

**RFQ# #PUARC-1636 COUNTY OF RIVERSIDE  
CONTRACTOR'S INFORMAL BID PREQUALIFICATION INSTRUCTIONS  
2019**

**1. REQUEST FOR PREQUALIFICATION OF CONTRACTORS FOR INFORMAL BIDS UNDER \$200,000 (per project)**

Each contractor wishing to become Pre-qualified for informal public works projects for the County of Riverside ("County") beginning January 1, 2019 must fully complete the prequalification package and provide all documents requested. **(If your company has already renewed from your 2018 prequalification status, this packet DOES NOT APPLY.)** The contractor's bid prequalification status will remain current from the date of accepted qualification through 12/31/2019 and an acceptance letter outlining the Contractors responsibilities will be issued once the packet is reviewed and 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.

<b>License Required</b>	<b>Trade Description</b>
General A and/or B with ABS/HAZ certificates	Asbestos (§7058.5 asbestos certification or C-22 license) and/or 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, Hot Water Heating and Steam Fitting Contractor
C-5	Framing and Rough Carpentry Contractor
C-6	Cabinet, Millwork and Finish Carpentry
C-7 *	<b>Low Voltage and/or Security Access (Specialty)</b> * Specialty requirements may include: * 1. Berk-Tek / Leviton Installation & Certification (Must complete supplemental information document.) * 2. Honeywell Pro-Watch, DMP and Milestone dealer certifications (Must complete supplemental information document.) * 3. Tower Climbing certification * 4. Provide information on what UPS systems contractor is familiar with and any certifications held. * 5. Distributed Antenna Systems (DAS) CommScope and/or iBwave * 6. Any other special certification held by Contractor should be included in submission packet information.
C-7	Low Voltage Systems Contractor (General)
C-8	Concrete Contractor
C-9	Drywall Contractor

**RFQ #PUARC-1636 COUNTY OF RIVERSIDE  
CONTRACTOR'S INFORMAL BID PREQUALIFICATION INSTRUCTIONS  
2019**

C-10 *	<p><b>Electrical Specialty and/or Security Access</b></p> <p>* <u>Specialty requirements may include:</u></p> <p>* 1. Honeywell Pro-Watch, DMP and Milestone dealer certifications (Must complete supplemental information document.)</p> <p>* 2. Tower Climbing certifications</p> <p>* 3. Liebert factory trained battery specialist or customer engineer</p> <p>* 4. 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.</p> <p>* 5. Motorola R56 Certified</p> <p>* 6. Provide information on what UPS systems contractor is familiar with and any certifications held.</p> <p>* 7. Certified electrical pole climbers</p>
C-10	Electrical (General)
C-11	Elevator Contractor
C-12	Earthwork and Paving Contractors
C-13	Fencing Contractor (Note in packet if "guard rails" are included in Contractors abilities)
C-15	Flooring and Floor Covering Contractors
C-16	Fire Protection Contractor
C-17	Glazing Contractor
C-20	Warm-Air Heating, Ventilating and Air-Conditioning Contractor (provide any documents for specialty certificates, training and/or familiarity with specific manufacturers)
C-21	Building Moving/Demolition Contractor
C-22	Asbestos Abatement Contractor
C-23	Ornamental Metal Contractor
C-27	Landscaping Contractor
C-28	Lock and Security Equipment Contractor
C-29	Masonry Contractor
C-31	Construction Zone Traffic Control Contractor
C-32	Parking and Highway Improvement Contractor
C-33	Painting and Decorating Contractor
C-34	Pipeline Contractor
C-35	Lathing and Plastering Contractor
C-36	Plumbing Contractor (provide any documents for specialty certificates, training and/or familiarity with specific systems.)
C-38	Refrigeration Contractor
C-39	Roofing Contractor
C-42	Sanitation System Contractor
C-43	Sheet Metal Contractor
C-45	Sign Contractor
C-46	Solar Contractor

**RFQ# #PUARC-1636 COUNTY OF RIVERSIDE  
CONTRACTOR'S INFORMAL BID PREQUALIFICATION INSTRUCTIONS  
2019**

C-47	General Manufactured Housing Contractor
C-50	Reinforcing Steel Contractor
C-51	Structural Steel Contractor
C-53	Swimming Pool Contractor
C-54	Ceramic and Mosaic Tile Contractor
C-55	Water Conditioning Contractor
C-57	Well Drilling Contractor
C-60	Welding Contractor
<b>C-61</b>	<b>Limited Specialty (List Contractors Specialty License)</b>
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
D-42	Non-Electrical 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

**RFQ# #PUARC-1636 COUNTY OF RIVERSIDE  
CONTRACTOR'S INFORMAL BID PREQUALIFICATION INSTRUCTIONS  
2019**

- a. The County reserves the right to update a contractor's prequalification status based on subsequently learned information (such as additional license classifications added or removed). Contractors whose status 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 approval.
- b. The County project representatives shall attempt to notify contractor of upcoming projects within their licensed classification which require competitive bidding and contractor may choose to bid any or all of the projects for which it is prequalified.
- c. Answers to questions contained in the contractor's **Prequalification Package** attached to these Instructions are required. 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.
- d. 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.
- e. 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;
- f. (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.
- g. The prequalification package responses and 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.
- h. 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.

