

**COUNTY OF RIVERSIDE  
ON BEHALF OF**



**ATTACHMENT NO. 4**

**PREQUALIFICATION QUESTIONNAIRE  
FOR  
FLOORING CONTRACTORS SEEKING  
TO SUBMIT BEST VALUE BID ON CONTRACTS FOR JOB ORDER  
CONTRACTING (JOC)**

**JOC No. JOC-BV-02-FLOOR**

**Due: July 7, 2026 by 2:00 PM PST**

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# INSTRUCTIONS FOR PREQUALIFICATION

## ARTICLE 1 GENERAL PROVISIONS

**1.1 Definitions.** Capitalized terms used in these Instructions to Applicants (“Instructions”) and its attachments shall have the meanings given to them in these Instructions or its attachments.

**1.2 Purpose.** The purpose of the prequalification process is to prequalify prospective Job Order Contracting bidders to who will then have their submitted Qualifications and Price Proposals evaluated for award for Job Order Construction (JOC) Projects by the County of Riverside (County) under the Best Value Pilot Program codified in California Public Contract Code section 20155 et seq. The JOC Best Value Contracts are for the Flooring Contractor License Classification:

Services	License Classification	Bid Number:
Flooring & Floor Coverings	C-15	JOC-BV-02-FLOOR

**1.3 Authority.** This prequalification of bidders is being conducted by County under the authority of Public Contract Code Section 20101 and under the Best Value Pilot Program codified in California Public Contract Code section 20155 et seq. This authority is in addition to, and shall not be construed as a limitation upon, any other authority or right of County that may exist under applicable laws to conduct this prequalification or to separately determine the responsibility or qualifications of any Bidder for any future contract within the Prequalification Categories.

**1.4 Work.** Subject to the County’s reserved rights under Section 1.12, below, Prequalified Bidders will be invited to submit Bids for Award of a Contract(s) for Work as described above in Article 1.2, issued for bid by the County within one year (12 months) of Issuance of Notice of Prequalification.

**1.5 County’s Budget.** The County’s estimated target budget for the Work will be published as part of the Notice Inviting Bids for the specific Work. The foregoing statement of the County’s Budget does not constitute a promise or representation that County will Award a Contract for the Work to a Bidder submitting a Bid equal to or less than the amount of the County’s Budget.

**1.6 Basis for Prequalification.** An Applicant, as defined in Section 1.8, below, will be determined by County to be prequalified or not prequalified on the basis of the information it provides in its written submittal provided pursuant to these Instructions, concerning the Applicant’s financial ability and experience in performing public works. In the case of an Applicant that is a Project Joint Venture, the Applicant will be prequalified or not prequalified based on the information provided by Applicant in its Prequalification Submittal concerning the financial ability of the Principal Managing Partner, and experience in performing public works of the Constituent Members.

**1.7 Deadline.** An Applicant wishing to be considered for prequalification must submit its Proposal Package to County on or prior to 2:00 p.m., July 7, 2026. Such deadline is subject to extension by County by Addendum.

**1.8 Applicant.** The term “Applicant” means an individual, corporation, partnership or Project Joint Venture submitting a Prequalification Submittal.

**1.9 Applicant Constituent Members.** The term “Applicant Constituent Member” means an individual, corporation or partnership that shares directly in the profits, losses, and liabilities of an Applicant. For example, and without limitation to the foregoing, if the Applicant is a partnership comprised of a partner who is an individual and a partner that is a corporation, the individual and the corporation are each an Applicant Constituent Member.

**1.10 No Substitutions.** No changes in or additions to the Applicant Constituent Members of an Applicant shall be permitted after the deadline for submission of Prequalification Submittals, except with the prior written

authorization of the County, which authorization may be granted or withheld in the County's sole and absolute discretion.

**1.11 Interested Parties.** There is no limitation on any individual, partnership, corporation or Project Joint Venture (as defined in Paragraph 4.4.7, below) participating as an Applicant, or on any individual, partnership or corporation participating as an Applicant Constituent Member, in more than one Prequalification Submittal. However, no Prequalified Bidder shall be allowed to submit more than one Bid for any one specific contract issued by the County or be "interested in" a Bid submitted by any other Prequalified Bidder for the Work. "Interested in", as those words are used in this Section 1.11, means that a Prequalified Bidder or an Applicant Constituent Member of a Prequalified Bidder who has a managerial or financial interest in another Prequalified Bidder.

**1.12 Reserved Rights.** County reserves the right to conduct further prequalification of Bidders, conduct open bidding (i.e., bidding by general public notice and without any requirement for prequalification) or to withdraw the contract from prequalification, bidding, or Award with or without the resetting of the Work for further prequalification, bidding, or Award in the future.

**1.13 No Warranty by County.** Applicants are solely responsible to satisfy themselves as to the suitability of any information provided by the County that is in the nature of estimates of costs, statements of needs or requirements, projections, budgets, or other information describing the proposed contract or work contemplated by this prequalification, and nothing stated in these Instructions or its attachments shall be construed as implying the creation or existence of any warranty, express or implied, on the part of the County with respect to the accuracy, sufficiency or completeness of such information.

**1.14 No License.** A determination by the County prequalifying an Applicant shall not be construed as a license to do business for or within the County.

