THE BOARD OF SUPERVISORS**

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

Ayes: Jeffries, Tavaglione, Benoit and Ashley  
 Nays: None  
 Absent: Washington  
 Date: March 29, 2016  
 xc: EDA, RCIT

Kecia Harper-Ihem  
 Clerk of the Board  
 By: *[Signature]*  
 Deputy

Prev. Agn. Ref.: N/A | District: All | Agenda Number:

3-21

A-30  
 Positions Added  
 4/5 Vote  
 Change Order

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

Economic Development Agency / Information Technology

**FORM 11:** Riverside County Information Technology Approval of Pre-Qualification Package for Structured Cabling Contractors, All Districts, [\$0]

**DATE:** March 17, 2016

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## **RECOMMENDED MOTION:** (Continued)

3. Approve and adopt Berk-Tek cable and Leviton connectivity components as the standard for Structured Cabling System on County projects; and
4. Approve the recommended method of selecting the top ranked pre-qualified structured cabling contractor applications by demonstrated project experience and scores achieved on the technical and public contracting experience questionnaire in accordance with the Request for Qualification and Questionnaire package.

## **BACKGROUND:**

### **Summary**

A structured cabling system is a complete system of cabling and associated hardware, which provides a comprehensive telecommunications infrastructure. This infrastructure serves a wide range of uses, such as to provide telephone service or transmit data through a computer network. The methods used to complete and maintain cabling installations are relatively standard throughout County structured cabling projects. The standardization of these installations is necessary because of the need to ensure acceptable system performance from increasingly complex arrangements and department needs. In order for current components to effectively interlace with the new, RCIT recommends that the Board of Supervisors (Board) find Berk-Tek cable and Leviton connectivity components as acceptable and standard for the Structured Cabling System on County projects. The Berk-Tek / Leviton solution is recommended based on its performance characteristics, a limited lifetime warranty on material and workmanship, and training and certification of County's installation technicians by Berk-Tek / Leviton.

On behalf of the RCIT Department, EDA is in the process of developing a Pre-Qualification package that will result in a list of pre-qualified structured cabling contractors eligible to submit formal bids for County structured cabling projects. The applicants will be pre-qualified based on technical ability, certifications and project experience in systems installations, including but not limited to:

- Horizontal and inside riser backbone distribution
- Telecom rooms
- Wireless access points
- Audio visual (projectors, televisions, smart boards)
- Paging or public address systems
- Outside plant copper and fiber backbone distribution

The contractor's formal bid pre-qualification status will remain current for a period of one year following notification in writing by the County.

It is recommended that the Board approve the formal Pre-Qualification Bid Package. Following a review of the pre-qualifications and completion of the initial review process, EDA will return to the Board under separate cover to establish the Pre-Qualified Structured Cabling Contractor list for approval.

### **Impact on Citizens and Businesses**

(Commences on Page 3)

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

Economic Development Agency / Information Technology

**FORM 11:** Riverside County Information Technology Approval of Pre-Qualification Package for Structured Cabling Contractors, All Districts, [\$0]

**DATE:** March 17, 2016

**PAGE:** 3 of 3

**Impact on Citizens and Businesses**

Approval of the pre-qualification of structured cabling contractors will position the County to expedite the construction and implementation of County projects by hiring responsible and responsive contractors with experience in the selected trade.

Attachments:

Specialty Contractor's Formal Bid Prequalification Package – Structured Cabling Contractors  
Formal Bid Prequalification Package Instructions – Structured Cabling Contractors

**COUNTY OF RIVERSIDE  
FORMAL BID PREQUALIFICATION PACKAGE INSTRUCTIONS  
STRUCTURED CABLING CONTRACTORS**

NOTICE OF REQUEST FOR PREQUALIFICATION OF STRUCTURED CABLING CONTRACTORS FOR FORMAL BIDS. Each contractor wishing to bid as a structured cabling contractor ("contractor") for County of Riverside ("County") projects requiring formal sealed bids must fully complete this questionnaire and provide all materials requested herein. The contractor's bid prequalification status will remain current one year from the time contractor is found qualified.

The following trade license is required to be prequalified prior to submitting a sealed bid for a County project as a prime bidder.

License Required	Trade Description
C7	Low Voltage / Audio Visual

The County reserves the right to update a contractor's rating based on subsequently learned information. Contractors whose rating changes are sufficient to disqualify them will be notified, and given an opportunity for a hearing consistent with the hearing procedures described below for appealing a prequalification rating. The contractor will receive advance notice from the County of upcoming projects for which it has been deemed prequalified to bid. The contractor may choose to formally bid any or all of the projects for which it is prequalified.

Answers to questions contained in the contractor's Prequalification Package attached to these Instructions are required, including a complete statement of contractor's financial ability and experience in performing installations of structured cabling systems. These documents will be the basis of rating contractors in respect to the size and scope of contracts upon which each contractor is qualified to bid. The County reserves the right to check other sources available.

