

**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 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, section C, of the prequalification packet.)

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

\$ _____ + 10% = _____.

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

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 from Part I “Contractor’s General Information” to cover page (page 1 of this scoring sheet).

B. History and Ownership of Firm.

Questions 1-7:

- 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.	Gross revenues		
6.	Number of projects completed		
7.	Change in license number		

C. Bonding.

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

		Responses Included
8.	Bonding capacity	
9.	Other sureties	

D. Financial Information.

		Yes	No	Verified
10.	Reviewed or Audited Financial Statement Attached			
11.	Accounting Firm Information			

12.	Banking Information			
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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
13.	Apprenticeship program identified		
14.	Operates own program		

Completing Analysis of Part I

If all information has been provided and is satisfactory, and any necessary follow up investigation has been performed on “red flags” raised by the information so that concerns are eliminated, the contractor has passed Part I and you may move on to scoring of Part II.

PART II: Essential Requirements for Prequalification

Contractor must answer Yes to questions 1 through 5 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: \$3,000,000 & \$5,000,000 MEP Subcontractor: \$1,000,000 & \$2,000,000		
3.	Valid worker’s compensation insurance policy		
4.	At least 2 DSA-approved CA public school K-12 projects		
5.	Currently registered with DIR		

Contractor must answer No to questions 6 through 12 below. Any Yes (or blank) answers shall result in a rating of “Not Prequalified”.

6.	Contractor’s License Revocation or Suspension within last 5 Years		
7.	Contractor ineligible to bid due to Labor Code violations		
8.	Currently in bankruptcy or receivership		
9.	Surety completed a project due to contractor default		
10.	Convicted of crime involving false claims or liable in a civil suit for false claims		
11.	Convicted of a crime involving construction laws		
12.	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. To receive a rating of “Prequalified”, Contractor’s total points must meet the minimum total score.

A. Financial History & Licensing

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

(Maximum Possible Score 10)

III.A Total Score _____

B. Disputes

		Possible Scores	Score
3.	Liquidated Damages in last 5 years	No = 5 1 or 2 times = 3 > 2 times = 0	
4.	Disbarred/Disqualified from bidding on public project	No = 5 Yes = 0	
5.	Denied bid on grounds of non-responsibility	No = 5 Yes = 0	
6.	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)	
7.	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)	
8.	Project terminated for cause or by contractor consent within last 5 years	No = 5 Yes, by consent = 0 Yes, for cause without consent = -5	
9.	Surety payments on contractor’s behalf	No = 5 1 instance = 3 >1 instance = 0	

Contractor: _____

10.	Project with more than 3 stop payment notices in last 3 years	No = 5 Yes = 0	
11.	Stop notice resulted in claim	No = 5 1 instance = 3 >1 instance = 0	

(Maximum Possible Score 45)

III.B Total Score _____

C. Insurance and Bonding

		Possible Scores	Score
12.	Insurance refusal to renew within last 5 years	No = 5 Yes = -5	
13.	Required to pay a premium	No = 5 1=1.25% premium = 4 1.25-1.5% premium = 3 > 1.5% = 0	
14.	Denied coverage by surety	No = 5 Yes = 0	

(Maximum Possible Score 15)

III.C Total Score _____

D. Compliance with Law

		Possible Scores	Score
15.	CAL OSHA violations last 5 years	No = 5 1 instance = 4 2 instances = 3 3+ instances = 0	
16.	Federal OSHA citations last 5 years	No = 5 1 instance = 4 2 instances = 3 3+ instances = 0	
17.	EPA, Air Quality or RWQCB citations last 5 years	No = 5 1 instance = 4 2 instances = 3 3+ instances = 0	
18.	Safety meetings	Weekly = 5 Monthly = 3 Quarterly = 1 None = 0	
19.	Experience Modification Rate	EMR .95 or less = 5 .95 – 1 = 3 Other = 0	
20.	Workers' comp lapse in last five years	No = 5 Yes = 0	

Contractor: _____

(Maximum Possible Score 30)

III.D Total Score _____

E. Prevailing Wage and Apprenticeship Compliance Record

		Possible Scores	Score
21.	Required to pay back wages under State prevailing wage law	No = 5 1 instance = 4 2 instances = 3 3+ instances = 0	
22.	Required to pay back wages under Federal prevailing wage law	No = 5 1 instance = 4 2 instances = 3 3+ instances = 0	
23.	Other penalties or charges	None = 5 1 instance = 4 2 instances = 3 3+ instances = 0	
24.	Apprentice violations	None = 5 1 instance = 4 2 instances = 3 3+ instances = 0	

(Possible Score 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 = 120)

If Grand Total for Part III is greater than ____ [**level to be determined at District discretion**], and Contractor met the requirements of Parts I and II, then Contractor is **prequalified**.

If Grand Total for Part III is less than ____ [**level to be determined at District discretion**], and/or Contractor did not meet the requirements of either or both Parts I and II, then Contractor is **not prequalified**.

Contractor: _____