**1.15 Debarment, Non-Responsibility.** A determination by County that an Applicant is not prequalified does not, unless otherwise expressly stated by County at the time of issuance of its prequalification determination, constitute a finding or determination of debarment or that the Applicant is not a responsible bidder as defined in Public Contract Code Section 1103. A determination by the County that an Applicant is prequalified shall not be interpreted as precluding the County, before, at the time of or after receiving a Bid from such Applicant for the Project, from: (1) imposing new or additional responsibility requirements or qualification conditions upon all Bidders, including, without limitation, Prequalified Bidders, as part of the bidding process for the Project; (2) making a determination that a Prequalified Bidder lacks the quality, fitness, capacity or experience to satisfactorily perform the Project; or (3) requiring prequalification or post-bid qualification of any Subcontractor.

**1.16 Objections by Applicant.** Any objection by an Applicant to the procedures or processes set forth in the Prequalification Documents must be submitted to the County, in writing, not later than the seventh (7th) calendar day prior to submission by the Applicant of its Prequalification Submittal. Failure by an Applicant to so object shall constitute a final and conclusive waiver by the Applicant of its right to thereafter assert such objection, including, without limitation, the right to submit such objection as grounds for an appeal or protest pursuant to Article 5, below.

**1.17 Calculation of Time Periods.** If these Instructions or its attachments ask the Applicant to provide information or respond to a question concerning events occurring within a stated time period (such as, "within the past 5 years"), it shall be deemed to mean the period of time that precedes the date that the Applicant first submits its Prequalification Submittal to the County; provided, however, that if a question asks for information pertaining to a stated number of prior full calendar (or fiscal) years, it shall mean the stated number of years immediately preceding the calendar or fiscal year in which the Prequalification Submittal is submitted by Applicant. If these Instructions or its attachments ask, by exact words or in substance, that the Applicant provide information concerning conditions or circumstances as they exist currently, it shall be deemed to refer to the conditions or circumstances as they exist on the date that the Applicant submits its Prequalification Submittal.

## ARTICLE 2 - APPLICANT REPRESENTATIONS

Each Applicant and Applicant Constituent Member who signs and submits a verification in support of the Applicant's Prequalification Submittal represents that:

**2.1 Compliance with Prequalification Documents.** The Applicant's Prequalification Submittal is made in compliance with the requirements of the Prequalification Documents.

**2.2 Due Authorization.** Each person or entity signing a verification of the Applicant's Prequalification Questionnaire is authorized to do so and any such signer that is a corporation is authorized to do business in, and is in good standing under the laws of, the State of California.

**2.3 Required License(s).** This Job Order Contracting prequalification is intended for contractors performing work as a Prime Contractor under Article 1, Section 1.2. Contracting firms holding multiple licenses may submit only one application per each license; contingent upon contractor's demonstrated experience and currently holds a license issued by the Contractor's State License Board for the State of California that is active and in good standing.

**2.4 Financial Condition.** There has been no significant or material change in the financial condition of Applicant, or any other person or entity who has submitted a Statement of Financial Condition or independent accountant's report to aid in Applicant's prequalification, since the effective date of such Statement of Financial Condition or independent accountant's report.

**2.5 Labor Compliance.** The Applicant will, if awarded a Construction Contract for a Project, comply with all of the applicable provisions of the California Labor Code Sections 1770 et seq., including, without limitation, payment of prevailing wages, maintenance, and submission of weekly-certified payrolls, hiring of apprentices and establishment, implementation and maintenance of an injury and illness prevention program.

County public works projects are subject to compliance monitoring and enforcement by the Department of Industrial Relations (DIR) in accordance with Labor Code Section 1771.4(a)(1). As part of this program, contractors and subcontractors on public works projects are required to be registered with DIR in accordance with Labor Code Section 1725.5. Unregistered contractors are not qualified to bid on, be listed in a bid proposal, listed as a subcontractor, or engage in the performance of any Public Works Contract, all as more particularly described in Labor Code Section 1771.1(a).

## ARTICLE 3 - PREQUALIFICATION PROCEDURES

**3 . 1 Prequalification Documents.** The Prequalification Documents consist of the Prequalification Questionnaire with Required Attachments for each license classification in conformance with the Instructions to Proposers.

**3 . 2 Prequalification Questionnaire.** Applicants will be evaluated for prequalification based on the responses that they give to the Prequalification Questionnaire and any additional information obtained by County in the manner permitted by the Prequalification Documents, including, without limitation, interviews by County of Project References provided by Applicant (if conducted). All responses to questions in the Prequalification Questionnaire must be made on the form of Prequalification Questionnaire attached hereto or where there is insufficient space in the Prequalification Questionnaire to provide a complete response, on separate sheets signed by the individual executing the verification on behalf of Applicant. If more than one signed verification is required, such separate sheets need only be signed by one signer of the verification signing on behalf of the Applicant. Failure to provide available information that is required by the Prequalification Documents shall be grounds for disqualification. Failure to provide information requested in response to a Question contained in the Prequalification Questionnaire that does not constitute a "pass/fail" or scored Question (i.e., a Question that seeks background or contact information only) shall be accompanied by an explanation of the reason for the failure to respond and any failure to respond that is

found by the County to be without substantial justification shall constitute grounds for disqualification. Unless otherwise requested elsewhere in the Prequalification Documents, all information provided shall be current as of the date of submission by Applicant of its Prequalification Submittal.

