



## Palomar Community College District:

### Prequalification Renewal Packet for 2024-2025 Fiscal Year

#### **GENERAL INFORMATION FOR USE OF VALIDATION STATEMENT DECLARATION**

All Contractors receiving this documentation have previously been prequalified by Palomar Community College District (hereinafter "District") for the period ending June 30, 2024. All General Conditions from the Prequalification application are still applicable.

All Contractors wishing to bid on District projects greater than \$250,000 for the **fiscal year 2024-2025**, must complete and submit the Declaration, hereto attached, certifying that the information contained in their company's original Prequalification Application has been reviewed and has not changed. If the information has changed or the company's ownership or financial status has changed, the firms must attach a separate sheet with a full explanation.

If the Contractor's financial statement has changed or if the current financial statement on file with the District is earlier than December 31<sup>st</sup>, 2022 you **must** re-submit a current financial statement with your Declaration in order for the District to process the renewal for the 2024-2025 Prequalified Contractors list. We have included the financial forms in this packet.

Each Declaration must be signed by an individual who has the legal authority to bind the contractor, on whose behalf that person is signing. If any information provided by a contractor becomes inaccurate, the contractor must immediately notify the awarding body and provide updated accurate information in writing and under penalty of perjury.

In addition to Prequalification by the District, all contractors must be registered with the Department of Industrial Relations (DIR) pursuant to Labor Code §1725.5 in order to be qualified, submit a bid on, or to perform work on a public project over \$1,000.00, unless willing to adhere to the small project exemption. At all times during performance of the project, the bidder/contractor and **all** subcontractors, **of any tier**, must be registered with the DIR, subject to the following timelines: No contractor or subcontractor may be listed on a bid for a public works project (submitted on or after March 1, 2015) unless registered with the Department of Industrial Relations (DIR) and no contractor or subcontractor may be awarded a contract from a public works project over \$1,000.00 (awarded on or after April 1, 2015), with the exception of those under the small project exemption, unless registered with the DIR per California Labor Code §1725.5. Subject to the timelines set forth above, bids submitted by contractors not registered with the DIR will be rejected as non-responsive.

The Contractor must provide current, accurate, and complete information. Incomplete or inaccurate documentation may result in denial of requalification. The District reserves the right to verify the information submitted by the Contractor, in any related documents, or by supplemental information or data as necessary. If it is determined that false information or data was submitted in conjunction with the application and/or declaration, the District may deny requalification, revoke previously granted approval, or, if any award has been made, may terminate the contract.

All costs associated with completion of the Application and/or Declaration shall be borne by the Contractor. The District shall not, in any event, be liable for any expense incurred by the Contractor in connection with the preparation, completion or submission of the Application and/or Declaration. The financial information submitted in conjunction with the Contractor's application is considered confidential information and will be afforded protection to the fullest extent permitted by law.

Contractors shall mail the completed Declaration and other documents in an envelope, as soon as possible to ensure no lapse in prequalification.

Attn: Office of Contract Services  
Palomar Community College District  
1140 West Mission Road, Room  
A-128 San Marcos, CA 92069



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In addition, the Palomar Community College District ("District") has adopted the Uniform Construction Cost Accounting Procedures under Public Contract Code §22000 et seq. In accordance with the State of California Uniform Public Construction Cost Accounting Commission, the District is inviting all interested licensed contractors to submit their company for inclusion of the District's list of qualified contractors for calendar year 2023. Per California Public Contract Code 22032, any public works projects estimated to be below \$200,000.00 is subject to the informal Bidding Procedures set forth by the state of California Uniform Construction Cost Accounting Commission. All trade categories are subject to Informal Bidding Procedures.

If your company is interested in placement on the 2024 Qualified Contractor's List for the smaller projects, please go to: <https://pbsystem.planetbids.com/portal/57150/portal-home>

The Contractor will be notified via email on the status of their requalification. If you have any questions, please contact Allen Young at (760) 744-1150 ext. 2697.

