

**COUNTY OF RIVERSIDE
TRADE CONTRACTOR'S FORMAL BID PREQUALIFICATION PACKAGE**

INSTRUCTIONS

REQUEST FOR 2019 PREQUALIFICATION OF CONTRACTORS FOR FORMAL BIDS Each contractor wishing to bid for projects for the County of Riverside ("County") requiring formal sealed bids must fully complete this questionnaire and provide all materials requested herein. The contractor's formal bid prequalification status will remain current one year from the time Contractor is found qualified.

The following are the instructions related to the Contractor Prequalification process for the County of Riverside for specialized construction trade contractors or **Trade** Contractors. This prequalification process is distinguished from the County's General Contractor Prequalification process in that trade contractors perform one specific craft or trade under a license for that trade on a construction project (e.g. plumbing, painting, electrical work, etc.) but are not responsible for the entire project. The County may utilize trade contractors for various methods of project delivery, including Construction Manager Multiple Prime, in which a trade contractor has a prime contract with the County **for construction contracts over \$200,000.**

Prequalification's applications must be submitted by the close of business on **April 29, 2019**

The following trade licenses are required to be prequalified prior to submitting a sealed bid for a project as a prime bidder.

License Required	Trade Description
A	General Engineering
B	*General Building Contractor
C2	Acoustical and/or Insulation
C4	Boiler, Hot Water Heating & Steam Fitting
C5	Framing and/or Rough Carpentry
C6	Casework
C7	Low Voltage Systems
C8	Concrete
C9	Metal Stud/Drywall
C10	Electrical
C12	Earthwork/Paving
C13	Fencing/Gates
C15	Flooring
C16	Fire Protection/Fire Sprinklers
C17	Glazing
C20	Mechanical (HVAC)
C21	Demolition
C22	Hazardous Material Abatement
C23	Ornamental Metal
C27	Landscaping and Irrigation
C28	Lock and Security Equipment
C29	Masonry
C33	Painting
C34	Pipeline
C35	Plaster
C36	Building Plumbing
C39	Roofing
C42	Sanitation System
C43	Sheet Metal
C51	Structural/Misc. Steel
C54	Ceramic Tile
C61	Limited Specialties

**B-Licensed General Contractors under this prequalification are NOT automatically prequalified under the County's General Contractor Prequalification.*

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.

In addition to completing the Contractor's Prequalification Package please include a complete statement of contractor's financial ability and experience in performing public construction projects. 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.

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 formal 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.

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 minor 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.

SUBMISSION OF COMPLETED STATEMENTS

Provide completed Contractor's Statement of Experience and Financial Condition along with the following (see Contractor's Prequalification Package attached to these Instructions):

- Reviewed Financial Statement
- Letter of Bondability/Surety Statement
- Certificate of Insurance issued to County
- Accountant's Release Letter
- A Copy of the Registration with California Department of Industrial Relations
- Letter of Credit (optional)

The 2019 pre-qualification form is available to be submitted electronically through **PQBids**. You will need to enroll, then complete the questionnaire by submitting your information to:

<https://go.pqbids.com/enroll-us>

You may also contact PQBids at (888) 218-4173 ext.106. Alternative formats available upon request to individuals with disabilities

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 seeking to bid on a prime contract.**
- 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 (6) 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 PROCESS

Contractors choosing to qualify for more than one Trade must submit separate references per trade. For an example, if the general contractor has a B, C7, and C8 licenses, contractor must submit a list of references for the B related work, a list of references for the C7 related work, and a list of references for the C8 related work. Each one will be reviewed on its own merit. Only provide experience information in each qualification package relative to that particular license/trade including the contract amounts. Contractor's prequalification application shall include:

- (1) Contractor's Statement of Experience
- (2) Appropriate California Contractor's License
- (3) Contractor's Financial Condition and Bondability/Surety Statement
- (4) Certificate of Insurance
- (5) Certificate of Licensed Public Accountant
- (6) Accountant's Release Letter
- (7) Affidavit

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. Reviewed Statement Requirements

Contractor is required to submit a reviewed or audited financial statement with all qualification packages.

B. Financial Capacity

A financial rating will be based on ten times working capital (current assets less current liabilities). A financial rating may be augmented by submission of a Letter of Credit on the form included on Page 15 of the Contractor's Prequalification Package attached to these Instructions. If a Letter of Credit is submitted, the Letter of Credit shall be added to the initial working capital calculation such that the calculation for the augmented working capital shall be $WC = (((CA-CL) \times 10) + LOC)$.

Particular attention is called to the fact that the certificate of the certified public accountant must express an unqualified opinion in order to receive a "financial capacity" qualification. Working capital is an important factor in determining the bidding capacity of a contractor; therefore, the accountant must furnish, by a supplementary schedule or as a part of the accountant's certificate, any information not specifically called for by the statement which, in the accountant's opinion, might properly be taken into consideration.

C. Accountant's Certificate and Release

The certificate of a certified public accountant will be required for all audited/reviewed financials. The forms of certificate for both an audit and a review are included on Page 13 of the Contractor's Prequalification Package attached to these Instructions. Use whichever is appropriate to your submittal. It will be acceptable for the accountant to submit a certificate in the accountant's own words. However, such qualifications shall not be so extensive as to nullify the value of the statement or its usefulness to the County.

Accountant's Release Letter will be required. The responsible accountant must verify the validity of the applicant's financial statement. Use the form included on Page 14 of the Contractor's Prequalification Package attached to these Instructions.

D. 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

Contractor's experience must include the successful completion of at least three (6) public projects within the last five (5) years.

Contractor's "Experience Limit" shall be the average contract price for contracts completed in the State of California in the past five (5) years. For example - Project 1 contract value of \$16,275,110, plus Project 2 contract value of \$14,370,260, plus Project 3 contract value of \$11,543,980 equals an average contract value of \$14,063,116. This figure is rounded to the nearest \$100,000 for an Experience Limit of \$14,100,000. This process only provides the Experience Limit and does not necessarily set the final rating.

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.

BONDABILITY/Surety Statement

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/Surety Statement from the surety indicating its support levels.

In the event that the contractor is unable to obtain a letter of bondability/Surety Statement 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 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

Debriefing. At the County's option, exercised in its sole and absolute discretion after the issuance of the Notice of Prequalification, the County may make available for those requesting it an opportunity for a debriefing. Debriefings, if conducted, will be conducted in accordance with the Prequalification Schedule. At the prequalification debriefings, summaries of the overall evaluation of an Applicant's Prequalification Submittal will be reviewed. Copies of Prequalification Submittals or scoring of individual questions will not be provided nor will there be point-by-point comparisons of competing Prequalification Submittals.

Appeals Procedure. 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 or within five (5) working days after a debriefing meeting. 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 Deputy Director – County of Riverside – Economic Development Agency (EDA) who shall issue a final and binding decision.