Any person or entity wishing to be considered for prequalification ("Applicant") must submit a completed Prequalification Questionnaire and other information as required by the Instructions to Applicants ("Instructions") that are part of the County's Request for Prequalification, copies of which are/will be available commencing XXXXX XX, 2016, Monday through Friday between the hours of 8:00 a.m. and 5:00 p.m. at 3403 Tenth Street, Suite 400, Riverside, CA 92501 or on the County's Website at <http://www.rivcoeda.org/AboutEDA/ProposalsQuotations/tabid/467/Default.aspx>.

All Prequalification Questionnaires and other information required by the Instructions to be submitted by Applicants ("Prequalification Submittals") shall be prepared in conformance with the Instructions using the forms referenced therein or attached thereto. Alternate formats of this notice for individuals with disabilities are available upon request.

Prequalification Submittals must be hand-delivered or mailed by Applicants so that they are received by County at 3403 Tenth Street, Suite 400, Riverside, CA 92501 no later than 5:00 p.m., **XXXXX XX, 2016**, which date and time are subject to extension by Prequalification Addendum. The Applicant assumes full and sole responsibility for timely receipt of its completed Prequalification Submittal at the location noted above.

While the County intends to use the formal bid prequalification process to assist in determining contractor qualifications prior to formal bid, neither the fact of prequalification, nor any prequalification 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. Submitted bids will determine the lowest responsive and responsible bidder.

In addition to disqualification for failure to meet the County's criteria, a contractor may be automatically disqualified for any one of the following: (1) omission of requested information; (2) falsification of information; (3) excessive stop notices and/or prevailing wage violations; (4) debarment by the Division of Labor Standards Enforcement; (5) default on a contract that has caused a surety to suffer a loss in the past five (5) years; (6) failure to complete a public works contract due to default of the contractor; (7) declaration of bankruptcy or placement in receivership within the past seven (7) years; (8) failure to maintain certification with the Department of Industrial Relations (DIR); or (9) failure to provide required certifications.

The questionnaire responses and financial statements are not public records and are not open to public inspection pursuant to Public Contract Code 20101. All information provided will be kept confidential to the extent permitted by law. The contents may be disclosed, however, to third parties for purpose of verification, investigation of substantive allegations, or in the appeal hearing. The County reserves the right to reject any and all prequalification questionnaires, to waive any irregularities in the information contained therein, to make all final determinations, and to determine at any time that the prequalification procedures will not be applied to a project, or a separate prequalification procedure will be used for a specific project.

Each questionnaire must be signed under penalty of perjury 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 and under penalty of perjury.

**PRELIMINARY QUESTIONS – Should I fill out Contractor’s Prequalification Package attached to these Instructions?**

**The following are screening statements which should be used to determine whether or not you pass the test to take part in the formal bid prequalification process.**

You must be able to answer “YES” to each statement below.

1. I am bidding as a structured cabling contractor.
2. I am appropriately licensed, insured and bondable.
3. I have a reviewed financial statement that is less than twelve (12) months old.
4. I have completed at least three (3) public building projects within the last five (5) years.
5. I am eligible to bid a public works contract per Section 1777.1 of the Labor Code.

**If you can answer yes to all of the above statements, you may proceed with submission of Contractor’s Prequalification Package attached to these Instructions.**

**COUNTY OF RIVERSIDE PREQUALIFICATION SUBMISSION**

Mail completed Contractor's Statement of Experience along with the Contractor’s prequalification application which shall include:

- Attachment 2.1: Copy of California Contractor's License
- Attachment 2.2: Copy of DIR Registration
- Attachment 2.3: Copy of Berk-Tek Oasis, Leviton PNI or Leviton ANI certification
- Attachment 2.4: Copies of the certifications of onsite leads BICSI ITS Technician
- Attachment 2.5: Copies of the certifications of installation and termination crew BICSI ITS Installer 1
- Attachment 2.6: Copy of the certification of the BICSI RCDD
- Attachment 4.1: EMR Letter from Insurance Agent/Carrier
- Attachment 4.2: Copy of Safety Program (if applicable)
- Attachment 5.1: Certificate of General Liability Insurance issued to County
- Attachment 6.1: Notarized Letter of Bondability
- Attachment 7.1: Statement of Financial Condition
- Attachment 7.2: Certificate of Accountant
- Attachment 7.3: Bank/Financial Institution Letter

Please mark envelope “Confidential - County of Riverside Prequalification – Structured Cabling Contractors”

Please Mail To: Charles Waltman, Supervising Facilities Project Manager  
County of Riverside Economic Development Agency Project Management Office  
3403 10<sup>th</sup> Street, Suite 400, Riverside CA 92501

Questions: Moe Raissdana, PMP, RCDD Telecommunications Engineer  
Riverside County Information Technology  
Ph. (951) 955-7813  
Email: moe.raissdana@rivcoit.org

Only one (1) copy of the prequalification package is required to be submitted. A new and current submittal shall be required each year. Additionally, the County may, at any time, specifically request a new statement, in which case, the contractor must comply within thirty (30) days, or the rating on file may, at the discretion of the County, be considered expired. A contractor may also file new statements at more frequent intervals if there is a substantial change in the contractor's financial status, and a new rating based on the latest statement will be issued. In no case will prequalification remain in effect longer than the calendar year for which contractor is qualified. The following items must be provided or the formal bid prequalification submittal will not be accepted.