The range of projects on which the Contractor is pre-qualified to bid is determined by the type of qualified financial statements submitted by Contractor. See table below:

Project Range	Financial Statements Type
UP TO \$10,000,000	<b>REVIEWED</b> Financial Statements
\$10,000,000 and Above	<b>AUDITED</b> Financial Statements

and

The following formula:

**For District Use only:**

The maximum dollar rating is determined by the lesser of the following:

- A. Ten times working capital (current assets less current liabilities) or  
B. Ten times the net worth (assets less liabilities)

Inability to meet this rating for a specific project will disqualify a contractor for that project.

Based on an ☐ Audit or ☐ Review      Dated: \_\_\_\_\_

☐ Based on Working Capital    ☐ Based on Net Worth

\$ \_\_\_\_\_

Line of Credit: \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

\_\_\_\_\_ Current Ratio (Current assets divided by current liabilities)



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**VALIDATION STATEMENT DECLARATION**

I, (printed full name) \_\_\_\_\_, hereby declare that  
I am the (position or title) \_\_\_\_\_ of  
\_\_\_\_\_ (Company), and that I  
am duly authorized to execute this Validation Statement on behalf of this entity. I acknowledge that any false,  
deceptive, or fraudulent statements on this validation will result in denial or Pre-Qualification.

I hereby state that I have reviewed the current application submitted and on file at Palomar Community College  
District and certify: (Please check below)

The Pre-Qualification Application on file with District, it is correct and current as submitted.

OR The Pre-Qualification Application on file with District is correct and current as submitted,  
except as modified by the attached changed pages and/or attachments to said Application.  
(Contractors may attach additional sheets to describe any

Attach recent financial statement if the current financial statement on file with the District is earlier than  
December 31<sup>st</sup>, 2022.

Contractor will provide proof of General Liability Insurance in the amount of \$1,000,000 single  
occurrence, \$2,000,000 aggregate, \$1,000,000 Automobile Liability and Waiver of Subrogation  
on all policies. (Contractors must acknowledge this requirement for application approval).

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Contractor: \_\_\_\_\_  
(as name appears on license)  
Contact Person: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_  
Email Address: \_\_\_\_\_  
License #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ Class: \_\_\_\_\_  
Dir Registration # \_\_\_\_\_ Expiration Date: \_\_\_\_\_

☐ Please check here if the information above has changed. If changed, please provide an explanation on a separate page.

**Required Documents**

- Validation Statement Declaration (page 4 & 5)
- Letter of Credit (Lines of Credit are not acceptable)
- Financial Information (If financials are past 18 months, 12/31/22)
- Financial Statements (If financials are past 18 months, 12/31/22)
- Financial Institution Release Letter (If financials are past 18 months, 12/31/22)

