

**RFQ #PUARC-1602 COUNTY OF RIVERSIDE
CONTRACTOR'S INFORMAL BID PREQUALIFICATION INSTRUCTIONS
2018**

1. REQUEST FOR PREQUALIFICATION OF CONTRACTORS FOR INFORMAL BIDS UNDER \$175,000 (per project)

Each contractor wishing to become Pre-qualified for public works projects for the County of Riverside ("County") must fully complete the prequalification package and provide all documents requested. **(If your company has already renewed from your 2017 prequalification status, this packet DOES NOT APPLY.)** The contractor's bid prequalification status will remain current from date of accepted qualification through 12/31/2018 and an acceptance letter outlining the Contractors responsibilities will be issued once packet is accepted.

The following trade licenses list indicates the classifications of licenses accepted. Contractor must indicate in their packet which license classification(s) they hold and should include any specialty certifications held as well.

License Required	Trade Description
General B with ABS/HAZ certificates	Asbestos (\$7058.5 asbestos certification or C-22 license), Hazardous substances and lead removal. Include all applicable certificates in response.)
B - Building	General Building
A - Engineering	General Engineering
C-2	Insulation and Acoustical Contractor
C-4	Boilers
C-5	Framing and Rough Carpentry Contractor
C-6	Cabinet – Millwork and Finish Carpentry
C-7 *	Low Voltage (Specialty) * <u>Specialty requirements may include:</u> * 1. Berk-Tek / Leviton Installation & Certification (<u>Must complete supplemental information document.</u>) * 2. Tower Climbing certification * 3. Provide information on what UPS systems contractor is familiar with and any certifications held. * 4. Distributed Antenna Systems (DAS) CommScope and/or iBwave * 5. Any other special certification held by Contractor should be included in submission packet information.
C-7	Low Voltage / Audio Visual (General use)
C-8	Concrete Flat Work
C-9	Drywall
C-10 *	Electrical (Specialty) * <u>Specialty requirements may include:</u> * 1. Tower Climbing certifications * 2. Liebert factory trained battery specialist or customer engineer * 3. Generator certificates: Including but not limited to Generac, Kohler, and Cummins. (Contractor should include any/all certificates held in response packet. Generator responses should note if industrial and/or commercial certificates are held. * 4. Motorola R56 Certified * 5. Provide information on what UPS systems contractor is familiar with and any certifications held. * 6. Certified electrical pole climbers
C-10	Electrical (General use)
C-11	Elevator Contractor
C-12	Earthwork and Paving
C-13	Fencing (Note in packet if "guard rails" is included in Contractors abilities)
C-15	Flooring and Floor Covering Contractors
C-16	Fire Protection

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C-17	Glazing
C-20	HVAC (provide any documents for specialty certificates, training and/or familiarity with specific manufacturers.)
C-21	Demolition (provide any ABS or HAZ certifications)
C-22	Asbestos Abatement (provide any ABS or HAZ certifications)
C-23	Ornamental Metal
C-27	Landscaping
C-28	Lock and Security Equipment
C-29	Masonry
C-31	Construction Zone Traffic Control
C-32	Parking and Highway Improvement
C-33	Painting and Decorating
C-34	Pipeline
C-35	Lathing and Plastering
C-36	Plumbing (provide any documents for specialty certificates, training and/or familiarity with specific systems.)
C-38	Refrigeration
C-39	Roofing
C-42	Sanitation System
C-43	Sheet Metal
C-45	Electrical Sign
C-46	Solar
C-47	General Manufactured Housing
C-50	Reinforcing Steel Contractor
C-51	Structural Steel
C-53	Swimming Pool Contractor
C-54	Tile (Ceramic and Mosaic)
C-55	Water Conditioning
C-57	Well Drilling
C-60	Welding
C-61	Limited Specialty (List Contractors Specialty License)
D-3	Awnings
D-4	Central Vacuum Systems
D-6	Concrete Related Services
D-9	Drilling, Blasting and Oil Field Work
D-10	Elevated Floors
D-12	Synthetic Products
D-16	Hardware, Locks and Safes
D-21	Machinery and Pumps
D-24	Metal Products
D-28	Doors, Gates and Activation Devices
D-29	Paperhanging
D-30	Pile Driving and Pressure Foundation Jacking
D-31	Pole Installation and Maintenance
D-34	Prefabricated Equipment
D-35	Pool and Spa Maintenance
D-38	Sand and Water Blasting
D-39	Scaffolding
D-40	Service Station Equipment and Maintenance
D-41	Siding and Decking

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D-42	Sign Installation
D-49	Tree Service
D-50	Suspended Ceilings
D-52	Window Coverings
D-53	Wood Tanks
D-56	Trenching Only
D-59	Hydro Seed Spraying
D-62	Air and Water Balancing
D-63	Construction Clean-up
D-64	Non-Specialized
D-65	Weatherization and Energy Conservation

- a. 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 (noted and described on (pages 9 of 9) for appealing a prequalification rating. The County shall attempt to notify contractor of upcoming projects which require competitive bidding and contractor may choose to bid any or all of the projects for which it is prequalified.
- b. Answers to questions contained in the contractor's **Prequalification Package** attached to these Instructions are required, including a contractor's reviewed or audited financial (Balance sheet and Income) statement and their experience. (For Contractors working **exclusively** on small projects, a letter of good standing from the Contractors financial institute may be accepted in lieu of financial statements, contact the Purchasing department for further details.) 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.
- c. While the County intends to use the prequalification process to assist in determining contractor qualifications prior to services, neither the fact of prequalification, nor any prequalification rating, will preclude the County from consideration and determination of whether a Contractor has the quality, fitness, capacity and experience to satisfactorily perform the proposed work, and has demonstrated the requisite trustworthiness.
- d. 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; (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) (if required); or (9) failure to provide required certifications.
- e. The prequalification package 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.

