

**CENTRAL UNIFIED SCHOOL DISTRICT  
ANNUAL CONTRACTOR PREQUALIFICATION NOTICE  
2019-2020**

**Contact Person: Joseph Martinez, Director of Facilities Planning  
Central Unified School District  
4605 N. Polk Avenue  
Fresno, CA 93722  
Phone No.: (559) 274-4700, Ext. 63101  
FAX No.: (559) 275-0394  
Email: josephmartinez@centralusd.k12.ca.us**

Notice is hereby given by Central Unified School District ("District") that **general contractors and mechanical, electrical and plumbing subcontractors** planning to participate in bidding on *Central Unified School District Construction Projects* "therefore qualifying for District projects in the twelve months following prequalification" will be required to prequalify prior to bidding. It is mandatory that all licensed contractors who intend to submit bids fully complete the pre-qualification questionnaire, provide all materials requested herein, and be approved by the District to be on the final prequalified 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 on a project as 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. Future projects may include: construction of a new elementary school and modernization of one (1) elementary school.

Prequalification application packages are available on the District's website starting, **October 5, 2018**: **www.centralunified.org** on the Facilities Planning webpage. This prequalification packet includes a questionnaire and financial statement, to be verified under oath. The District will use the information and documentation required by the packet to prequalify general contractors and mechanical, electrical and plumbing subcontractors in accordance with applicable law.

Pre-qualification approval will remain valid for one (1) calendar year from the date of notice of qualification, except that the District reserves the right during that calendar year to adjust, increase, limit, suspend or rescind the pre-qualification ratings of any contractor based on subsequently learned information and after giving notice of the proposed action to the contractor and an opportunity for a hearing consistent with the hearing procedures described below for appealing a pre-qualification determination.

While it is the intent of the pre-qualification questionnaire and documents required therewith to assist the District in determining bidder responsibility prior to the submission of bids and to aid the District in selecting the lowest responsible bidder, neither the fact of pre-qualification, nor any pre-qualification rating, will preclude the District from a post-bid consideration and determination on a specific project of whether a bidder has the quality, fitness, capacity and experience to satisfactorily perform the proposed work, and has demonstrated the requisite trustworthiness.

General contractors and mechanical, electrical, and plumbing subcontractors are referred to in this notice and other documents collectively as “contractors” and separately as “contractor”. Reference to “you,” “your,” or “your firm” shall mean the general contractor or subcontractor that is completing the prequalification questionnaire.

### ***Submission***

Contractors shall submit prequalification packages, along with all required supporting documentation, **before 3:00 p.m. on December 7, 2018 (“Submission Deadline”)**, so that they may be notified of prequalification status well in advance of the bid process. Prior to the Submission Deadline, any contractor may withdraw its prequalification packet or submit a new prequalification packet in place of a previously and timely submitted prequalification packet. Owner reserves the right to modify the time and/or date stated above. Owner will return unopened any prequalification packet that is not submitted in accordance with the above time and date.

The prequalification packages shall be sealed, state the contractor’s name, and marked “**CONFIDENTIAL PREQUALIFICATION**,” and **delivered or certified mailed** to the following:

**Central Unified School District**  
**Attention: Joseph Martinez, Director of Facilities Planning**  
**4605 N. Polk Avenue**  
**Fresno, CA 93722**

Each questionnaire must be signed under penalty of perjury in the manner designated at the end of the questionnaire, 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 District and provide updated accurate information in writing, under penalty of perjury.

The questionnaire answers and financial statements included in the prequalification packages submitted by contractors are not public records and are not open to public inspection. All such information provided will be kept confidential to the extent permitted by law, although the contents may be disclosed to third parties for the purpose of verification, investigation of substantial allegations, and in the process of any subsequent proceedings. State law requires that the names of contractors applying for prequalification status shall be public records subject to disclosure, and the first page of the questionnaire will be used for that purpose.

### ***Evaluation by the District and Prequalification***

The District will evaluate the information provided and issue each submitting contractor a rating of “Prequalified”, “Not Prequalified” or “Qualified Up to [DOLLAR VALUE]”. The District’s decision will be based on the information provided, references, and such additional outside information as the District in its discretion deems reasonable and necessary to obtain. The District may, but is not obligated to, investigate the truth of any statements or information provided by a prospective bidder in response hereto.

The District reserves the right, upon notice to the selected contractor, to conduct one or more interviews of a contractor. Without providing any notice to a contractor, the District may contact any project owner or other entities for the purpose of conduct a reference check relating to the contractor.

The District reserves the right to amend the prequalification packet at any time. The District also reserves the right to waive minor irregularities and omissions in the information contained in the prequalification questionnaire submitted, to make all final determinations, and to determine at any time that the pre-qualification procedures will not be applied to a future public works project of the District. Additionally, a determination by the District that a contractor is prequalified does not amount to a final determination that such contractor is responsible or responsive for purposes of bid evaluation. The District may, in accordance with applicable law reject a prequalified contractor's bid, and the District may additionally reject all bids if it determines such action is in the best interest of the District.

### *Appeal*

A contractor who has timely submitted a completed application form, and who receives a rating of "Not Prequalified" or "Qualified Up to [DOLLAR VALUE]" from the District may appeal that determination. There is no appeal from a finding that a contractor is not prequalified because of a late application or a failure to submit required information. A contractor may appeal the District's decision with respect to its request for prequalification, by giving written notice to the District no later than five (5) business days after the contractor's receipt of notice of its qualification status. Notice shall be sent to the contact person at the email and address listed above. Unless a contractor files a timely appeal, the contractor waives any and all rights to challenge the qualification decision of the District, whether by administrative process, judicial process or any other legal process or proceeding.

If the contractor gives the required notice of appeal and requests a hearing, the hearing shall be conducted so that it is concluded no later than ten (10) business days after the District's receipt of the contractor's Notice of Appeal. The hearing so provided shall be an informal process conducted by a panel of one or more persons to whom the District's governing board has delegated responsibility to hear such appeals (the "Appeals Panel"). At or prior to the hearing, the contractor will be advised of the basis for the District's pre-qualification determination. The contractor will be given the opportunity to present information and present reasons in opposition to the pre-qualification determination. At the conclusion of the hearing or no later than one (1) day after completion of the hearing, the Appeals Panel will render its decision. The date for submission and opening of bids for a specific project and any subsequent contract award will not be delayed or postponed to allow for completion of an appeal process.

### *Bidding*

**Bids will only be accepted from contractors that the District has determined to be prequalified.** Omission of requested information, falsification of information, or failing to use the forms provided by the District may result in a finding of "not prequalified".

Any mechanical, electrical or plumbing subcontractors required for any Project must be prequalified pursuant to these prequalification forms and requirements, and all general contractors must use prequalified mechanical, electrical and plumbing subcontractors. If a listed mechanical, electrical and

plumbing subcontractor in any general contractor bid is not prequalified, that bid will be non-responsive and will not be considered by the District.

*Questions Relation to Prequalification*

Questions regarding the projects and/or this prequalification packet shall be submitted in writing to, and received by, the Contact Person listed above at the above-stated FAX number or email **before 3:00 p.m. on November 9, 2018.** Owner will provide written responses in the form of one or more addenda to the contractors who Owner knows have received the prequalification packet.