## **FINANCIAL INFORMATION**

### **A. Financial Statement Requirements**

Contractor is required to submit a reviewed or audited financial statement which shall be current as of the end of the last full fiscal year ending more than sixty (60) days prior to the deadline in the Prequalification Schedule.

The information reflected in a Statement of Financial Condition must be audited or reviewed in accordance with generally accepted accounting principles by an independent, certified public accountant who: (1) is registered and licensed under the laws of any of the United States; (2) is not employed by the Applicant or any of its Applicant Constituent Members; (3) does not have a direct or indirect interest, financial or otherwise, in the business of the Applicant or any of its Applicant Constituent Members; and (4) does not receive more than fifty percent (50%) of his/her/its total annual accounting fees from the Applicant or its Applicant Constituent Members. A certification of "compiled" financial information is not acceptable.

**B. Certificate of Accountant.** Each completed Statement of Financial Condition shall, when submitted to the County as part of the Applicant's Prequalification Submittal, be accompanied by a duly executed Certificate of Accountant, on the letterhead of the Applicant's Accountant evidencing that the financial information reflected in the Statement of Financial Condition is in conformance with generally accepted accounting principles and is a correct representation of the management of the proposing Contractor.

**C. Bank/Financial Institution Letter.** Each Applicant shall attach an original, signed letter(s) from Applicant's bank(s) on the bank's letterhead stationary confirming Applicant's relationship, credit, and banking history including the type of account(s) Applicant has, name of the branch manager, and his or her contact information. If Proposer's line of credit is held at an alternate financial institution, provide an original, signed letter from institution, on the institution's letterhead, verifying the availability of a line of credit.

Term of Financial Statements. The financial information is valid for a period of one (1) year after the date of submission. Statements will be held on file until contractor's prequalification package is eighteen (18) months old at which time it will be destroyed. The County reserves the right to reject statements in which the financial information is more than one (1) year old. All applicable portions of the form should be completed with schedules attached if the space provided does not suffice.

## **EXPERIENCE REQUIREMENTS (Weighted Average)**

Contractors qualifying under C7 license must submit a list of references for the related work. Each one will be reviewed on its own merit. Only provide experience information in the qualification package relative to the particular license including the contract amounts.

Contractors must include the successful completion of six (6) public or private projects within the last five (5) years: Three (3) projects must be contracts involving horizontal and inside riser backbone distributions; three (3) projects must be contracts involving outside plant copper and fiber backbone distribution.

## **CERTIFICATE OF LIABILITY INSURANCE**

A minimum combined commercial general single limit liability insurance policy of \$2,000,000 or an amount equal to or greater than the coverage identified in the County's bid documents, whichever is greater, is required. A Certificate of Insurance must be issued to the County of Riverside which states levels and dates of coverage and meets the other requirements of the County's bid documents.

## **NOTARIZED LETTER OF BONDABILITY**

The bonding surety is required to be an admitted surety in the State of California. The surety will be contacted to confirm willingness to bond to a particular limit. It is required that the contractor include an **original** and **notarized** letter of bondability from the surety indicating its support levels.

In the event that the contractor is unable to obtain a letter of bondability in the time prescribed by the County, the contractor may be suspended from the formal bid prequalified contractors' list and not be allowed to bid on County projects requiring formal bid until proof of bondability is provided.

## **AFFIDAVIT**

An affidavit as to the veracity, accuracy and completeness of the Contractor's Prequalification Package being submitted must be completely executed ***under penalty of perjury*** by an authorized agent of the company. Use the form included in the Contractor's Prequalification Package attached to these Instructions.

## **NOTIFICATION OF PREQUALIFICATION RESULT**

Completed prequalification forms should be submitted for contractors to be placed on the County's list of formal bid prequalified contractors for upcoming projects. Contractors will be notified of their prequalification rating as soon as possible. Bids can only be accepted from an entity that has an acceptable qualification rating in place prior to a bid advertisement date.

The prequalification process can take several months to complete. Please factor in this time frame when prequalifying to ensure adequate time to review and approve the prequalification packages prior to the submission of your firm's bid.



## **PROCEDURE FOR APPEAL OF PREQUALIFICATION RESULTS**

If the contractor chooses to challenge a prequalification rating, the contractor shall first request a hearing by providing a written request within five (5) working days after notification of prequalification rating. The written request shall set forth in detail all grounds for the request including without limitation all facts, supporting documentation, legal authorities and arguments in support of the grounds for the request; any matters not set forth in the written request shall be deemed waived. All factual contentions must be supported by competent, admissible and creditable evidence. If no timely request for review is filed, the determination shall be final and all rights of the contractor to challenge the County's decision, whether by administrative process, judicial process, or any other legal process or proceeding shall be waived.