**3.3 Prequalification Submittal.** The following documents comprising the Applicant's Prequalification Submittal are required to be submitted by an Applicant in order to be considered for prequalification and for the submittal of bids for award of the 2026 Best Value JOC Contracts. Applicant shall provide one (1) original marked "Original" and two (2) copies. The Prequalification package shall include:

- a. A completed **Prequalification Questionnaire** in the form attached hereto;
- b. A completed **Verification** in the form attached hereto, signed in the manner required by these Instructions, on behalf of each of the following: (1) if the Applicant is an individual or a corporation, by the Applicant; or (2) if the Applicant is a partnership by the Applicant and by each of its Applicant Constituent Members;
- c. **General Liability Insurance Coverage:** Each Applicant shall attach a copy of a current certificate of General Liability Insurance coverage of at least \$1,000,000 per occurrence /\$2,000,000 aggregate with a California-admitted insurance company and Workers Compensation Coverage to cover all activities of Applicant. The certificate of General Liability Insurance must be able to name "County of Riverside" as Additional Insured;
- d. **Worker's Compensation Insurance Coverage:** Each Applicant shall attach a copy of a current certificate of Worker's Compensation Insurance coverage to cover all activities of Applicant;

**PART I: TITLE PAGE / GENERAL INFORMATION**

**FLOORING CONTRACTORS SEEKING TO SUBMIT BEST VALUE BID ON  
CONTRACTS FOR JOB ORDER CONTRACTING (JOC) for FLOORING WORK**

1. Full name of firm completing this questionnaire: \_\_\_\_\_

2. This Application is submitted for consideration of Pre-Qualification for Flooring Contractors for the purpose of prequalifying, based on financial ability and public contracting experience, to be awarded Job Order Construction Projects issued by the County of Riverside, on behalf of Riverside University Health System, under the Best Value Pilot Program codified in California Public Contract Code Section 20155 et seq. Contracts **JOC-BV-02-FLOOR** are for Flooring and Floor Covering License Classification C-15.

**Part I - Instructions**

**All of the answers by Applicant to the Questions in this Part I must be provided but are for informational purposes and are not scored.**

- 1. Applicant Name: \_\_\_\_\_ Check One:  Corporation  
(As it appears on Required License)  Partnership  
 Sole Proprietor
  
- 2. Contact Person: \_\_\_\_\_
  
- 3. Address: \_\_\_\_\_
  
- 4. Phone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_ E-mail: \_\_\_\_\_
  
- 5. If Applicant is a sole proprietor, partnership or Project Joint Venture, list below or on separate signed sheets the following:
  - A. Applicant Constituent Members (refer to Article 1.9 of RFQ for definition):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
  - B. License number(s) of Required License(s) currently held by Applicant (refer to Article 2.3 of RFQ for definition):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
  - C. License number(s) of other active contractor licenses issued by the California State Contractors' License Board and currently held by Applicant:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
  - D. Registration number issued by the California Department of Industrial Relations (DIR) currently held by Applicant:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. If any Required License is held in the name of a corporation or partnership, for each such Required License list below the name of the individual who serves as the qualifier or qualifying individual on behalf of the Applicant for the Required License:

Required License: \_\_\_\_\_

DIR Registration Number: \_\_\_\_\_

Qualifier (Name (first, middle, and last) and Address):  
\_\_\_\_\_

Required License: \_\_\_\_\_

DIR Registration Number: \_\_\_\_\_

Qualifier (Name (first, middle, and last) and Address):  
\_\_\_\_\_

7. Has there been any change in ownership of the Applicant, (or Applicant Constituent Members if it is a Project Joint Venture), at any time during the past three (3) years?

Yes

No

If Applicant is a publicly traded corporation, then check here and no other response to this Question is required.

If "yes," explain: \_\_\_\_\_  
\_\_\_\_\_

8. Is the Applicant (or Applicant's Constituent Members if Applicant is a Project Joint Venture), a subsidiary, parent, holding company, or affiliate of another construction firm? (For purposes of this Question, an Applicant shall only be deemed an affiliate of another construction firm, and vice versa, if one owns 50% or more of the other, or if an owner, partner, director, or officer of one holds a similar position as owner, partner, director, or officer in the other).

Yes

No

If "yes," describe the co-ownership or affiliation:  
\_\_\_\_\_  
\_\_\_\_\_

9. Has the Applicant's (or Applicant's Constituent Members if it is a Project Venture), name or license number on any license issued to Applicant by the California State Contractors' License Board been changed within the past five (5) years?

Yes

No

If "yes," explain: \_\_\_\_\_

10. Has any owner, partner, director, or officer of Applicant (or Applicant's Constituent Members if Applicant is a Project Joint Member) operated a construction firm under any other name within the past five (5) years?

Yes       No

If "yes," explain: \_\_\_\_\_  
\_\_\_\_\_.

11. Does any corporate officer, corporate director, partner, or owner hold a similar position in any other construction firm?

