

# **PRE-QUALIFICATION OF BIDDERS**

## **Overview**



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San Bernardino County Superintendent of Schools  
C.A.S.H. Fall Conference  
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**SAMPLE PREQUALIFICATION LANGUAGE  
TO BE INSERTED IN NOTICE INVITING BID**

**Prequalification of Bidders:** As a condition of bidding and in accordance with the provisions of Section 20111.5 of the California Public Contract Code, prospective bidders are required to submit to the District a completed prequalification questionnaire and financial statement supplied by the District. Once submitted, a contractor's prequalification statement is valid until the financial information shown in it is more than one year old. Bids will not be accepted if a contractor's statement is not on file with the District.

Prequalification packages should be submitted to the XYZ District no later than

\_\_\_\_\_.

## FINANCIAL CAPACITY

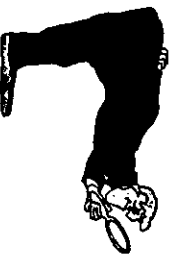
Prospective bidders will be prequalified to bid on projects up to a maximum dollar amount based on the lesser of ten times working capital (current assets less current liabilities) or ten times net work (total assets less liabilities). Financial rating may be augmented by submission of a Letter of Bank Credit. Particular attention is called to the fact that the certificate of the certified public accountant or licensed public accountant must express an unqualified opinion or a qualified opinion which does not negate an opinion on the statements as a whole in order to receive a “financial capacity” qualification. Note: Statements with a “negative quick asset” amount may not be augmented.

Working capital and net worth are important factors in determining the bidding capacity of a contractor; therefore, the accountant will perform a valuable service for their client and also assist the district if the accountant will furnish by supplementary schedules or as a part of the accountant’s certificate, any information not specifically called for by the statement which, in the accountant’s opinion, might properly be taken into consideration.

In the event that the contractor’s job income and expenditures are accounted on a completed contract basis and the balance sheet includes an item reflecting the excess of costs to date over billing to date, or vice versa, the elements of “accumulated cost” and “billings to date” must be shown in support of the balance sheet item.

## PAST PERFORMANCE - REFERENCES

Confidential  
Privileged Information



When contacted, the questions below should be asked of the references for past jobs:

- 1) How would you evaluate the contractor's performance in terms of ADEQUATE personnel (Details, circumstances?)  
Reference #1 and #2 Comments
- 2) How would you evaluate the contractor's performance in terms of ADEQUATE supervision? (Details, circumstances?)  
Reference #1 and #2 Comments
- 3) How would you evaluate the contractor's performance in terms of ADEQUATE equipment on the job?  
(Details, circumstances?)  
Reference #1 and #2 Comments
- 4) How would you evaluate the contractor's performance in terms of timelines, reports and other paperwork?  
(Details, circumstances?)  
Reference #1 and #2 Comments
- 5) How would you evaluate the contractor's performance in terms of work completion? (Early, on time, or late?)  
(Details, circumstances?)  
Reference #1 and #2 Comments
- 6) Were there excessive Change Orders on the job?  
(Details, circumstances?)  
Reference #1 and #2 Comments
- 7) How would you evaluate the contractor's performance in terms of Change Order Performance and Documentation? (Details, circumstances?)  
Reference #1 and #2 Comments
- 8) How would you rate the contractor's OVERALL PERFORMANCE? Would you want to work with the contractor again? (Details, circumstances).  
Reference #1 and #2 Comments