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- f. Each prequalification package 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.

2. 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 are able to proceed in the informal bid prequalification process.)

You must be able to answer "YES" to each statement below.

1. I am bidding as a Licensed Contractor.
2. I am appropriately licensed, DIR registered, insured and bondable. (Note*Small project exemptions are effective as of July 1, 2017. See DIR News Release 2017-52 and 2017-56)
3. I have a reviewed and/or audited financial (Balance Sheet and Income) statement that are dated no more than twelve (12) months prior to the date of the proposal submission and cover a period of at least one (1) year. These statements should clearly identify the financial status and condition of the bidder's entire business entity.
4. For Exclusive Small Project Contractors: I have a Letter of Good Standing from my financial institution which clearly identifies the financial standing of my business.
5. I have completed at least three (3) Public Works projects within the last five (5) years.
6. I am eligible to bid a public works contract per Section 1777.1 of the Labor Code.

If you answer yes to all of the above statements, you are able to proceed with submission of The Contractor's Prequalification Package (Noted as Separate documents)

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3. COUNTY OF RIVERSIDE PREQUALIFICATION PROCESS

Contractors choosing to qualify for more than one Trade must list all their license classifications.

The following items shall be provided or the bid prequalification submittal will not be accepted.

Contractor's prequalification application shall include in the order stated below:

Section 1	General Information
Section 2	Questions - "A" – Essential Evaluation Criteria
Section 2	"B" Rating Questions
Section 3	Performance
Section 4	Safety Record
Section 5	Insurance
Section 6	Surety Information (if applicable)
Section 7	Financials (or Letter of Good Standing from Financial institution)
Section 8	Affidavit Declaration

Attachment 2.1: Copy of California Contractor's License

Attachment 2.2: Copy of DIR Registration (if applicable)

Attachment 4.1: Experience Modification Rate (EMR) Letter from Insurance Carrier
(if applicable)

Attachment 5.1: Certificate of Insurance (Acord form or similar)

Attachment 6.1: Notarized Letter of Bondability

Attachment 7.1: Statement of Financial Condition (Balance Sheet and Income Statement)

Supplemental Information: Applicant shall exchange this page for any additional information supportive of Applicant's submission. This would include, but not be limited to, specialty certifications held, explanation letters from Section 2A, etc.

***NOTE:** If requesting prequalification status for **C-7 / Berk-Tek Leviton structured cabling**, Contractor must complete the **Specialty Structured Cabling Contractors Supplemental Information** document.

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4. SUBMISSION OF DOCUMENTS

All prequalification packages shall be signed by an authorized agent and placed in a sealed package clearly marked "Prequalification Package for Construction." The submitted packages shall be prepared in a bound notebook(s). **One (1) original in a 3 ring binder, and one (1) (Microsoft Word or PDF document formatted on a virus free CD or flash drive), shall be submitted.** *Faxed or emailed proposals will not be accepted.*

5. ALL PREQUALIFICATION PACKAGES SHALL BE SENT TO:

County of Riverside
Purchasing and Fleet Services
2980 Washington Street
Riverside, CA 92504-4647
**RFQu Contractor Prequalification
#PUARC-1602**
Attention: Melissa Etter

Prequalification period is ongoing through 12/30/2018

6. QUESTIONS: SEND ALL QUESTIONS, VIA E-MAIL TO:

Melissa Etter, PCS at metter@rivco.org

7. GENERAL INFORMATION

Complete all sections of prequalification packet for all trade(s) /contractor license(s) a firm is qualifying for and submit only one (1) original of the prequalification package including all applicable attachments. A new and current submittal shall be required each year.

8. NOTIFICATION OF PREQUALIFICATION RESULT

Completed prequalification forms should be submitted for contractors to be placed on the County's list of informal prequalified contractors for upcoming projects. Contractors shall 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.

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9. PROCEDURE FOR APPEAL OF PREQUALIFICATION RESULTS

Any contractor that thinks they have grounds for a protest has five (5) business days from the date the qualification notice is posted to file a formal protest with the Compliance Contracts Officer and the Procurement Contracts Specialist who conducted the solicitation via email. This appeal shall be delivered by the vendor in writing through e-mail, follow up letterhead, and include the specific facts, circumstances, reasons, and/or basis for the protest.

Detailed instructions for filing a protest can be found on the County Purchasing website at: <http://www.purchasing.co.riverside.ca.us> under the Vendor Protest Policy link.