Yes       No

If "yes," explain: \_\_\_\_\_  
\_\_\_\_\_.

12. Provide the following information concerning the Applicant's current surety:

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

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

13. List below all other sureties (name and address) that have written bonds (performance or payment) for Applicant or an Applicant Constituent Member within the last three (3) years, including the name of the principal on the bond and the date on which the bond was issued:

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

## **PART II: ESSENTIAL REQUIREMENTS**

### **Part II - Instructions**

**All of the answers by Applicant to the Questions in this Part II are evaluated on a "pass/fail" basis. The Applicant will be immediately disqualified if (1) its answer to any of Questions 1 through 7 is "no" or (2) its answer to any of Questions 8 through 11 is "yes".**

1. Has Applicant been issued by the State of California and does Applicant currently hold a currently active and valid contractor's license within each of the classification(s) of the Required License(s) as required?

Yes       No

2. Has Applicant attached evidence of current registration with the California Department of Industrial Relations?

Yes  No

3. Does Applicant currently have a liability insurance policy with a policy limit of at least \$2,000,000 per occurrence and \$ 4,000,000 aggregate?

Yes  No

4. Is Applicant in compliance with the workers' compensation insurance requirements required by the California Labor Code by reason of one of the following:

A. Applicant has a current workers' compensation insurance policy as required by the California Labor Code

Yes  No

B. Applicant is legally self-insured pursuant to California Labor Code Section 3700 et. seq.

Yes  No

C. Applicant is exempt from these requirements because it has no employees

Yes  No

5. Has Applicant provided with its Prequalification Submittal a reviewed or audited Statement of Financial Condition or independent accountant's report that complies with the requirements of the Instructions?

Yes  No  Contractor is exempt from this requirement, because it is a Certified Small Business

**NOTE: A financial statement that is neither reviewed nor 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. If Applicant is exempt on the basis that Applicant is a small business pursuant to Government Code Section 14837(d)(1) <sup>1</sup>, a copy of the Small Business Certification (SB) or Small Business Public Works Certification (SB-PW) must be attached.**

6. Has Applicant submitted with its Prequalification Submittal a notarized statement prepared in accordance with the Instructions from an admitted surety insurer (approved by the California Department of Insurance) that is authorized to issue bonds in the State of California stating that the Applicant's current bonding capacity is a max of \$13,500,000 for the anticipated overall contract term of three (3) years. ? The annual bonding capacity will not expected to exceed the maximum contract value.

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<sup>1</sup> "Small business" means an independently owned and operated business that is not dominant in its field of operation, the principal office of which is located in California, the officers of which are domiciled in California, and which, together with affiliates, has 100 or fewer employees, and average annual gross receipts of fifteen million dollars (\$15,000,000) or less over the previous three years, or is a manufacturer, as defined in subdivision (c), with 100 or fewer employees. For the purposes of public works contracts, as defined in Section 1101 of the Public Contract Code, and engineering contracts, as described in Section 4525, for public works projects, awarded through competitive bids or otherwise, "small business" means an independently owned and operated business that is not dominant in its field of operation, the principal office of which is located in California, the officers of which are domiciled in California, and which, together with affiliates, has 200 or fewer employees, and average annual gross receipts of thirty-six million dollars (\$36,000,000) or less over the previous three years.

Applicant's Surety attests that Applicant's current bonding capacity is a max of \$13,500,000 and has identified the limit of this capacity?

Yes       No

Bonding Capacity Limit: \$\_\_\_\_\_

7. Has Applicant submitted with its Prequalification Submittal a Bank Letter prepared in accordance with the Instructions 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?

Yes       No

8. Within the past five (5) years has a contractor's license issued to Applicant or an Applicant Constituent Member by the California State Contractors' License Board been revoked?

Yes       No

9. Within the past five (5) years has a surety completed a contract on behalf of Applicant or any Applicant Constituent Member, or paid for completion of a contract (public or private) entered into by Applicant or an Applicant Constituent Member, because Applicant or an Applicant Constituent Member was defaulted or terminated by a project owner?

Yes       No

10. Is Applicant or any Applicant Constituent Member currently ineligible to bid on or be awarded a public works contract, or perform as a contractor on a public works contract, pursuant to either California Labor Code Section 1777.1, California Labor Code Section 1777.7, or California Labor Code Section 1725.5?

Yes       No

11. Within the past five (5) years has Applicant, an Applicant Constituent Member, or any owner, partner, director, or officer of either, been convicted of a crime related to the awarding, bidding, or performance of a construction contract?