If the contractor files the request for review within the time limit, the County's staff and/or County representative shall schedule a time for a meeting to allow the contractor to rebut any evidence used as a basis for the rating and to present evidence as to why the contractor should be determined to be qualified to formally bid. The County's staff shall then review the contractor's evidence and subsequently notify contractor regarding whether the contractor is determined qualified to formally bid.

If the contractor chooses to challenge the County staff's determination regarding contractor's prequalification rating after presenting evidence as described above, the contractor may then, within five (5) working days of being notified of County staff's determination, request that the County establish a three (3) member committee for a hearing to review the facts and reconsider the prequalification rating. The contractor or his/her representative will be invited to appear in person to bring before the committee any information identified in the appeal. The contractor will then be released from the meeting and the committee members shall consider whether or not to recommend a change in the contractor's rating. The committee shall render a recommendation to the Assistant CIO - Riverside County Information Technology who shall issue a final and binding decision.

County counsel may be in attendance or on call during the appeal. The contractor will be faxed notification of the Assistant CIO - Riverside County Information Technology - decision at least 24 hours prior to bid opening if possible.

**COUNTY OF RIVERSIDE  
SPECIALTY CONTRACTOR'S FORMAL BID PREQUALIFICATION PACKAGE  
STRUCTURED CABLING CONTRACTORS  
2016**

**CONTRACTOR'S STATEMENT OF EXPERIENCE  
AND FINANCIAL CONDITION**

**SECTION 1 - GENERAL INFORMATION**

Contractor: \_\_\_\_\_ Union \_\_\_\_\_ Non Union \_\_\_\_\_  
*(Name as it appears on license)*

Contact Person: \_\_\_\_\_ Check One: Corporation \_\_\_\_\_  
 Title: \_\_\_\_\_ Email: \_\_\_\_\_ Partnership \_\_\_\_\_  
 Address: \_\_\_\_\_ Sole Prop. \_\_\_\_\_  
*(Street Address)* Joint Ven. \_\_\_\_\_  
 \_\_\_\_\_  
*(City, State, Zip Code)*

Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

License No. \_\_\_\_\_ Class(es): \_\_\_\_\_ Exp. Date: \_\_\_\_\_  
 Trade for Qualification \_\_\_\_\_ License \_\_\_\_\_

DIR Registration No. \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Have you ever been licensed in California under a different name or different license number?  
 \_\_\_ Yes \_\_\_ No -- If yes, list all name(s) and license number(s) on a separate sheet.

County Use Only:  
 Verified by \_\_\_\_\_ Date \_\_\_\_\_  
 License Verified: Yes \_\_\_\_\_ No \_\_\_\_\_

Tax ID Number: \_\_\_\_\_ Date Business Formed: \_\_\_\_\_

Please check the following if they apply to your firm:

- \_\_\_\_\_ DVBE Certified
- \_\_\_\_\_ Large Business (500 or more employees)
- \_\_\_\_\_ Small Business (Under 500 employees)
- \_\_\_\_\_ Disadvantaged Business (Minority Owned)
- \_\_\_\_\_ Woman-Owned & Operated
- \_\_\_\_\_ Sheltered Workshop
- \_\_\_\_\_ Local (Office located within the County of Riverside)

1. In the past 10 yrs., what other business have the principal or corporate officers been involved in? \_\_\_\_\_  
*(List on a separate signed page if not enough space.)*



