



San Francisco Community College District
OFFICE OF ADMINISTRATIVE SERVICES/PURCHASING
50 FRIDA KAHLO WAY • B-712 • SAN FRANCISCO, CA 94112
PHONE: (415) 452-7768 • Email: purchasing@ccsf.edu

NOTICE TO CONTRACTORS

December 7, 2023

To All Contractors:

Pursuant to the provisions of the California Uniform Public Construction Cost Accounting Act (CUPCCAA, Public Contract Code, Section 22000 et Seq.), the San Francisco Community College District is updating its existing list of Prequalified Contractors who may bid on Informal Projects (projects valued less than \$200,000).

The District shall accept prequalification applications year-round to accommodate contractors in established categories, by dollar amount and trades who wish to be added on the prequalified list. All District approved prequalified vendors within a dollar amount and trade will received a notice to bid on a project.

A List of Prequalified Contractors shall be available at the District Website, <https://www.ccsf.edu/about-ccsf/administration/finance-and-administration/office-facilities-and-capital-planning/bid-opportunities>.

A fillable Contractor Prequalification Application Form is attached. Please Email your Prequalification Application Form to Maritza Rodriguez-Vivas, CCSF's Buyer at mrodriguez@ccsf.edu upon completion.

Thank you.

Garth A. Kwiecien
Sr. Director of Administrative Services
City College of San Francisco
Bungalow 712
50 Frida Kahlo Way
San Francisco, CA 94112

Attachment:
Pre-Qualification Fillable Form (December 2023)

BOARD OF TRUSTEES

ALAN WONG, PRESIDENT • ANITA MARTINEZ, VICE PRESIDENT • ALIYA CHISTI
SHANELL WILLIAMS • MURRELL GREEN • SUSAN SOLOMON • VICK CHUNG • HEATHER BRANDT, STUDENT TRUSTEE
• DAVID MARTIN, CHANCELLOR



SAN FRANCISCO COMMUNITY COLLEGE DISTRICT
50 Frida Kahlo, San Francisco, CA 94112

CONTRACTOR PREQUALIFICATION APPLICATION FORM
(CUPCCAA, PCC 22000)

INFORMAL BIDDING PROCEDURES
(PCC 22030)

CONTRACTOR INFORMATION

Firm / Company Name: (as it appears on your license)

Address: Street City State Zip

Contact Person: Phone:

Email Address:

Contractor State License Board (CSLB)

License Number: Expiration Date: Classification:

Department of Internal Relations (DIR) SB 854 (Labor Code 1725.5, 1771.1, 1771.3, 1771.4, 1771.5, 1771.7, 1773.3, 1776)

*DIR Registration Number Expiration Date: *Note: Automatic Disqualification if not provided

Construction Operations:

Bonding Capacity (per Contract): \$ Bonding Company:

Dollar Value of Largest Contract: \$ Owner:

Annual Gross Revenue: \$ FY 2021 FY 2022 FY 2023

REQUIRED ATTACHMENT:

- 1) W-9 Request for Taxpayer Identification Number and Certification;
2) Certificate of Liability Insurance for all operations; San Francisco Community College District as Additional Insured;

I, the undersigned, 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 to the best of my knowledge and belief. I declare under penalty of perjury under the laws of the State of California, that the foregoing is correct.

Authorized Signature: Date:

Print Name: Title:



SAN FRANCISCO COMMUNITY COLLEGE DISTRICT
PRE-QUALIFICATION QUESTIONNAIRE – PART 1
(CUPCCAA)

PART 1 – ESSENTIAL REQUIREMENTS FOR QUALIFICATION

NOTE: Contractor shall be disqualified if the answer to questions number 1 through 3 is “NO”

- 1. Do you have a liability insurance policy with policy limit of at least \$1 Million per occurrence and \$2 Million aggregate?
 YES NO
- 2. Do you have a current Workers Compensation Insurance policy as required by the State of California Labor Code or is legally Self Insured pursuant to Labor Code Section 3700 et seq? YES NO
- 3. Do you have a current DIR Registration Number as required by the Department of Internal Relations under SB854?
 YES NO

NOTE: Contractor shall be disqualified if the answer to questions number 4 through 6 is “YES”

- 4. Has your license been revoked at any time in the last five (5) years?
 YES NO
- 5. Has the Surety firm completed a contract on your behalf, or paid for completion because your firm was default terminated by the Owner within the last five (5) years?
 YES NO
- 6. At the time of submitting this Pre-Qualification form, is your firm ineligible to bid on or be awarded a public works contract, or perform as a Sub-Contractor on a public works contract, pursuant to either Labor Code Section 1777.1 (Violation of public works labor laws) or Labor Code Section 1777.7 (Violation of apprenticeship requirements)?
 YES NO

If YES, state beginning and ending dates of the period of debarment.

Beginning: _____ Ending: _____

PART 2 – ORGANIZATION, HISTORY, PERFORMANCE COMPLIANCE WITH CIVIL AND CRIMINAL LAW

NOTE: If answer to any of the following questions is “YES”, please explain on a separate signed sheet.