**RFQ #PUARC-1636 COUNTY OF RIVERSIDE  
CONTRACTOR'S INFORMAL BID PREQUALIFICATION INSTRUCTIONS  
2019**

**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 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 letter of good standing from my financial institution which clearly identifies the positive financial standing of my business.
4. For Exclusive Small Project Contractors: I am not required to have a DIR registration nor provide proof of bondability as it is not required. However, I understand that I must pay the applicable prevailing wage for all projects which exceed \$1,000 dollar.
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 Packet (Noted as Separate documents)**

**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:**

- |                        |   |
|------------------------|---|
| <b>Section 1</b>       | General Information   |
| <b>Section 2</b>       | Questions - "A" – Essential Evaluation Criteria   |
| <b>Section 2</b>       | "B" Rating Questions  |
| <b>Section 3</b>       | Safety Record   |
| <b>Section 4</b>       | Insurance   |
| <b>Section 5</b>       | Surety Information (if applicable)  |
| <b>Section 6</b>       | Letter of Good Standing from Financial Institution  |
| <b>Section 7</b>       | Affidavit Declaration   |
| <br>                   |   |
| <b>Attachment 1.1:</b> | Copy of California Contractor's License   |
| <b>Attachment 1.2:</b> | Copy of DIR Registration (if applicable)  |
| <b>Attachment 3.1:</b> | Experience Modification Rate (EMR) Letter from Insurance Carrier ( <u>if applicable</u> ) |
| <b>Attachment 4.1:</b> | Certificate of Insurance (Acord form or similar)  |
| <b>Attachment 5.1:</b> | Letter of Bondability   |
| <b>Attachment 6.1:</b> | Letter of Good Standing from Financial institution  |
| <b>Attachment 7.1:</b> | California Secretary of State certificate of standing of Corp/Partnership.                |

**RFQu #PUARC-1636 COUNTY OF RIVERSIDE  
CONTRACTOR'S INFORMAL BID PREQUALIFICATION INSTRUCTIONS  
2019**

Applicant can supply any information supportive of Applicant's submission. This would include, but not be limited to, specialty certifications held, explanation letters from Section 1, etc.

**\*IMPORTANT NOTES:**

- A. If requesting prequalification status for **C-7 / Berk-Tek Leviton structured cabling**, Contractor must complete the **Specialty Structured Cabling Contractors Supplemental Information** document in addition to the Prequalification Packet.
- B. If requesting prequalification status for **C-7 and/or C10** security access projects, Contractor must complete the **Security and Physical Access Supplemental Information** document in addition to the Prequalification Packet.
- C. If requesting prequalification status for public projects as classified under AB219 (Ready-Miix), Contractor must complete the Prequalification Packet for Material Suppliers ONLY

**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 only be accepted if requested by Purchasing.*

**5. ALL PREQUALIFICATION PACKAGES SHALL BE SENT TO:**

County of Riverside  
Purchasing & Fleet Services  
2980 Washington Street  
Riverside, CA 92504-4647  
**RFQu Contractor Prequalification  
#PUARC-1636  
Attention: Melissa Curtis**

**Prequalification period is ongoing through 12/30/2019**

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

Melissa Curtis, PCS at [melcurtis@rivco.org](mailto:melcurtis@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. If the requested information is not applicable to your company or the level of prequalification you are submitting, indicate "N/A" instead of leaving a section blank.

Note the "Exclusive Small Projects" request and review the information provided regarding which **level** of prequalification your company is applying for.

**RFQ #PUARC-1636 COUNTY OF RIVERSIDE  
CONTRACTOR'S INFORMAL BID PREQUALIFICATION INSTRUCTIONS  
2019**

The County has adopted the **Uniform Public Construction Cost Accounting Act** (Public Contract Code Section 22000 et seq.) pursuant to County Ordinance No. 757. The County through its Purchasing Agent may bid and award informal public projects contracts pursuant to the procedures stated in the Act. The Purchasing Agent's maximum authority under the Act is \$200,000 for a single contract as of 1/1/2019.

All public works are subject to compliance monitoring and enforcement by the California Department of Industrial Relations (DIR). The awarded bidder shall comply with all applicable provisions of the California State Labor Code regarding prevailing wages, Department of Industrial Relations Division of Apprenticeship Standards Labor and other requirements, including but not limited to Labor Code Sections 1720, 1771.4, 1773.1, 1774, 1775 and 1776.

**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. Once the contractor is deemed prequalified, an approval letter will be issued explaining the contractor and county responsibilities for public projects. Bids can only be accepted from an entity that has an acceptable qualification rating in place prior to a bid advertisement date.

**Note:** Contractor responsibilities as outlined in the approval letter will include the following requirements:

- Maintain valid licensing and DIR registration (if applicable) throughout the calendar year.
- Provide bid bonds when requested.
- Provide payment / performance bonds for projects over \$25,000 regardless of whether the project was competitively bid or not.
- Provide endorsed certificates of insurance to Purchasing and Fleet Services prior to commencement of any work.
- Adherence to the County's general terms and conditions for public works projects unless explicitly stated in bid documents or awarding Purchase Order.

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.

**9. PROCEDURE FOR APPEAL OF PREQUALIFICATION DENIAL:**

Any contractor that thinks they have grounds for a protest has five (5) business days, from the date the qualification denial letter is received, 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 Contractor 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.