



Sacramento City Unified School District

Contractor Prequalification Instructions

California Assembly Bill (AB) 1565 went into effect on January 1, 2014. AB 1565 requires ALL General Contractors and M/E/P Subcontractors be prequalified, if the contract is valued at \$1 million or more and funded whole or in part with State Facility Bond funds.

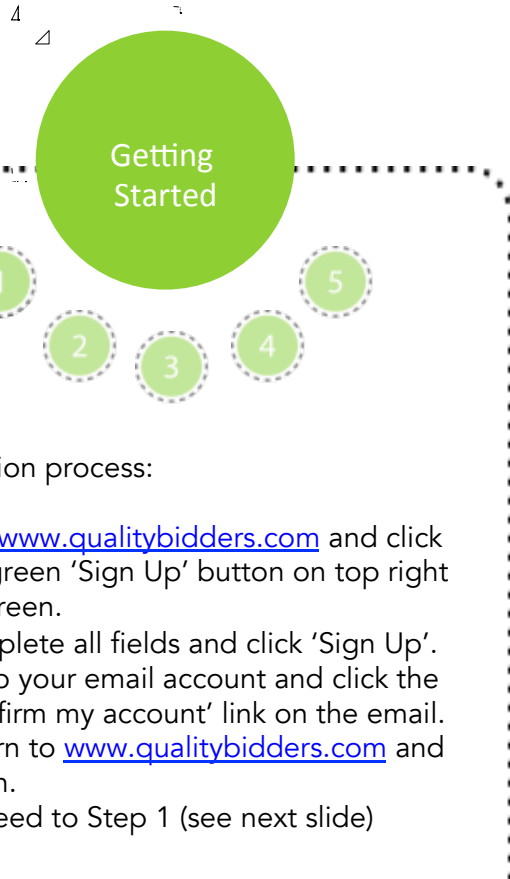
This applies to the following license numbers:

- General Contractors (A and B)
- Mechanical, Engineering, and Plumbing subcontractors (C-4, C-7, C-10, C-16, C-20, C-34, C-36, C-38, C-42, C-43, and C-46)

Link to law:

http://www.leginfo.ca.gov/pub/11-12/bill/asm/ab_1551-1600/ab_1565_bill_20120930_chaptered.html

To get started, please review the following instructions.

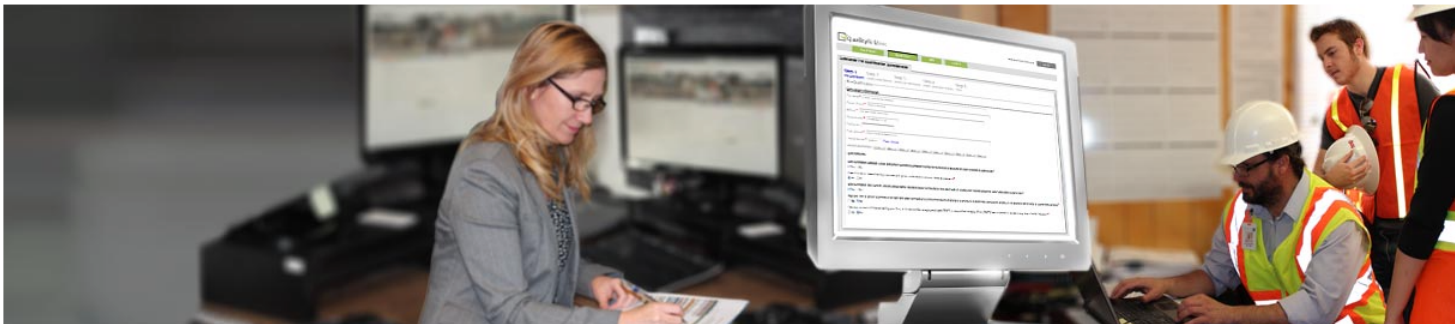


Application process:

1. Visit www.qualitybidders.com and click the green 'Sign Up' button on top right of screen.
2. Complete all fields and click 'Sign Up'.
3. Go to your email account and click the 'Confirm my account' link on the email.
4. Return to www.qualitybidders.com and log in.
5. Proceed to Step 1 (see next slide)



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Search:

Create New Application

Approval Limit ▾ Expires ▾ Actions ▾

To start a new questionnaire, Contractor navigates to 'Applications' tab and clicks on "Create New Application".

Proceed to Step 1 – Pre-qualification.

