



**CONTRA COSTA COMMUNITY COLLEGE DISTRICT**

**CONTRACTOR INFORMATION**  
(UPCCAA Pre-Qualification Questionnaire)

Firm Name: \_\_\_\_\_  
*(as it appears on license)*

D B A: \_\_\_\_\_

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

Contact Person(s): \_\_\_\_\_

Telephone No: \_\_\_\_\_ Facsimile: \_\_\_\_\_

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

Check One:      \_\_\_ Corporation      \_\_\_ Partnership      \_\_\_ Sole Proprietorship  
Years in business in California as a Contractor under your present business name: \_\_\_\_\_ years

License Number(s): \_\_\_\_\_ Classification: \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
\_\_\_\_\_

**Primary** Type of Work Interest: \_\_\_\_\_  
*(List only ONE. Example: Mechanical, Electrical, Plumbing, General Engineering, General Building)*

**Secondary** Type of Work Interest: \_\_\_\_\_  
*(List MORE than one. Example: Mechanical, Electrical, Plumbing, General Engineering, General Building)*

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

Name of Bonding Company: \_\_\_\_\_ Phone: \_\_\_\_\_

=====  
**MUST BE SUBMITTED WITH THE PRE-QUALIFICATION DOCUMENTS:**  
**Firm's latest copy of Reviewed and Audited Financial Statement with Notes and Supplemental information; Financial Statements are CONFIDENTIAL documents and will NOT be shared with the public.**  
=====

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: \_\_\_\_\_



**CONTRA COSTA COMMUNITY COLLEGE DISTRICT  
PRE-QUALIFICATION QUESTIONNAIRE – PART 1  
(UPCCAA)**

**PART 1 – ESSENTIAL REQUIREMENTS FOR QUALIFICATION**

**NOTE: Contractor shall be disqualified if the answer to questions number 1 through 2 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

**NOTE: Contractor shall be disqualified if the answer to questions number 3 through 5 is “YES”**

3. Has your license been revoked at any time in the last five (5) years?  
 YES       NO
  
4. 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
  
5. 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: \_\_\_\_\_

NOTE: A Contractor disqualified solely because of a “YES” answer given to question 3, 4, or 5 may appeal the disqualification and provide an explanation of the relevant circumstance during the appeal procedure.



**CONTRA COSTA COMMUNITY COLLEGE DISTRICT  
PRE-QUALIFICATION QUESTIONNAIRE – PART 2  
(UPCCAA)**

**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)*



**CONTRA COSTA COMMUNITY COLLEGE DISTRICT  
PRE-QUALIFICATION QUESTIONNAIRE – PART 3  
(UPCCAA)**

**PART 3 – RECENT PROJECTS COMPLETED**

**NOTE: Contractor shall provide information about six (6) 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.**

**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: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**(Contractor may duplicate this form to list all projects)**