



**NOTICE TO PROSPECTIVE BIDDERS**  
**GENERAL CONTRACTOR PREQUALIFICATION**  
**for**  
**R.J. NEUTRA ELEMENTARY SCHOOL**  
**LEMOORE, CALIFORNIA**

## **I. NOTICE TO CONTRACTORS**

Notice is hereby given that the Central Union School District (“CUSD” or “District”) has determined that all bidders interested in bidding on the new construction for Full-Day Kindergarten Facilities (4-classrooms) at the R. J. Neutra Elementary School (“the Project”) as a **General Contractor** must be prequalified prior to submitting a bid on the Project. In order to prequalify, interested parties must fully complete the applicable prequalification questionnaire, provide all materials requested, and be approved by Central Union School District to be on the final qualified General Contractor Bidder list. No bid will be accepted from contractors who have failed to comply with these requirements. If two or more business entities submit a bid as part of a joint venture, or expect to submit a bid as part of a joint venture, each entity within the joint venture must submit individual prequalification packets for the Project and be found separately qualified to bid. The last date to submit a fully completed questionnaire is:

**July 31, 2020 @ 2 p.m.**

Due to the nature of the Project, as set forth below in Section II, a Class B contractors license will be required for any **general contractor** who wishes to submit a bid. In addition, contractors who wish to submit a bid must have experience in constructing public education facilities and working in a secure environment or similar projects. Experience with working on Federally funded projects or working with the Department of State Architect (“DSA”) is desirable.

The prequalification package requires answers to questions contained in the attached questionnaire, information about current bonding capacity, a notarized statement from the bidder’s surety, and the most recent reviewed or audited financial statements for the bidder, along with any accompanying notes or supplemental information. The District will use these documents as the basis for rating bidders in respect to their qualification to bid on the Project. Scores will be based on the answers to the questionnaire, the interview questions, and the information provided by a bidder’s references. The scoring system used will be tailored to the needs of this Project and will use a combination of objective and limited subjective criteria. In order to ensure accuracy in the scoring, the District reserves the right to check other sources to verify the information provided if or as needed. After the individual members of the scoring committee complete their reviews and scoring, the panel’s scores will be compiled and averaged to achieve a final score for each bidder.

While it is the intent of Central Union School District to use the prequalification package to assist the District in determining a bidder’s responsibility prior to bid and aid in the selection of the lowest responsible bidder for the Project, neither the fact of prequalification, nor any prequalification rating, will preclude Central Union School District from a post-bid consideration and determination of whether a bidder has the quality, fitness, capacity, and experience to satisfactorily perform the proposed work.

## **II. PROJECT DESCRIPTION**

The Project is the new construction of Full-Day Kindergarten Facilities, which will be funded through the Grant Program. The project will be designed to include the construction of 4 (four) new kindergarten classrooms on our existing R.J. Neutra Elementary School Campus. This campus is located on the Naval Air Station (NAS), in Lemoore, CA.

## **III. FILING OF PREQUALIFICATION SUBMITTALS**

Prequalification packages may be obtained on the Central Union School District website at ([prequalification document](#)), click on Departments in the header and select Business. Bidders seeking pre-qualification for the Project should submit their prequalification packages under seal and marked "CONFIDENTIAL" as indicated below. Bidders must provide six (6) hard copies of their pre-qualification packages and one (1) CD-ROM or USB drive of their package in addition to the signed original, which must be marked as "ORIGINAL" for a total of seven (7) hard copies. Prequalification packages should be submitted to:

Central Union School District  
15783 18<sup>th</sup> Avenue  
Lemoore, CA 93245  
Attention: Wendy Jones, Director of Business & Fiscal Services

Packages may be submitted during the District's regular working hours on any day that the offices of Central Union School District are open. Bidders must answer **ALL** questions, fill in **ALL** blanks, provide **ALL** required valid references, and **ALL** required supplemental information. If a particular question does not apply, Bidders must indicate in their response that the question is not applicable ("N/A"). Bidders must provide current, accurate, and complete information. Incomplete or inaccurate documentation may result in the denial of prequalification.