Step 1 – Pre-Qualification:

- Contractor's contact information auto-populates from sign up information.
- Input license number and as many license classifications as needed.
- Select business certifications if applicable.
- Answer pre-qualification 'disqualifier' questions and press next button.
- The program reviews the answers to Step 1 and either proceeds to Step 2 or notifies Contractor that he/she is not qualified to proceed.
- If any question is incomplete, Contractor can not proceed to the next step.

Note: Contractor can save application at any point and return later to complete.

Contractor Pre-Qualification Questionnaire

** Indicates that information is required*

Step 1 Pre-Qualification | **Step 2** General Requirements | **Step 3** History and Performance | **Step 4** Recent Construction Projects | **Step 5** Finish

Pre-Qualification

Contractor Information

Firm Name *

Contact Person *

Address *

Phone Number *

Fax Number

Email address *

License Number * [Check License](#)

Select at least one license classification*

License Classifications

License Comments (include information about C61-Specialty if relevant)

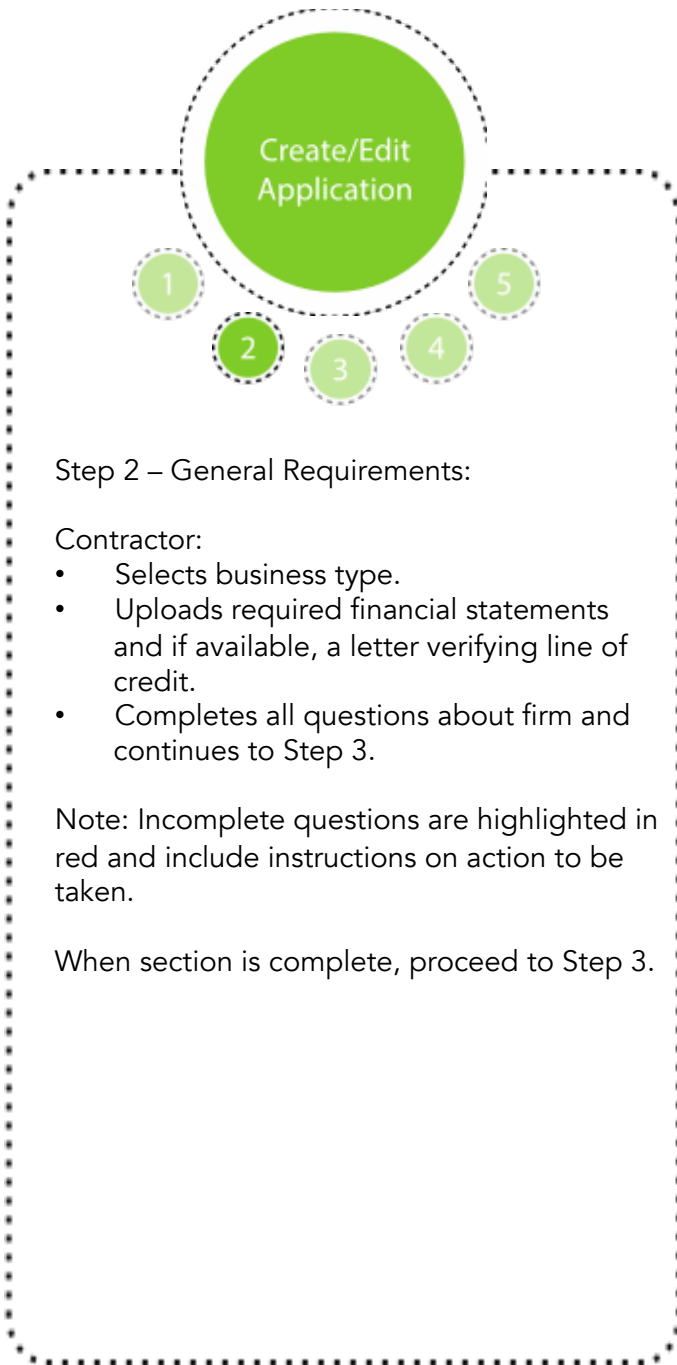
Business Certifications

Select at least one business certification*

Minority Business (MBE)
 Disadvantaged Business (DBE)
 Disabled Veteran Business (DVBE)
 Women Owned Business (WBE)
 Small Business (SBE)
 None

Qualification

Yes No Does Contractor possess a valid and current California Contractor's license for the project or projects for which it intends to submit a bid?