**SECTION 2 – QUESTIONS**

**A. ESSENTIAL EVALUATION CRITERIA**

		<b>Y E S</b>	<b>N O</b>
1.	Contractor possesses a valid and current C7 California Contractor's license for the type of project(s) for which it intends to submit a bid and has possessed such license for at least the last five (5) years. (If no, then contractor is not qualified unless acceptable explanation.)		
2.	Contractor is currently registered with the California Department of Industrial Relations as required by California Labor Code Section 1725.5. (If no, then Contractor is not qualified).		
3.	Is your firm and RMO/RME in good standing with the Contractors State License Board? (If no, please explain on separate piece of paper. (If no, then contractor is not qualified unless acceptable explanation.)		
4.	Contractor has a liability insurance policy with a policy per project limit of at least \$ <b>1,000,000</b> per occurrence and \$ <b>2,000,000</b> aggregate. (If no, then contractor is not qualified.)		
5.	Contractor has a current workers' compensation insurance policy as required by the Labor Code or is legally self-insured pursuant to Labor Code section 3700 et. seq. (If no, then contractor is not qualified.) <input type="checkbox"/> Check here if you are exempt from this requirement – no employees		
6.	Have you attached a <b>notarized</b> 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 your current bonding capacity? Notarized statement must be from the surety company, not an agent or broker, and must be specific to this prequalification. (If no, then Contractor is not qualified).		
7.	Has the Contractor ever had their contractor's license suspended, put on probation, or revoked? (If yes, please explain on separate piece of paper. If yes, then contractor is not qualified unless acceptable explanation.)		
8.	Has your firm been assessed liquidated damages in the past 5 years? (If yes, please answer the additional questions on a separate piece of paper; 1. How many times has Liquidated damages been assessed? 2. What were the dollar amounts of the assessment(s)? (If yes, then Contractor is not qualified unless an acceptable explanation).		
9.	Has your firm defaulted on a contract or declared bankruptcy or been placed in receivership within the past seven (7) years? (If yes, please explain on separate piece of paper. If yes, then contractor is not qualified unless acceptable explanation.)		
10.	Has your firm been disqualified, debarred, forbidden, or found non-responsible or otherwise prohibited from performing work and/or bidding on work for any other public agency in the State of California within the past five (5) years? (If yes, please explain on separate piece of paper. If yes, then contractor is not qualified unless acceptable explanation.)		
11.	Has your firm been terminated for cause by any public agency on any project in the State of California within the past five (5) years? (If yes, please explain on separate piece of paper. If yes, then contractor is not qualified unless acceptable explanation.)		
12.	Is your firm ineligible to bid on or be awarded a public contract, or perform as a subcontractor on a public contract, pursuant to either Labor Code section 1777.1 or Labor Code section 1777.7? (If yes, please explain on separate piece of paper. If yes, then contractor is not qualified unless acceptable explanation.)		
13.	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 entity or agency? (If yes, please explain on separate piece of paper. If yes, then contractor is not qualified unless acceptable explanation.)		

## B. RATING QUESTIONS

**A score less than 50 points in this section disqualifies you from formally bidding projects proposed by the County that use this prequalification process as a condition of bidding.**

Question	Response	Points (For Office Use Only)
1. How many years has your firm been in business in California as a contractor under your present business name and license number? (less than 3 Yrs. = 0 pt., 3-6 Yrs. = 3 pts., 6+ = 5 pts.)	_____ Years	_____ pts.
2. How many years has your firm performed construction for the County of Riverside? (less than 3 Yrs. = 0 pt., 3-6 Yrs. = 3 pts., 6+ = 5 pts.)	_____ Years	_____ pts.
3. How many stop notices have been defended in court by your firm and proceeded to judgment against your firm and/or the owner? (0 = 6 pts., 1-3 = 4 pts., >3 = 0 pts.)	_____ Stop Notices	_____ pts.
4. How many legal proceedings, including arbitration, has your firm initiated against an owner? (0 = 6 pts., 1-3 = 4 pts., >3 = 0 pts.)	_____ Legal Proceedings	_____ pts.
5. Has a client ever made a demand on your performance bond? (Yes = 0 pts., No = 6 pts.)	___ Yes ___ No	_____ pts.
6. Has your firm had insurance terminated by a carrier in the past 5 years due to an excessive claims history and/or nonpayment of premium? (Yes = 0 pts., No = 5 pts.)	___ Yes ___ No	_____ pts.
7. Does your firm currently have a safety plan which complies with the current OSHA standards? (Yes = 2 pts., No = 0 pts.)	___ Yes ___ No	_____ pts.
8. What is your current Worker's Compensation Experience Modification Rate (EMR)? (<1 = 5 pts., 1.0 - 1.25 = 3 pts., 1.25 - 1.50 = 2 pts., >1.50 = 0 pts.)	_____ Rate	_____ pts.
9. How many public works projects has your firm completed in California in the past 5 years? (5+ = 5 pts., 4 = 4 pts., 3 = 3 pts., 2 = 2 pts., 1 or less = 0pts.)	_____ College/School Work	_____ pts.
10. Within the past 5 years, have any of your employees or another entity filed a complaint against your firm with the California Contractors State License Board? If yes, how many complaints were filed? (No = 5 pts., 1 = 4 pts., 2 = 3 pts., 3 = 2 pts., >3 = 0 pts.)	___ Yes ___ No  _____ Complaints	_____ pts.

<p>11. Within the past 5 years, have any of your employees filed a complaint with the Labor Board? If yes, how many complaints were filed? If yes, how was it resolved? Were back wages paid to workers? (No = 5 pts., 1 = 3 pts., 2 = 2 pts., 3 = 1 pts., &gt;3 = 0 pts.)</p>	<p>___ Yes ___ No _____ Complaints</p>	<p>_____ pts</p>
<p>12. Within the past 3 years, has your firm or any principal of your firm paid penalties for a Labor Code violation? (No = 5 pts., 1 = 3 pts., 2 = 2 pts., 3 = 1 pts., &gt;3 = 0 pts.)</p>	<p>___ Yes ___ No _____ Violations</p>	<p>_____ pts</p>
<p>13. Within the past 3 years, has your firm or any principal ever settled a claim for under payment of wages with a worker or the Labor Board? (No = 5 pts., 1 = 3 pts., 2 = 2 pts., 3 = 2 pts., &gt;3 = 0 pts.)</p>	<p>___ Yes ___ No _____ Claims</p>	<p>_____ pts</p>
<p>14. Has your firm or any principal of your firm* been cited or found guilty of violating any federal, state or local law, rule or regulation regarding a construction contract? (Yes = - 5 pts., No = 5 pts.)</p>	<p>___ Yes ___ No _____</p>	<p>_____ pts</p>
TOTAL POINTS		

\* Principals of the firm are defined as any officers, directors, partners, RMO/RMEs, or any others having an ownership interest in the firm.