Yes       No

## PART III: ORGANIZATION AND STRUCTURE

### Part III – Instructions

**All of the answers by Applicant to the Questions in this Part III are for informational purposes only and are not scored.**

1. If Applicant is a Corporation, state:

A. Year incorporated: \_\_\_\_\_

B. State of incorporation: \_\_\_\_\_

C. For each person who is either (i) an officer of the corporation (president, vice president, secretary, treasurer), or (ii) the owner of 10% or more of the corporation's stock:

Person's Name	Position	Years with Company	% Ownership

D. Every construction firm that any person listed in the answer to immediately preceding Subpart c of this Question has been associated with (as owner, director, partner, or officer) at any time within the past five (5) years. *(For purposes of this Question only, the words "owner" and "partner" refer to a person holding an ownership interest of 10% or more in the firm, which in the case of a firm that is a corporation shall mean 10% or more of its stock):*

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

2. If Applicant is a Partnership, state:

A. Date of formation: \_\_\_\_\_

B. State under whose laws the partnership was formed: \_\_\_\_\_

C. State the following information for each Applicant Constituent Member of the partnership:

Person's Name	Position	Years with Company	% Ownership

- D. Every construction firm that any person listed in the answer to immediately preceding Subpart C of this Question has been associated with, (as owner, director, partner, or officer) at any time within the past five (5) years. *(For purposes of this Question only, the words "owner" and "partner" refer to a person holding an ownership interest of 10 % or more in the firm, which in the case of a firm that is a corporation shall mean 10 % or more of its stock):*

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

3. If the Applicant is a sole proprietorship state:

A. Date of commencement of business: \_\_\_\_\_

- B. Every construction firm that the sole proprietor has been associated with (as owner, general partner, limited partner, or officer) at any time during the past five (5) years. *(For purposes of this Question only, the words "owner" and "partner" refer to a person holding an ownership interest of 10 % or more in the firm, which in the case of a firm that is a corporation shall mean 10 % or more of its stock):*

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

4. If the Applicant is a Project Joint Venture (refer to Paragraph 4.4.7 of Instructions for definition state:

A. Date of formation of the Project Joint Venture: \_\_\_\_\_

- B. The following information for each Applicant Constituent Member of the Project Joint Venture:

Name of Applicant Constituent Member	% Ownership of Project Joint Venture

- C. Every construction firm that any person listed in the answer to immediately preceding Subpart B of this Question has been associated with (as owner, director, partner, or officer) at any time within the past five (5) years. *(For purposes of this Question only, the words "owner" and "partner" refer to a person holding an ownership interest of 10% or more in the firm, which in the case of a firm that is a corporation shall mean 10% or more of its stock):*

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

## **PART IV: PERFORMANCE HISTORY**

### **Part IV - Instructions**

**The answers given by the Applicant to the Questions in this Part IV will be scored.**

1. How many full calendar years prior to submission of its Prequalification Submittal has the Applicant (or if the Applicant is a Project Joint Venture, its Principal Managing Partner, as defined in Paragraph 4.4.7 of the Instructions) in its current organizational form, been doing business in California as a contractor performing work of the type for which a contractor's license has been issued to Applicant within the classification of each and all of the Required License(s)?

\_\_\_\_\_ # of years

2. State the Applicant's gross revenues for each of the past three (3) full calendar years:

20██: \_\_\_\_\_      20██: \_\_\_\_\_      20██: \_\_\_\_\_

3. At any time during the past seven (7) years has Applicant or any Applicant Constituent Member (1) declared bankruptcy; (2) had filed against it a petition for involuntary bankruptcy; (3) been placed in receivership; or (4) entered into an assignment of substantially all of its assets for the benefit of its creditors? *(An occurrence of any of the foregoing events within the past three (3) years constitutes grounds for automatic disqualification).*

Yes       No

If "yes," 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.

4. Has any license issued by the California State Contractors' License Board to Applicant, an Applicant Constituent Member, or a Responsible Managing Employee (RME) or Responsible Managing Officer (RMO) of either, been suspended at any time within the past five (5) years?

Yes       No

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

5. At any time within the past five (5) years has Applicant been assessed liquidated damages, the assessment of which was not subsequently withdrawn or adjudged improper, on the basis of an assertion by a public or private owner that Applicant did not complete a construction project in accordance with the timing requirements of the construction contract between such owner and Applicant?

Yes       No

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

6. At any time within the past five (5) years has Applicant, an Applicant Constituent Member, or any construction firm in which any of Applicant's or an Applicant Constituent Member's owners, directors, officers, or partners was associated as an owner, director, officer, or partner, been debarred, or disqualified from bidding on any government agency or public works project for any reason?

Yes       No

If "yes," explain on a separate signed page. State whether the firm involved was the Applicant, an Applicant Constituent Member, or another firm. Identify by name of the firm, the name of the person having a position in the Applicant or Applicant Constituent Member who was associated with that firm, the year of the event, the government agency, the project, and the basis for the government agency's action.

7. Within the past five (5) years has Applicant or an Applicant Constituent Member been denied an award of a public works contract based on a finding by a public agency that it was not a responsible bidder?

Yes       No

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

#### Part IV - Instructions - Questions 8 and 9

**Questions 8 and 9 refer only to disputes between Applicant and the owner (public or private) of a project. Applicants need not include information about disputes: (1) where the total amount of damages or losses alleged by the project owner was less than \$50,000; or (2) between Applicant and a supplier, another contractor, or subcontractor. Applicants need not include information about "pass-through" disputes in which the actual dispute is between a subcontractor or supplier and a project owner and there were no allegations on the part of the owner or the subcontractor or supplier of wrongdoing or fault on the part of the Applicant involving acts or omissions of the Applicant that were independent of the acts or omissions of the subcontractor or supplier.**

8. Within the past five (5) years has any lawsuit or arbitration been commenced against Applicant concerning Applicant's work on a public or private construction project?

