

**NOTICE**  
**HUNTINGTON BEACH CITY SCHOOL DISTRICT**  
**ANNUAL PREQUALIFICATION FOR CONTRACTORS**

March, 2017

Notice is given that the Huntington Beach City School District ("District") requires that contractors of the type listed in Paragraph B below ("Contractor(s)" or "Firm(s)") be pre-qualified prior to submitting a bid or proposal on any future District construction project of the type described in Paragraph A below. Interested Contractors are encouraged to complete and submit the District's Contractor Pre-Qualification Package by the deadline set forth below.

A. Projects subject to Pre-qualification

1. Public Projects with an estimated value of One Million Dollars (\$1,000,000) or more where any part of the project funding is from a state school bond measure, and lease-leaseback public projects.

B. Contractors or Firms subject to Pre-qualification

1. A Contractor with an A, B, C-4, C-7, C-10, C-16, C-20, C-34, C-36, C-38, C-42, C-43, and/or C-46 license(s) that intends to bid as a general contractor (prime contractor) directly to the District.
2. A Contractor with an A, B, C-4, C-7, C-10, C-16, C-20, C-34, C-36, C-38, C-42, C-43, and/or C-46 license(s) that intends to bid as a first-tier subcontractor to a general contractor (prime contractor) that is bidding directly to the District.
3. A potential Contractor as the designer/builder that intends to propose to the District on an "energy service contract" pursuant to Government Code section 4217.10, et. seq.
4. A potential Contractor that intends to propose to the District on a "lease-leaseback contract" pursuant to Education Code section 17406.

C. Pre-qualified Contractor List. The District will make available a list of pre-qualified general contractors and electrical, mechanical, and plumbing subcontractors to all pre-qualified Contractors at least five (5) business days prior to the date for submission of any response to a District bid or other solicitation covered by this pre-qualification.

D. Pre-qualified Status. A Contractor's pre-qualified status will remain current for 12 months from notice of qualification, and must be updated if or when Contractor's status or information changes. The District reserves the right to adjust, suspend, or rescind the pre-qualification rating of any Contractor based on subsequently learned information. The Contractor will receive advance notice from the District of upcoming projects for which the Contractor has been pre-qualified to bid, and may choose to bid on any or all of the projects for which it is pre-qualified.

- E. Form Submission. Contractors must complete the District's "Contractor Pre-Qualification Package" which may be obtained by contacting Cheryl Hanson, Procurement Agent, Purchasing Department, 17011 Beach Blvd., Suite 560, Huntington Beach, CA 92647; (714) 964-8888 x2067, on the District's Administrative Services/Asset Management & Facilities webpage at: [http://www.hbcasd.k12.ca.us/apps/pages/index.jsp?uREC\\_ID=408698&type=d&pREC\\_ID=890387](http://www.hbcasd.k12.ca.us/apps/pages/index.jsp?uREC_ID=408698&type=d&pREC_ID=890387). No other pre-qualification documents submitted by a Contractor will meet the District's requirements. Notwithstanding the project specific deadlines and appeal procedure set forth in the District's "Contractor Pre-Qualification Package," all Contractors shall submit completed questionnaires and financial statements by **4:00 p.m.** on the applicable date as follows:

Location	Date
Huntington Beach City School District 17011 Beach Blvd., Suite 560 Huntington Beach, CA 92647 Attn: Cheryl Hanson Purchasing Procurement Agent	First-tier subcontractors <b>and</b> General (prime) contractors    April 4, 2017  Lease-leaseback contractors    April 4, 2017  Energy Contractors                    April 4, 2017

- F. Nonresponsiveness. A Contractor's pre-qualification package shall be deemed nonresponsive if, without limitation, the Contractor's pre-qualification package is not returned on time, does not provide all requested information, is not signed under penalty of perjury by an individual who has the authority to bind the Contractor, is not updated as required or is misleading or inaccurate in any material manner (e.g., financial resources are overstated; previous violations of law are not accurately reported).

- G. Appeal. A Contractor may appeal the District's determination. If a Contractor decides to appeal the District's prequalification determination, it must follow the following procedure:

1. Contractor shall submit, in writing, within five (5) working days from District's determination, a request for a written response from the District to explain the District's determination.
2. District shall, within five (5) working days of receiving the Contractor's appeal notice, provide to the Contractor, in writing, the basis for the Contractor's disqualification and any supporting evidence that has been received or adduced as a result of an investigation by District.
3. Within five (5) working days from receipt of the District's written response to the Contractor's request, the Contractor may submit, in writing, a request for a meeting with the District's staff. Contractor may submit with the request any and all information that it believes supports a finding that District's determination should be changed.

4. District will give notice in writing of at least three (3) working days to the Contractor of the informal hearing to be held on the Contractor's prequalification rating. Within three (3) working days after the conclusion of the informal hearing, the District will notify the prospective contractor of its determination on the contractor's appeal. If, after that meeting, the Contractor continues to contest the District's determination, then, to preserve its right to challenge the District's determination, the Contractor must address the District's governing board ("Board") at the next publicly-noticed meeting of the Board, pursuant to the Board's procedures for public comment.
5. **FAILURE OF A CONTRACTOR TO TIMELY FOLLOW ALL APPEAL STEPS SHALL BE A WAIVER OF THE CONTRACTOR'S RIGHT TO APPEAL THE DISTRICT'S DETERMINATION.**