

**Prequalification Scoring Sheet  
Cover Page**

Firm Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

If firm is a sole proprietor or partnership:

Owner(s) of Company \_\_\_\_\_

Contractor's License Number(s): \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

***Instructions for Scoring***

The questionnaire consists of 3 Parts. Part I requires that contractors provide complete and satisfactory information. Part II requires that contractor provide Yes or No answers. Part III assigns points to each of the possible answers to the questions, for a combined score. Instructions for scoring each part are provided below at the top of each Part. The last page of Part III provides instructions on determining whether the contractor receives a "Prequalified" or "Not Prequalified" rating.

If the rating is "Prequalified", the contractor's qualified limit will be the lesser of the following (stated in U.S. currency): (a) the largest public works contract the contractor has fully performed within the last five years (as defined by the original contract price, plus additive and deductive change orders), plus 10%; or (b) the contractor's current bonding capacity (as determined by the surety with which the contractor currently has the highest bonding limit). (The information necessary to determine the rating should be provided by the contractor in response to Part I.E.)

**A.** The contract price (as adjusted by change orders) of the largest public works contract firm has fully performed in the last five years:

\$ \_\_\_\_\_ + 10% = \_\_\_\_\_.

**B.** Firm's current maximum bonding capacity: \$\_\_\_\_\_. Name of Bonding Company: \_\_\_\_\_

Contractor: \_\_\_\_\_

**PART I Contractor’s General/Financial Information Sheet**

Information provided in response to Part I must be complete to the District’s satisfaction. Failure to provide all requested information shall result in a “Not Prequalified” rating.

**A. General Information.** Transfer relevant information to cover page (page 1 of this scoring sheet).

**B. History and Ownership of Firm.**

Questions 1-76:

- The firm is a:
- Corporation
  - Partnership
  - Sole Proprietorship
  - Joint Venture

The firm  *included*  *did not* include all information necessary to complete this section.

Check “Responses Included” box if information is included in application. If, based on the contractor’s answers, follow up is necessary, indicate so by checking the “follow up” box.

		Responses Included	Follow Up
1.	Years in business		
2.	Change in ownership		
3.	Subsidiary, parent, holding company, etc.		
4.	Owners’ identities		
5.	Number of projects completed		
6.	Change in license number		

**C. Bonding.**

Check “Responses Included” box if information is included in application.

		Responses Included
7.	Bonding capacity	
8.	Other sureties	

**D. Financial Information.**

		Yes	No	Verified
9.	Reviewed or Audited Financial Statement Attached			

**E. *Recent Construction Projects Completed.***

Use information provided to verify references and complete rating information on the cover page.

**F. *Apprenticeship Program Information.***

		Responses Included	Follow Up
10.	Apprenticeship program identified		
11.	Operates own program		

**Completing Scoring of Part I**

If all information has been provided and no “red flags” require follow up, move on to scoring of Part II.

PART II: Essential Requirements for Prequalification

Contractor must answer Yes to questions 1 through 43 below. Any No (or blank) answers shall result in a rating of “Not Prequalified”.

		Yes	No
1.	Valid and current contractor’s license		
2.	Liability Insurance with Appropriate Limits General Contractor: \$1,000,000 & \$2,000,000 MEP Subcontractor: \$1,000,000 & \$2,000,000		
3.	Valid worker’s compensation insurance policy		

Contractor must answer No to questions 54 through 1211 below. Any Yes (or blank) answers shall result in a rating of “Not Prequalified”.

4.	Contractor’s License Revocation or Suspension within last 5 Years		
5.	Contractor ineligible to bid due to Labor Code violations		
6.	Convicted of a crime involving award of contract		
7.	Currently in bankruptcy or receivership		
8.	Surety completed a project due to contractor default		
9.	Convicted of crime involving false claims or liable in a civil suit for false claims		
10.	Convicted of a crime involving construction laws		
11.	Convicted of a crime involving fraud, dishonesty, etc.		

Contractor: \_\_\_\_\_

**PART III ORGANIZATIONAL PERFORMANCE AND COMPLIANCE WITH LAWS**

Score answers to Part III as indicated below. When complete, total all points received and compare the Grand Total to the instructions on the last page of this scoring sheet.

**A. Financial History & Licensing**

		Possible Scores	Score
1.	Suspended license last 5 years	No = 5 Yes = -5 (adjustment to 0 if reason for suspension is not material)	

(Maximum Possible Score 5)

III.A Total Score \_\_\_\_\_

**B. Disputes**

		Possible Scores	Score
2.	Liquidated Damages in last 5 years	No = 5 1 or 2 times = 3 > 2 times = 0	
3.	Company been prevented from bidding on public works project	No = 5 1 or 2 times = 3 > 2 times = 0	
4.	Denied award for not being a responsible bidder in last 5 years.	No = 5 1 or 2 times = 3 > 2 times = 0	
5.	Claim against firm in court or arbitration	No =5 1-2 instances = 3 > 2 instances = 0 (adjustment upward if contractor prevailed on claim outside settlement)	
6.	Made claim against owner in court or arbitration	No = 5 1 instance = 3 >1 instance = 0 (adjustment upward if contractor prevailed on claim outside settlement)	

(Maximum Possible Score 25)

III.B Total Score \_\_\_\_\_

**C. Insurance and Bonding**

		Possible Scores	Score
7.	Insurance refusal to renew within last 5 years	No = 5 Yes = -5	
8.	A or better rated General Liability –AM Best Report	Yes = 5 No = -5	

(Maximum Possible Score 10)

III.C Total Score \_\_\_\_\_

**D. Compliance with Law**

		Possible Scores	Score
9.	CAL OSHA violations last 5 years	No = 5 1 instance = 4 2 instances = 3 3+ instances = 0	
10.	Federal OSHA citations last 5 years	No = 5 1 instance = 4 2 instances = 3 3+ instances = 0	
11.	EPA, Air Quality or RWQCB citations last 5 years	No = 5 1 instance = 4 2 instances = 3 3+ instances = 0	
12.	Weekly safety checks	<del>No</del> Yes = 5 Yes <del>No</del> = -5	
13.	Experience Modification Rate	EMR .95 or less = 5 .95 – 1 = 3 Other = 0	
14.	Firm without workers' comp or state approved self-insurance	No = 5 Yes = -5	

(Maximum Possible Score 30)

III.D Total Score \_\_\_\_\_

**E. Prevailing Wage and Apprenticeship Compliance Record**

		Possible Scores	Score
15.	Required to pay back wages under State prevailing wage law	No = 5 1 instance = 4 2 instances = 3 3+ instances = 0	

16.	Apprentice violations	None = 5 1 instance = 4 2 instances = 3 3+ instances = 0	
17.	SB854 - registered with DIR	Yes = 5 No = -5	
<u>18.</u>	<u>Signed signature page</u>	<u>Yes = 5</u> <u>No = -5</u>	

(Possible Score ~~15~~20)

III.E Total Score \_\_\_\_\_

- III.A Total Score \_\_\_\_\_
- III.B Total Score \_\_\_\_\_
- III.C Total Score \_\_\_\_\_
- III.D Total Score \_\_\_\_\_
- III.E Total Score \_\_\_\_\_

Grand Total \_\_\_\_\_  
(Maximum Possible Grand Total = ~~85~~90)

If Grand Total for Part III is greater than 30 and Contractor met the requirements of Parts I and II, then Contractor is **prequalified**.

If Grand Total for Part III is less than 30 and/or Contractor did not meet the requirements of either or both Parts I and II, then Contractor is **not prequalified**.