Yes       No

If "yes," on separate signed sheets identify the lawsuit(s) and/or arbitration(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 or tribunal 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).

9. Within the past five (5) years has commenced any lawsuit or arbitration against a project owner concerning work on, or payment for, a public or private project.

Yes       No

If "yes," on separate signed sheets identify each such lawsuit or arbitration by providing the project name, date of the claim, name of the entity (or entities) against whom the claim was filed, the court or tribunal in which the case was filed and brief descriptions of the claim's nature and status (pending or, if resolved, the terms of its resolution).

10. Within the past five (5) years has any surety company made any payments on behalf of Applicant or an Applicant Constituent Member as a result of a default, or to satisfy any claims made against a performance or payment bond issued on Applicant's or an Applicant Constituent Member's behalf, in connection with a public or private construction project?

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 and nature of resolution of such claim if resolved, including, the amount, if any, of the payment by which the claim was resolved.

11. Within the past five (5) years has any insurance carrier, for any form of insurance, refused to renew an insurance policy for Applicant or an Applicant Constituent Member?

Yes  No

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

12. Has Applicant, an Applicant Constituent Member, or an owner, director, officer, or partner of either, ever been found, based on a finding of its making any false claim or material misrepresentation to any public agency or entity, liable in a civil suit or guilty in a criminal action?

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.

13. Has Applicant, an Applicant Constituent Member, or an owner, director, officer, or partner of either, 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.

14. Has Applicant, an Applicant Constituent Member or an owner, director, officer, or partner of either, 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 state and district if a federal court), the year and the criminal conduct.

15. Has Applicant or an Applicant Constituent Member been required to pay a premium of more than 1% for a performance and payment bond on any project(s) on which it worked at any time within the past three (3) years; and, if so, what is the highest percentage that Applicant or any Applicant Constituent Member was required to pay? (*Applicant may, at its option, provide an explanation for a percentage rate higher than 1%*).

No  Yes Percentage: \_\_\_\_\_%

16. Within the past five (5) years, has Applicant or an Applicant Constituent Member ever been denied bond coverage by a surety company, or has there ever been a period of time when Applicant or an Applicant Constituent Member 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 coverage was denied, the name of the company or companies which denied coverage and the period during which no required surety bond was in place.

17. Within the past five (5) years has CAL OSHA cited and assessed a penalty against Applicant (or, if the Applicant is a Project Joint Venture, its Principal Managing Partner) for any "serious," "willful" or "repeat" violations of its safety or health regulations? *(If an appeal of a citation has been filed, and the Occupational Safety and Health Appeals Board has not yet ruled on the appeal, it need not be included in Applicant's response).*
- Yes  No

If "yes," attach a separate signed page describing each such citation, including information about the date of the citation, the nature of the violation, the project on which the citation was issued, and 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.

18. At any time within the past five (5) years has the federal Occupational Safety and Health Administration cited and assessed penalties against Applicant or any Applicant Constituent Member? *(If an appeal of a citation has been filed, and the Occupational Safety and Health Appeals Board has not yet ruled on the appeal, it need not be included in Applicant's response.)*
- Yes  No

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

19. At any time within the past five (5) years has the Environmental Protection Agency ("EPA"), any Air Quality Management District ("AQMD") or any Regional Water Quality Control Board ("RWQCB") cited and assessed penalties against either Applicant, an Applicant Constituent Member, or the owner of a project on which either was the contractor? *(If an appeal of a citation has been filed, and the EPQ, AQMD or RWQCB has not yet ruled on the appeal, it need not be included it in Applicant's response).*
- Yes  No

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

20. How frequently does Applicant hold documented safety meetings for construction employees and field supervisors during the course of a project (public or private)?

\_\_\_\_\_

21. State the Applicant's EMR (Experience Modification Rate) for the past three (3) full calendar years (this information is available from the Applicant's insurance carrier). *Applicants are hereby instructed to submit as part of their Prequalification Submittal OSHA No. 300 logs covering the past three (3) full calendar years as verification of its response to this Question 21.*

20██: \_\_\_\_\_ 20██: \_\_\_\_\_ 20██: \_\_\_\_\_

If an EMR for any of the above three (3) years is or was 1.00 or higher, Applicant may attach signed sheets explaining the reasons for such EMR.

22. Within the past five (5) years has there ever been a period when Applicant or an Applicant Constituent Member had employees but was without workers' compensation insurance or state-approved self-insurance?
- Yes  No

If "yes," explain the reason for the absence of workers' compensation insurance or state-approved self-insurance on a separate signed page. If "no" then: (1) provide (a) a statement by the Applicant's current workers' compensation insurance carrier that verifies periods of workers' compensation insurance coverage for the past five (5) years or (b) written evidence of the existence of state-approved self-insurance for the past five (5) years; or (2) if Applicant has been in the construction business for less than five (5) years, provide (a) a statement by Applicant's workers' compensation insurance carrier verifying continuous workers' compensation insurance coverage for the period that Applicant has been in the construction business or (b) written evidence of the existence of state-approved self-insurance for the period that Applicant has been in the construction business.