General Requirements

Business Structure

Select Business Type * Select Type

Business Information

Please upload a copy of your latest reviewed or audited financial statement with accompanying notes and supplemental information. (Public Contract Code section 20101(e) exempts from this requirement a contractor who has qualified as a small business pursuant to Government Code section 14837(d)(1), if the bid is no more than 25 percent of the qualifying amount provided in section 14837(d)(1). As of January 1, 2001, the qualifying amount is \$10 million, and 25 percent of that amount, therefore, is \$2.5 million) Note: A financial statement that is not either reviewed or audited is not acceptable. A letter verifying availability of a line of credit may also be uploaded; however, it will be considered as supplemental information only, and is not a substitute for the required financial statement*

By checking this box, I certify that my business qualifies as a small business as defined in GC 14837(d)(1) and am exempt from this requirement.

* At least 1 financial statement must be added below

Financial Statements

ADD FINANCIAL STATEMENT

- Yes No Has your firm or any firm with which any of your company's owners, partners or members was associated, ever been disbarred, disqualified, removed or otherwise prevented from bidding on, or completing, any government agency or public works project for any reason?*
- Yes No Has your firm ever been denied an award of a public works contract based on a finding by a public agency that your company was not a responsible bidder?*

General Requirements

Business Structure

Select Business Type * Select Type
Corporation
Partnership
Sole Proprietorship

Business Information

Please upload a copy of your latest reviewed or audited financial statement with accompanying notes and supplemental information. (Public Contract Code section 20101(e) exempts from this requirement a contractor who has qualified as a small business pursuant to Government Code section 14837(d)(1), if the bid is no more than 25 percent of the qualifying amount provided in section 14837(d)(1). As of January 1, 2001, the qualifying amount is \$10 million, and 25 percent of that amount, therefore, is \$2.5 million) Note: A financial statement that is not either reviewed or audited is not acceptable. A letter verifying availability of a line of credit may also be uploaded; however, it will be considered as supplemental information only, and is not a substitute for the required financial statement*

By checking this box, I certify that my business qualifies as a small business as defined in GC 14837(d)(1) and am exempt from this requirement.

Financial Statements

ADD FINANCIAL STATEMENT

- Yes No Has your firm or any firm with which any of your company's owners, partners or members was associated, ever been disbarred, disqualified, removed or otherwise prevented from bidding on, or completing, any government agency or public works project for any reason?*



Step 3 – History and Performance:

Contractor:

- Answers question about the firm’s ownership.
- Enters the firm’s gross revenue for each of the last three years.
- Enters their firm’s licenses, as applicable.
- Contractor also enters information about:
 - Disputes
 - Bonding
 - Compliance with CAL OSHA and other regulatory agencies
 - EMR rate
 - State wage violations, if any

When section is complete, proceed to Step 4.



Contractor Pre-Qualification Questionnaire



History and Performance

Company History

- Yes No Has there been any change of more than 10 percent in ownership of the firm at any time during the last three years? Note: A corporation whose shares are publicly traded is not required to answer this question.*
- Yes No Is the firm a subsidiary, parent, holding company or affiliate of another construction firm?*
- Yes No Are any corporate officers, partners or members connected to any other construction firms?*

State your firm's gross revenues for each of the last three years. If your firm has not been in business for three years amount of prior years. Press the ADD button to add revenues for each year.*

Gross Revenues

Year * Amount * \$

How many years has your organization been in business in California as a contractor under your present business

- Select Years
- 6+ years
- 5 years
- 4 years
- 3 years
- 2 years or less

Is your firm currently the debtor in a bankruptcy case? If so, please upload a copy of the bankruptcy petition, showing the case number, and the date on which the petition was filed*

Was your firm in bankruptcy at any time during the last five years? If so, please upload a copy of the bankruptcy petition, showing the case number and the date on which the petition was filed, and please attach a copy of the Bankruptcy Court's discharge order, or of any other document that ended the case, if no discharge order was issued*

Create/Edit Application

1

5

2

4

3

Step 4 – Project History:

Contractor:

- Enters project history information for six public works projects and three private construction projects, including references.

When section is complete, proceeds to Step 5.