**Applicant shall attach explanations on a separate signed sheet for each answer for which you received less than the maximum number of points. – Must be Provided**

**C. ESSENTIAL EXPERIENCE AND CERTIFICATIONS OF PERSONNEL**

	Y E S	N O
<p>1. Has the Contractor provided a copy of their Berk-Tek Oasis, Leviton PNI or Leviton ANI certification? (If no, then contractor is not qualified.)</p>		
<p>2. Has the Contractor provided a copy of the onsite lead's certification as a Building Industry Consulting Service International (BICSI) ITS (Information Technology Systems) <u>Technician</u>? (If no, then contractor is not qualified. Manufacture certifications may not be substituted in lieu of BICSI certification.)</p>		
<p>3. Has the Contractor provided all copies of the certifications of the installation and termination crew who currently are certified as a Building Industry Consulting Service International (BICSI) ITS (Information Technology Systems) <u>Installer 1</u>? (If no, then contractor is not qualified. Manufacture certifications may not be substituted in lieu of BICSI certification.)</p>		
<p>4. Does the Contractor have a minimum of one (1) BICSI certified (Registered Communications Distribution Designer) RCDD on staff responsible for quality control throughout the project and provided a copy of the certification? (If no, then contractor is not qualified.)</p>		

**D. RATING QUESTIONS - EXPERIENCE AND CERTIFICATIONS OF PERSONNEL**

**A score less than 14 points in this section disqualifies you from formally bidding projects proposed by the County that use this prequalification process as a condition of bidding**

Question	Response	Points (For Office Use Only)
1. Number of onsite lead(s) currently Building Industry Consulting Service International (BICSI) ITS (Information Technology Systems) certified Technician(s)? (≥3 = 6 pts., 1-3 = 4 pts., ≤1 = 0 pts.)	_____ Number	_____ pts
2. Number of installer(s) currently Building Industry Consulting Service International (BICSI) ITS (Information Technology Systems) certified Installer 1? (≥6 = 6 pts., 3-5 = 4 pts., ≤ 3 = 0 pts.)	_____ Percentage	_____ pts
3. How many years of experience does the Contractor have in the design and installation of an ANSI TIA/EIA-568-C Standards Compliant Structured Cabling System for voice, data, outside plant and fiber optic cabling? (≥5 Yrs. = 6 pts., 3-4 Yrs. = 4 pts., ≤2 Yrs. = 0 pts.)	_____ Years	_____ pts
TOTAL POINTS		_____

**SECTION 3 – PERFORMANCE**

1. Please provide **valid and current** contact information for all six (6) references provided. Four (4) references will be contacted. Contact references may not include Riverside County elected officials, department directors, or Riverside County Information Technology department staff. If information for a reference is not valid and current; **10** points from that reference will be deducted.

2. List three (3) largest public or private contracts completed in the past five (5) years involving **horizontal and inside riser backbone distribution**. For each project include:

- Project Name
- Client/Owner
- Contact Name, Phone# & Email
- Initial Project Estimate (at award)
- Total Number and Value of Change Orders
- Final Project Cost (at completion)
- Year Completed

Include project experience, if applicable, that includes as many of the following areas with quantitative detail to describe the scope of work. Add additional pages if needed:

**Areas of Experience**

- Horizontal Cabling
- Telecom Rooms
- Wireless Access Points
- Audio Visual
- Paging or Public Address
- Fiber Riser Backbone
- Copper Riser Backbone

**Level of Detail, as Applicable**

- Type, configuration, and approximate quantity of cable
- Connector types and method
- Configurations and approximate quantities of work area outlets
- Number of rooms or approximate project area
- Number and type of equipment installed:

3. List three (3) largest public or private contracts completed in the past five (5) years involving **outside side plant copper and fiber backbone distribution**. For each project include:

- Project Name
- Client/Owner
- Contact Name, Phone# & Email
- Initial Project Estimate (at award)
- Total Number and Value of Change Orders
- Final Project Cost (at completion)
- Number of Vaults, Maintained Holes, Poles and Facilities
- Year Completed

Include project experience, if applicable, that includes as many of the following areas with quantitative detail to describe the scope of work. Add additional pages if needed:

**Areas of Experience**

- Fiber OSP Backbone
- Copper Riser Backbone

**Level of Detail, as Applicable**

- Type, configuration, and approximate quantity of cable
- Connector types and method
- Location, number and type of splices
- Number of cables by pair or strand count

4. What size projects do you feel your company has the capacity and capability to perform:

Single job: \$ \_\_\_\_\_

Total work in progress: \_\_\_\_\_



**SECTION 4 – SAFETY RECORD**

1. List your firm’s Workers Compensation Experience Modification Rate (EMR) for the three (3) most recent years. Your EMR should be obtained from your insurance agent. Attach a letter from the insurance agent/carrier identifying the EMR rate for the past three years and also indicating your current EMR rate.