**VALIDATION STATEMENT DECLARATION (cont.)** 53 points needed

Question	Response	Points (District Use Only)
1. Are the owners or principals of the firm in good standing with the Contractors' State License Board, or have they ever had their contractor's licensees suspended, put on probation or revoked? (Check One) (Good standing = 5 pts., , probation = 3 pts. suspended = 2 pts., Revoked = 0 pts..)	Good Standing <input type="checkbox"/> Probation <input type="checkbox"/> Suspended <input type="checkbox"/> Revoked <input type="checkbox"/>	____ pts.
2. How many stop notices have been filed on in court and lost by your firm? (0 = 6 pts., 1-3 = 4 pts., >3 = 0 pts.)	____ Lost	____ pts
3. How many claims has your firm filed suit on in court and lost by your firm? (0 = 4 pts., 1-3 = 2 pts., >3 = 0 pts.)	____ Lost	____ pts.
4. Has your firm ever failed to complete a project in the past 5 years? (Yes = 0 pts., No = 5 pts.)	Yes <input type="checkbox"/> No <input type="checkbox"/>	____ pts.
5. In the three most current completed contracts, how many unresolved change orders resulted in claims? (0 = 5 pts., 1-3 = 3 pts., >3 = 0 pts.)	____ Claims	____ pts.
6. Has your organization been assessed liquidated damages in the past 5 years? (Yes = 0 pts., No = 5 pts.)	Yes <input type="checkbox"/> No <input type="checkbox"/>	____ pts.
7. Has your organization ever had insurance terminated by a carrier in the past 5 years? (Yes = 0 pts., No = 2 pts.)	Yes <input type="checkbox"/> No <input type="checkbox"/>	____ pts.
8. How many OSHA citations has your firm received on your three most current completed contracts? (0 = 5 pts., 1-3 = 3 pts., >3 = 0 pts.)	Citations _____	____ pts.
9. Does your firm currently have a safety plan, which complies with the current OSHA standards? (Yes = 2 pts., No = 0 pts.)	Yes <input type="checkbox"/> No <input type="checkbox"/>	____ pts.
10. What is your current Workers' Compensation modification rate? (<1 = 5 pts., 1 – 1.5 = 3 pts., 1.51 – 2.0 = 2 pts., >2.0 = 0 pts.)	____ Rate	____ pts.
11. How many school projects has your firm completed in the past 5 years? (>5 = 5 pts., 4 = 4 pts., 3 = 3 pts., 2 = 2 pts., 1 or less = 0 pts.)	____ Projects	____ pts.
12. List your firm's Experience Modification Rate (EMR) for each of the past three premium years. (Note An EMR is issued to your firm annually by your workers' compensation insurance carrier). (3 years average under 1.0: Yes = 6 pts, No = 0 pts)	____ Year ____ Rate ____ Year ____ Rate ____ Year ____ Rate	____ pts.
13. Within the past 5 years, has any employee or entity filed a complaint against your organization with the California Contractors License Board? If yes, how many complaints were filed? (No = 5 pts., 1 = 4 pts., 2 = 3 pts., 3 = 2 pts., >3 = 0 pts.)	Yes <input type="checkbox"/> No <input type="checkbox"/> ____ Complaints	____ pts.
14. Within the past 5 years, has any employee filed a complaint with the Labor Board? If yes, how many complaints were filed? (No = 5 pts., 1 = 4 pts., 2 = 3 pts., 3 = 2 pts., >3 = 0 pts.)	Yes <input type="checkbox"/> No <input type="checkbox"/> ____ Complaints	____ pts.
15. Has your organization or any officer of your organization been found guilty of violating any federal, state, or local law, rule or regulation regarding a construction contract? (Yes = 0 pts., No = 5 pts.)	Yes <input type="checkbox"/> No <input type="checkbox"/>	____ pts.
Total Score:		____ of 70

**\*If you answered "Yes" to questions 4-9, and/or 12-14, you must attach an explanation for each on a separate sheet.**



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**FINANCIAL INFORMATION**

***Reviewed or Audited statements will be required for projects under \$10 million.***  
***Audited statements will be required for all construction projects totaling in excess of \$10 million.***  
***Note: A compilation is not acceptable.***

ACCOUNTANT'S RELEASE LETTER

By signing the form below, I authorize this pre-qualifying agency to contact our company's licensed accounting firm to verify our most recent audited or reviewed financial statement. I understand the financial statement is confidential information and is not open to public inspection.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name & Title

\_\_\_\_\_  
Date



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**LETTER OF CREDIT**

The following form may be completed by your financial institution to augment your financial rating. If it prefers, your institution may issue a **Letter of Credit** on its own letterhead, provided the Letter of Credit contains substantially the same provisions, and is addressed to the District and bears an original signature. A letter of credit is optional, not mandatory. It may be used to increase your financial capacity by the value of the letter of credit.

**General Lines of credit are not accepted.**

A letter of credit must be issued specifically to the district as outline below to be used:

TO: Palomar Community College District  
Awarding Agency

ATTENTION: Contract Services – Prequalification  
Department

SUBJECT: **GENERAL LETTER OF CREDIT**

Reference is made to the pre-qualification of \_\_\_\_\_  
Name of Contractor

We certify that the above Contractor has been extended an unqualified letter of credit not to exceed  
\$ \_\_\_\_\_ and that such credit will not be withdrawn or reduced without  
30 days written notice to the District.

**Institution No. Code:** \_\_\_\_\_

**Name of Financial Institution:** \_\_\_\_\_

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

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name & Title:

Name: \_\_\_\_\_ Title: \_\_\_\_\_



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**FINANCIAL INSTITUTION RELEASE LETTER**

*(For use only when augmenting financial rating with a Letter of Credit)*

**NOTE: The District does not accept Lines of Credit**

By signing the form below, I authorize the pre-qualifying agency to contact our financial institution to verify our line of credit information. I understand this information is confidential information and is not open to public inspection.

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Company Name

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Signature

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Print Name & Title

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Date