Contractor Pre-Qualification Questionnaire

Step 1

Pre-Qualification

Step 2

General Requirements

Step 3

History and Performance

Step 4

Recent Construction Projects

Step 5

Finish

Recent Construction Projects

Project History

Provide the information requested below for the six largest public works projects for an educational institution and three largest private works of improvement on which you have completed your scope of work in the last five years. If you do not have six projects in education, list those first then all other public works. "Largest" means highest contract dollar value, including change orders. Names and references must be current and verifiable. Only list projects your firm performed as the general contractor in charge of all trades for the construction of a building. Provide email addresses for all references where feasible. Press the ADD PROJECT button to add detailed information about each relevant project your company has worked on. If you are a M/E/P contractor, list your largest projects in both categories.*

Projects

Project Name *

Project type *

Location *

Owner *

Owner Contact (Name and Current Phone #) *

Owner Contact Email *

Architect or Engineer *

Architect or Engineer Contact (Name and Current Phone #) *

Architect or Engineer Contact Email

Construction Manager *

Construction Manager Contact (Name and Current Phone #) *

Construction Manager Contact Email

Description of Project, Scope of Work Performed *

Total Value of Construction (including change orders) * \$

Original Value of Construction * \$

Original Scheduled Completion Date *

Time Extensions Granted (# of Days) *

Actual Date of Completion *



Step 5 – Finish:

Contractor:

- Selects appropriate District(s) and presses SAVE.
- If items are incomplete, an error message will appear.
- Once incomplete items are corrected, SAVE application and return to the list of applications.

Contractor Pre-Qualification Questionnaire

Step 1 Pre-Qualification Step 2 General Requirements Step 3 History and Performance Step 4 Recent Construction Projects **Step 5 Finish**

Finish

District Selection

Select at least one district to send this application to. When the application is submitted each district that is selected below will receive your application.

District *

- Alameda High School District (Area)
- Central High School District (Area)
- Grossmont Union High School District (Area)
- Mission High School District (Area)
- North County High School District (Area)

< Back Save



Your pre-qualification questionnaire was successfully saved but errors exist. Please correct these before submitting to the district(s).

- How it Works
- Applications
- FAQS
- Contact
- My Account

Contractor Pre-Qualification Questionnaire

Step 1 Pre-Qualification Step 2 General Requirements Step 3 History and Performance Step 4 Recent Construction Projects **Step 5 Finish**

Finish



Submit Application to District(s):

Contractor:

- Clicks on the APPLICATIONS tab to view a listing of all applications.
- Applications with the current status of READY TO SUBMIT can be submitted.
- To submit a READY TO SUBMIT application, click SUBMIT from the Action column.
- Certify all information is correct.
- Will be notified when application is approved.

Note: If corrections are needed -

- Click CANCEL from the Action column **before** district opens application, status of the application is changed back to READY TO SUBMIT.
- If district opens application, application becomes locked and Contractor must request district 'return' application to them for edits.
- REVIEW application and make needed corrections.

SEARCH:

Current Status	Approval Limit	Expires	Actions
READY TO SUBMIT			Review Submit Copy
SUBMITTED			History Review Copy
SUBMITTED			History Review Copy
SAVED,INCOMPLETE			Review

District, North County High Not Reviewed READY TO SUBMIT

Submit Application ✕

I certify and declare that I have read all the foregoing answers to this pre-qualification questionnaire and know their contents. The matters stated in the questionnaire answers are true of my own knowledge and belief, except as to those matters stated on information and belief, and as to those matters I believe them to be true. I declare under penalty of perjury under the laws of the State of California, that the foregoing is correct.

Note: Once your application has been submitted you will no longer be able to make modifications unless it is returned to you by a district for corrections or updates.

Ok
Cancel

SEARCH:

Current Status	Approval Limit	Expires	Actions
SUBMITTED			History Review Cancel Copy



Questions?

Contractor:

- Clicks on the CONTACT tab.
- Clicks hyperlink of district he/she has a question for.
- Email will auto populate with appropriate school district contact.
- Clicks hyperlink to contact QualityBidders Technical Support for any technical support question.



How it Works Applications FAQs Contact My Account

Contact District

Do you have a question? Questions from bidders should be submitted directly to each school district

- [North County High School District](#)
- [Alameda High School District](#)
- [Mission High School District](#)
- [Central High School District](#)
- [Grossmont Union High School District](#)
- [Colbi Unified School District](#)

Contact Technical Support

Please provide details about the problem you Internet browser if possible along with inform and what you were trying to do at the time.

[QualityBidders Technical Support](#)

Browser window showing an email composition form:

To: donna.district@gmail.com

Cc:

Bcc:

Subject: QualityBidders Question

From: Larry Goshorn – lgoshorn@colbitech.com

Signature: Colbi tagline

larry :-)
=====

Larry Goshorn, President
Colbi Technologies
714-505-9544

Helping build the future. We provide software tools and training that help financial and facility professionals build schools.

For technical support, please contact
qbsupport@colbitech.com
A Support Technician will contact you.
Or call 714-505-9544