2012 \_\_\_\_\_ 2013 \_\_\_\_\_ 2014 \_\_\_\_\_  
 \_\_\_\_\_ as of \_\_\_\_\_

**2. Please provide actual information in all boxes – Points will be calculated based on entries.**

	<u>2012</u>	<u>2013</u>	<u>2014</u>	<b>Points (For Office Use Only)</b>
	<b>Response</b>			
Number of fatalities: 1 or more = 0 pts, 0 = 5 pts				_____ pts
Workers Compensation Experience Modification Rate (EMR) <1= 10 pts, (1.1-1.4) = 8 pts, (1.5-1.7) = 6 pts, (1.8-2.) = 4 pts, >2 = 0 pts				_____ pts
OSHA Violations <0=5 pts, 1-2 = 3 pts, >2 = 0 pts				_____ pts
Approximate number of employee (direct hire) hours worked (do not include any non-work time even though paid)				

**TOTAL POINTS**

--

3. Do you hold safety meetings for field supervisors and employees? \_\_\_\_\_ Yes \_\_\_\_\_ No

How often? \_\_\_\_\_ Weekly \_\_\_\_\_ Bi-Weekly \_\_\_\_\_ Monthly \_\_\_\_\_ As Needed

4. Does your company conduct project safety inspections? \_\_\_\_\_ Yes \_\_\_\_\_ No

5. Does your company have a written safety program? \_\_\_\_\_ Yes \_\_\_\_\_ No  
 (If yes, provide a copy of Safety Program)

6. Does your company have a safety orientation program for new employees? \_\_\_\_\_ Yes \_\_\_\_\_ No  
 (If yes, provide a copy of Safety Program)

7. State any additional areas of your company’s safety program and policies that you feel would be appropriate in the County’s evaluation. (Please use the space below.)

**SECTION 5 - INSURANCE**

Do you currently have a minimum of **\$2,000,000** Combined Commercial General Single Limit Liability Insurance? \_\_\_\_\_ Yes \_\_\_\_\_ No *Please provide a Certificate of Insurance as verification*

AMOUNT OF INSURANCE \$ \_\_\_\_\_ Years with Ins. Co.: \_\_\_\_\_

Insurance Company Information

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

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

Phone #: ( \_\_\_\_\_ ) \_\_\_\_\_

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

Note: If less than five (5) years with your current insurance company, please list prior insurance companies below, including phone numbers and contact names.

Previous Insurance Company

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

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

Phone #: ( \_\_\_\_\_ ) \_\_\_\_\_

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

Years with Ins. Co. \_\_\_\_\_

Previous Insurance Company

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

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

Phone #: ( \_\_\_\_\_ ) \_\_\_\_\_

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

Years with Ins. Co. \_\_\_\_\_

County Use Only:

Verified by \_\_\_\_\_ Date \_\_\_\_\_

Insurance Verified: Yes \_\_\_\_\_ No \_\_\_\_\_

Date of Insurance Expiration: \_\_\_\_\_

Certificates Attached: Yes \_\_\_\_\_ No \_\_\_\_\_

AM's Best Rating: \_\_\_\_\_ CA Admitted: \_\_\_\_\_

Meets Required Limits: Yes \_\_\_\_\_ No \_\_\_\_\_

**SECTION 6 - SURETY INFORMATION**

A. List all surety companies, not agencies, utilized by your company in the last five (5) years. Please provide a letter stating bondability from Surety Company.

Company	Contact & Phone #	Largest Bond	List Years Used

Please explain on a separate page, with dates of occurrences, any positive answer to the following questions.

- B. Has your company, any owner, or affiliated company ever:**
- |   | <u>No</u> | <u>Yes</u> |
|---|-----------|------------|
| 1. Been unable to obtain a bond or been denied a bond for a contract?   | _____     | _____      |
| 2. Defaulted on a contract resulting in a tender to a surety?   | _____     | _____      |
| 3. Failed to complete a contract within the authorized contract time?   | _____     | _____      |
| 4. Declared bankruptcy?   | _____     | _____      |
| 5. Been in receivership?  | _____     | _____      |
| 6. Had any arbitration (not litigation) on a contract?  | _____     | _____      |
| 7. Had any outstanding liens/stop notices for labor and/or material filed against your firm on any contracts which have been completed or are being completed by your firm? | _____     | _____      |
| 8. Been in litigation related to construction?  | _____     | _____      |
| 9. Had any of the sureties bonding your jobs required or requested to complete any part of your work during the last five (5) years?  | _____     | _____      |
| 10. For how many projects is your company currently bonded?   | _____     |            |
| 11. Current Dollar amount of bonding capacity used?   | _____     |            |