23. Has there been more than one occasion within the past five (5) years when was required to pay either back wages or penalties for its failure to comply with the California prevailing wage laws? (*Violations of the prevailing wage laws by a subcontractor need not be included in the Applicant's response*).

Yes       No

If "yes," attach a separate signed page or pages describing the nature of each 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 and the amount of back wages and penalties that were required to be paid.

24. Has there been more than one occasion within the past five (5) years when the Applicant was required to pay either back wages or penalties for its failure to comply with the Federal Davis-Bacon prevailing wage laws? (*Violations of the prevailing wage laws by a subcontractor need not be included in the Applicant's response*).

Yes       No

If "yes," attach a separate signed page or pages describing the nature of each 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 and the amount of back wages and penalties that were required to be paid.

25. Have there been one or more public works projects in the past five (5) years wherein Applicant has been found by the Department of Industrial Relations to have violated any provision of the California apprenticeship laws or regulations, or the laws pertaining to the use of apprentices on public works? (*Applicant need not include in its response any incident that occurred prior to January 1, 1998, if the violation was by a subcontractor and the Applicant or the Applicant Constituent Member, as general contractor on a project, had no knowledge of the subcontractor's violation at the time it occurred*).

If none, answer "No." If any, attach a separate signed page describing the nature of each violation, identifying the name of the project, the date of its completion, the public agency for which it was constructed, and the amount of the penalty assessed, and attach copies of the Department of Industrial Relations' final decision(s).

Yes       No

26. Provide below or on separate sheets the name, address, and telephone number of the apprenticeship program (approved by the California Apprenticeship Council) from which Applicant intends to request the dispatch of apprentices to Applicant for use on the Project for which prequalification is sought by Applicant.

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27. If Applicant operates its own State-approved apprenticeship program, state below or on separate signed sheets:
- A. The craft or crafts in which apprenticeship training was provided in the past year: \_\_\_\_\_
  - B. The year in which each such apprenticeship program was approved, and attach evidence of the most recent California Apprenticeship Council approval(s) of Applicant's apprenticeship program(s): \_\_\_\_\_
  - C. The number of individuals who were employed as apprentices at any time during the past three (3) years in each apprenticeship program  
 Number of Apprentices over past 3 years: \_\_\_\_\_
  - D. The number of individuals who, during the past three years, completed apprenticeships in each craft while employed  
 Number of Persons completing Apprenticeship  
 In past 3 years: \_\_\_\_\_
28. How many Public Agency Facilities has the Applicant (or, if the Applicant is a Project Joint Venture, its Principal Managing Partner) constructed, in its capacity as a B-License Prime Contractor, which are located in the County of Riverside during the past ten (10) years?

Number of Facilities: \_\_\_\_\_

### **Part V - Project Reference Interviews**

**Applicants are advised that the County reserves the right, in its sole discretion, to conduct or not conduct past performance interviews of up to six (6) of the Project References listed in the Applicant's responses to Part V, Form A. If such interviews are conducted, then the following rules shall be followed:**

1. Contacts for Project References may be contacted for the purpose of either (1) confirming information provided by the Applicant, (2) conducting interviews on past performance, or (3) both confirming information and conducting interviews on past performance.
2. Communications with contacts for the purpose of only confirming information need not be conducted for every Applicant, are not scored, and do not follow a prescribed set of questions.
3. The County will select up to six (6) Project References from among all of the Project References provided in the Applicant's responses to Part V, Form A for the purpose of conducting past performance interviews. If such interviews are conducted for any Applicant they will be conducted for all Applicants.
4. Failure of Applicant to receive a pre-established minimum score for any past performance interview of a contact given by Applicant as a part of a Project Reference shall constitute a ground for automatic disqualification.
5. The Applicant has been requested in Part V, Form A to provide for each Project Reference six (6) contacts for past performance interviews from: Owner, Architect or Engineer and Construction Manager. If any one of these six (6) contacts cannot be located, the Applicant must provide in its response to Part V, A above, an explanation that includes a description of the efforts made to locate the contact.

6. Failure to provide a contact in response to the Part V, Form A when such information is found to have been reasonably available to the Applicant, constitutes a grounds for disqualification. Where a contact requested by Part V, Form A cannot be reasonably located by Applicant, failure to list that contact shall not be a grounds for disqualification unless Applicant fails to provide at least one contact for a Project Reference, in which case such failure shall be a grounds for disqualification.

7. Past performance interviews shall be conducted by telephone. Applicants are responsible to ensure that the individuals listed as contacts in the Project References are available for past performance interviews. County will make two attempts by telephone to reach a contact. If a contact does not respond within forty-eight hours after the second of two telephonic attempts, the contact will be deemed unavailable. If a contact does not respond, the same effort will be made to contact the other contacts provided. If no contacts are available, the Applicant shall be disqualified.

8. A space has been provided in Part V, Form A for the Applicant to indicate the contact that the Applicant requests be contacted for a past performance interview. Attempts shall be made to reach that contact before other contacts are called. If that contact does not respond, attempts shall be made as stated above to reach another contact for that Project Reference that is provided in the Applicant's response.

9. The time period during which past performance interviews may be conducted is set forth in the Prequalification Schedule set forth in the Instructions, which time period may be adjusted by Prequalification Addendum.