Failure to provide ALL of the requested material by **July 31, 2020 at 2:00 pm** will result in an automatic denial of prequalification status. Failure to provide all of the information requested will likewise result in a denial on the basis the packet is nonresponsive. In the event a bidder is refused prequalification on one or both of these bases, the bidder shall not be entitled to an appeal hearing regarding the refusal. The District further reserves the right to deny prequalification status in the event any of the information provided is inaccurate or false. Bidders denied on this basis shall not have a right to appeal the denial. The closing date for prequalification packages will not be changed in order to accommodate supplementation of incomplete or late submissions. Prequalification packages must be signed under penalty of perjury in the manner designated at the end of the application form and by an individual who has the legal authority to bind the bidder submitting the package. If any information provided becomes incorrect, the bidder must immediately notify Central Union School District and provide updated information in writing. Any such addendum must be signed under penalty of perjury in the manner as specified above.

#### **IV. NOTICE OF DETERMINATION**

Bidders who submit a complete prequalification package will be notified of their qualification status by the end of the day on **August 5, 2020**. The District reserves the right to unilaterally extend this time period if deemed necessary and in its discretion. If an extension is necessary, the District shall notify all bidders in the manner provided below.

All notices shall be given via electronic mail ("email") with confirmation of receipt, as well as via first class mail, return receipt requested. By submitting a prequalification package, bidders agree to accept service via email for ALL notices, including any notices or communications regarding an appeal of the District's determination.

Central Union School District reserves the right to adjust, increase, limit, suspend, or rescind a bidder's prequalification rating based on subsequently learned information. Bidders whose rating changes sufficiently to disqualify them will be notified and given an opportunity to appeal this change in a manner consistent with the hearing procedures for appealing an initial prequalification rating.

Central Union School District reserves the right to waive minor irregularities and omissions in the information provided in the prequalification packages, make all final determinations, and determine at any time that prequalification procedures will not be applied to the Project.

#### **V. PUBLIC RECORD**

State law requires that the names of contractors and subcontractors applying for prequalification status be public records and subject to disclosure under the California Public Records Act. Other than this, the prequalification packages (questionnaire answers and financial statements) as submitted by bidders are not public records and will not be open to public inspection. All information provided will be kept confidential to the extent permitted by law. However, the contents may be disclosed to third parties for purposes of verification, investigation of allegations of falsification or wrongdoing, in any appeal hearing, or in connection with any claim or legal proceeding.

#### **VI. APPEAL PROCEDURES**

The following procedures apply when an applicant that is denied prequalification status wishes to challenge that denial.

A bidder that is denied prequalification status has the right to appeal that denial unless the bidder failed to submit a completed prequalification package by **2:00 PM on July 31, 2020**. Any costs incurred by a bidder in filing and pursuing an appeal shall be the sole responsibility of the bidder. Central Union School District shall not reimburse the bidder for the costs of an appeal, even if the appeal results in a favorable outcome for the bidder.

A bidder initiates an appeal by delivering a written notice requesting a hearing and setting forth in general terms the basis of the appeal. The notice must be delivered to the same location as the prequalification submittal and must be clearly marked as an "APPEAL OF PREQUALIFICATION

STATUS.” The bidder must deliver a notice of appeal within five (5) business days following the date of the notice that Central Union School District denied the bidder prequalification status. The bidder waives its right to appeal the prequalification decision if it fails to deliver the notice within five (5) business days.

Appeals shall be heard by the Central Union Elementary School District Board of Trustees. Appeals shall be heard at the next regularly scheduled Board of Trustees meeting (or soon thereafter) following the bidder’s delivery of the written notice of appeal. The agenda item submission timelines established by Central Union School District will apply. The hearing conducted will be informal and is not an evidentiary hearing. However, the bidder will be given the opportunity to present information and reasons in opposition to the determination at the hearing. The Board of Trustees will consider all relevant evidence, information, and arguments submitted by the bidder, District’s response to the same, and any other information the Board of Trustees deems relevant.

Within ten (10) business days following the hearing, Central Union School District will provide a written decision whether the bidder is qualified or not qualified. The written decision is the final determination of the issue, and the bidder shall have no further administrative appeals. Central Union School District reserves the right to unilaterally extend this 10-day period as necessary. If an extension is necessary, the District shall notify the appealing party.

The procedure and time limits set forth above are mandatory and constitute a bidder’s sole and exclusive remedy in the event of a protest. Failure to comply with these procedures shall constitute a waiver of any right to further pursue the protest, including filing a claim or initiating legal proceedings.