County Use Only:	
Verified by _____	Date _____
Surety Letter Attached: Yes _____ No _____	
Surety Statement: Reviewed _____ Audited _____	

**SECTION 7 - FINANCIAL INFORMATION**

1. **Financial Statement:** Submit the appropriate financial statement with this completed application. A Compilation is not acceptable.
2. **Certificate of Accountant:** The financial statement shall be accompanied by a duly executed Certificate of Accountant, on the letterhead of the Applicant's Accountant evidencing that the financial information reflected in the Statement of Financial Condition is in conformance with generally accepted accounting principles and is a correct representation of the management of the proposing Contractor.
3. **Bank/Financial Institution Letter:** Attach an original, signed letter(s) from Applicant's bank(s) on the bank's letterhead stationary confirming Applicant's relationship, credit, and banking history including the type of account(s) Applicant has, name of the branch manager, and his or her contact information. If Proposer's line of credit is held at an alternate financial institution, provide an original, signed letter from institution, on the institution's letterhead, verifying the availability of a line of credit.

<b>County Use Only:</b>	
Verified by _____	Date _____
Financial Statements Attached: Yes _____	No _____
Financial Statement: Reviewed _____	Audited _____
Accountants Release Letter: Yes _____	No _____
Bank/Financial Institution Letter: Yes _____	No _____

**SECTION 8 - AFFIDAVIT**

**DECLARATION**

I, \_\_\_\_\_, hereby declare that I am the  
(printed name)  
\_\_\_\_\_ of \_\_\_\_\_  
(title) (name of applicant firm)

submitting this Prequalification Package; that I am duly authorized to execute this Prequalification Package on behalf of the above named contractor; and that all information set forth in this Prequalification Package and all attachments hereto are, to the best of my knowledge, true, accurate, and complete as of its submission date.

I declare, under penalty of perjury, that the foregoing is true and correct and that this declaration was

Subscribed at \_\_\_\_\_ (location and city), County of \_\_\_\_\_  
\_\_\_\_\_, State of \_\_\_\_\_

on \_\_\_\_\_ (date).

Signature of Applicant: \_\_\_\_\_  
(must be original signature)

(If signed by other than the sole proprietor, a general partner, or corporate officer, attaches original notarized power of attorney or corporate resolution.)

All financial information submitted for prequalification evaluation will be considered official information acquired in confidence and the County will maintain its confidentiality to the extent permitted by law.

***The Applicant of the foregoing statement of experience and financial condition has read the same and it is true to the best of his or her knowledge. The statement is for the purpose of inducing the County to supply the Applicant with plans and specifications and any depository, vendor, or other agency named therein is hereby authorized to supply the County with any information necessary to verify the statement. Should the foregoing statement at any time cease to properly and truly represent the experience and financial condition of the Applicant in any material respect, the Applicant will notify County of said material change and refrain from further formally bidding on County work until a revised and corrected statement is submitted.***

**Applicant shall provide a copy of the most recent certificate from the Secretary of State indicating the standing of the Corporation or partnership.**

County Use Only:
Verified by _____ Date _____
Certificate from Secretary of State Attached: Yes _____ No _____

# **ATTACHMENTS**

**Attachment 2.1**  
**Applicant shall exchange this page for a copy of**  
**the Contractor's C-7 license**

**Attachment 2.2**  
**Applicant shall exchange this page for a copy of**  
**the Contractor's DIR Registration**



**Attachment 2.3**  
**Applicant shall exchange this page**  
**for copies of their Berk-Tek Oasis,**  
**Leviton PNI or Leviton ANI certification**

**Attachment 2.4**  
**Applicant shall exchange this page for**  
**the certification of the BICSI ITS Technician**

**Attachment 2.5**  
**Applicant shall exchange this page for**  
**the certifications of the BICSI ITS Installer 1**

**Attachment 2.6**  
**Applicant shall exchange this page for**  
**the certification of the BICSI RCDD**

**Attachment 4.1**  
**Applicant shall exchange this page for the EMR**  
**Letter from the insurance agent/carrier.**

**Attachment 4.2**  
**Applicant shall exchange this page for a copy**  
**of the Contractor's Safety Program**

**Attachment 5.1**  
**Applicant shall exchange this page for a current original certificate of liability insurance reflecting all coverages.**

**Attachment 6.1**

**Applicant shall exchange this page for a current original notarized letter of bondability which clearly shows bonding agency's estimate of largest single bond amount most likely approvable.**



**Attachment 7.3**  
**Applicant shall exchange this page for a copy of**  
**the Bank/Financial Institution letter**

**Supplemental Information**

**Applicant shall exchange this page for all other appropriate attachments mentioned herein, to include, but not limited to project information, certificate of incorporation and minutes, etc., as well as any additional information supportive of Applicant's submission**