10. Only one past performance interview shall be conducted of one contact for each Project Reference that is selected for a past performance interview. Once a past performance interview is commenced of one of the contacts listed, no further past performance interviews of other contacts listed will be performed, even if the person interviewed is unable to answer all of the Interview Questions.

11. Identical questions from a standardized list of Questions shall be asked during past performance interviews. A copy of the standardized list of Questions is attached to the Instructions. If the person interviewed states that he/she is unable to answer the Question, then the Applicant shall be given zero points as its score for that Question.

## **Part VI – Project Experience**

Contractor should provide the top example projects to demonstrate its experience and capability performing renovation or remodeling of the category as selected for this Pre-Qualification Submittal in Part I Title Page.

“General Facilities” is the same as a “Public Agency” facility, which is a building structure constructed primarily for occupancy and use by employees of a public agency conducting the business or carrying out the functions of the public agency, which is inclusive of health and public safety facilities.

**IN ALL INSTANCES IN THIS FORM, "QUALIFYING PROJECT" MEANS A PROJECT WHICH MUST MEET ALL OF THE FOLLOWING:**

1. Project had a full-time Flooring Lead present in the above described settings during ALL construction activities – days, evenings, swing, weekends.
2. Project was completed within the last five (5) years.
3. Your firm’s construction contract cost was at least \$30,000 as awarded (excluding change orders).
4. Project must have been self performed

### **Part IV - Project Experience - Number of Projects**

Please list all qualified projects completed in the past five (5) years. Reference the mandatory requirement above for the definition of "qualifying project".

**PLEASE PROVIDE THE FOLLOWING INFORMATION FOR EACH PROJECT ON THE FOLLOWING QUALIFYING PROJECT DATA FORM PAGES ONLY.**

**IF NO PROJECT EXPERIENCE SAMPLES ARE PROVIDED, YOUR RESPONSE WILL BE DEEMED NON-RESPONSIVE.**

## QUALIFYING PROJECT DATA SHEET

**IF PREQUALIFICATION IS FOR A JOINT VENTURE, THE PROJECT LISTED MUST HAVE BEEN COMPLETED BY THE PROSPECTIVE JOINT VENTURE BIDDER WITH AN APPROPRIATE JOINT VENTURE LICENSE AND NOT COMPLETED ONLY BY ONE OF THE PARTNERS.**

1. Project Name: \_\_\_\_\_

2. Project Location (full address): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Was work done in a hospital or licensed outpatient clinic? \_\_\_\_\_

3. Project Description (be specific):

\_\_\_\_\_

4. Description of Work performed (be specific):

\_\_\_\_\_

5. Class of Infection Control Risk Assessment: \_\_\_\_\_

6. Describe ICRA containment procedures and protocols used throughout the project and who was responsible for maintaining daily requirements: \_\_\_\_\_

7. Did the project work include construction performed concurrently on another floor where the work area was occupied?

Yes:  No:

8. Did the project include requirements for interim life safety measure protocols (ILSM)?

Yes:  No:

9. Did the project have a full-time Superintendent present in the above described settings during ALL construction activities – days, evenings, swing-shift, weekends?

Yes:  No:

10. Was your firm responsible to pre-coordinate, schedule, and submit formal utility shutdowns and tie-ins, ILSMs, Inspection Requests and coordinate ongoing Inspections?

Yes:  No:

11. How much of this project was self performed?

\_\_\_\_\_ %

11	Work Completed As:	<input type="checkbox"/> Contractor	<input type="checkbox"/> Subcontractor
a.	Owner Name:		
b.	Owner Address:		
c.	Owner Telephone Number:		
d.	Owner Contact Person's Name:		
e.	Owner Contact Email Address:		
12.	Date Notice of Completion filed for qualifying project:		
13.	Original Construction Contract Award amount as awarded (without Change Orders):	\$	
14.	Final Construction Contract Amount:	\$	
15.	Original Contract Time (calendar days):		
16.	Final Contract Time (calendar days):		
17.	Number of Days Liquidated Damages Assessed (calendar days):		
18.	Name of your Project Manager:		
19.	Name of your Superintendent:		

**VERIFICATION**

STATE OF CALIFORNIA, COUNTY OF \_\_\_\_\_

I have read the foregoing **PREQUALIFICATION QUESTIONNAIRE (including, without limitation all attached pages)** and know its/their contents.

- The matters stated in the foregoing document are true of my own knowledge except as to those matters, which are stated, on information and belief, and as to those matters, I believe them to be true.
- I am \_\_\_ an officer \_\_\_ a partner \_\_\_ a member \_\_\_ the sole proprietor of \_\_\_\_\_, a \_\_\_\_\_, and am authorized to make this verification for and on its behalf, and I make this verification for that reason.
- I am informed and believe and, on that ground, allege that the statements made in the foregoing document are true.
- I am authorized to sign any document including but not limited to contracts and make any and all financial decisions for all matters in the foregoing document.
- The matters stated in the foregoing document are true of my own knowledge except as to those matters, which are stated, on information and belief, and as to those matters, I believe them to be true.

Executed on \_\_\_\_\_ (date), at \_\_\_\_\_ (city), California.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

\_\_\_\_\_  
Type or Print Name

\_\_\_\_\_  
Signature