1. Is your firm **currently** the debtor in a bankruptcy case? Has your firm been in a bankruptcy case at any time during the last five (5) years?
 YES NO

2. Has your license(s) been suspended by the California State License Board (CSLB) or any of your Responsible Managing Employee (RME) or Officer (RMO) been suspended within the last five (5) years?
 YES NO

3. Has your firm been assessed and paid Liquidated Damages after completion of a project under a construction contract with either public or private owner within the last five (5) years?
 YES NO

4. In the last five (5) years, has your firm, or any firm with which any of your company’s owners, officers, or partners were “associated with”, been debarred, disqualified, removed, or otherwise prevented from bidding on, or competing at any government agency or public works project for any reason?
 YES NO
(NOTE: “Associated With” refers to another construction firm in which an owner, partner, or officer of your firm held similar position.)

5. In the last five (5) years, has your firm been denied an award of a public works contract based on a finding by a public agency that your firm was NOT a RESPONSIBLE bidder?
 YES NO

6. In the past five (5) years, has any claim **against** your firm concerning your firm’s work on a construction project been **filed in court or arbitration**?
 YES NO

7. At any time during the past five (5) years, has any surety company made any payments on your firm’s behalf as a result of a default to satisfy any claims made against a performance or payment bond issued on your firm’s behalf in connection with a construction project, either public or private?
 YES NO

8. In the last five (5) years, has any insurance carrier, for any form of insurance, refused to renew the insurance policy for your firm?
 YES NO

9. During the last five (5) years, has your firm ever been denied bond coverage by a surety company, or has there been a period of time when your firm had no surety bond in place during a public construction project when one was required?
 YES NO

10. Has CAL OSHA cited and assessed penalties against your firm for any “serious,” “willful” or “repeat” violations of its safety or health regulations in the past five years?
 YES NO

(NOTE: If you have filed an appeal of a citation, and the Occupational Safety and Health Appeals Board has not yet ruled on your appeal, you need not include information about it.)

11. Has the federal Occupational Safety and Health Administration cited and assessed penalties against your firm in the past five years?

YES NO

(NOTE: If you have filed an appeal of a citation and the Appeals Board has not yet ruled on your appeal, or if there is a court appeal pending, you need not include information about the citation.)

12. Has the EPA or any Air Quality Management District or any Regional Water Quality Control Board cited and assessed penalties against either your firm or the owner of a project on which your firm was the contractor, in the past five years?

YES NO

(NOTE: If you have filed an appeal of a citation and the Appeals Board has not yet ruled on your appeal, or if there is a court appeal pending, you need not include information about the citation.)

13. Has there been more than one occasion during the last five years in which your firm was required to pay either back wages or penalties for your own firm's failure to comply with the **state's** prevailing wage laws?

YES NO

(NOTE: This question refers only to your own firm's violation of prevailing wage laws, not to violations of the prevailing wage laws by a subcontractor.)

14. During the last five years, has there been more than one occasion in which your own firm has been penalized or required to pay back wages for failure to comply with the **Federal Davis-Bacon** prevailing wage requirements?

YES NO

15. At any time during the last five years, has your firm been found to violate any provision of California apprenticeship laws or regulations, or the laws pertaining to use of apprentices on public works?

YES NO

(NOTE: You may omit reference to any incident that occurred prior to January 1, 1998, if the violation was by a subcontractor and your firm, as general contractor on a project, had no knowledge of the subcontractor's violation at the time they occurred)



SAN FRANCISCO COMMUNITY COLLEGE DISTRICT
PRE-QUALIFICATION QUESTIONNAIRE – PART 3
(CUPCCAA)

PART 3 – COMPLETED PROJECTS INFORMATION

NOTE: Contractor shall provide information about five (5) most recently completed public works projects within the last three (3) years. Names and references must be current and verifiable. Use separate sheets that contain ALL of the following information or use this form to list all project information.

(THIS FORM MAYBE DUPLICATED TO LIST ALL FIVE (5) COMPLETED PROJECTS)

PROJECT INFORMATION

Project Name: _____

Project Location: _____

Owner / Public Agency: _____

Owner Contact Name: _____ Title / Position: _____

Email Address: _____ Current Phone: _____

Project Description:
(Scope of Work)

Contract Amount: \$ _____ Final Project Cost: \$ _____

Scheduled Completion: _____ Actual Completion: _____

Additional Comments:

PART 4 – ADDITIONAL INFORMATION

Please indicate which size project you would like to be considered for by checking the appropriate box below:

CONSTRUCTION PROJECT COST	\$0-\$60,000	\$60,000-\$200,000	\$200,001+(FORMAL BID)
Please mark which column you want to be considered for			

Please indicate if your firm is a SLBE firm

YES NO

If Yes, please indicate City and County of San Francisco’s Contract Monitoring Division’s (CMD) certification number:
