

**ANNOUNCEMENT OF PRE-QUALIFICATION PROCEDURES
AND OPEN DATES FOR ANNUAL PRE-QUALIFICATION**

Notice is hereby given that on November 16, 2023, San Mateo Union High School District (District) determined that all bidders on public works to be undertaken by the District must be pre-qualified prior to submitting bids for public works for Measure L projects.

Bidders must hold either a valid “A” or “B” California General Contractors License and all subcontractors who intend to bid as a first-tier subcontractor to a general contractor (prime contractor) that is bidding directly to the District and hold “C-4”, “C-7”, “C-10”, “C-16”, “C-20”, “C-34”, “C-36”, “C-38”, “C-42”, “C-43” or “C-46” California Contractor’s Licenses must be pre-qualified .

No bid will be accepted from a Contractor that has failed to comply with these requirements. If two or more business entities submit a bid on a project as a Joint Venture or expect to submit a bid as part of a Joint Venture, each entity within the Joint Venture must be separately qualified to bid.

Pre-qualification applications may be submitted once a year: from December 1 through December 10. Contractors who submit a complete pre-qualification package will be notified via email of their qualification status, such notice to be sent no later than twenty business days after the final deadline date of each submission period. The San Mateo Union High School District’s decision will be based on objective evaluation criteria.

Pre-qualification approval will remain valid for one (1) calendar year from the date of notice of qualification, except that the District reserves the right during that calendar year to adjust, increase, limit, suspend or rescind the pre-qualification ratings based on subsequently learned information and after giving notice of the proposed action to the Contractor and an opportunity for a hearing consistent with the hearing procedures described below for appealing a pre-qualification determination.

Prequalification application packets are available for download on the District’s Construction Manager’s website at <https://www.greystonewest.com/bid-information> under the San Mateo Union High School District tab. One (1) copy of the completed prequalification package (questionnaire, financial statements and supporting documents) in PDF format shall be submitted by email to: jsolis@smuhd.org (with a copy to email: victoria@greystonewest.com) followed up with one (1) hard copy of a completed prequalification package marked CONFIDENTIAL “Pre-Qualification Package” mailed or delivered to the District on or before the annual submission and/or bid date to:

Yancy Hawkins
Chief Business Officer
San Mateo Union High School District
650 North Delaware Street, San Mateo, CA 94401

The pre-qualification packages (questionnaire answers and financial statements) submitted by Contractors are not public records and are not open to public inspection. State law requires that the names of contractors applying for pre-qualification status shall be public records subject to disclosure, and the first page of the questionnaire will be used for that purpose.

Each questionnaire must be signed under penalty of perjury in the manner designated at the end of the form, 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 District and provide updated accurate information in writing, under penalty of perjury. San Mateo Union High School District reserves the right to waive minor irregularities and omissions in the information contained in the pre-qualification application submitted, to make all final determinations, and to determine at any time that the pre-qualification procedures will not be applied to a future public works project.

A contractor who has submitted a completed application form, and who receives a rating of “not qualified” from the District may appeal that determination. There is no appeal from a finding that a contractor is not pre-qualified because of a failure to submit required information, but re-application during one of the designated time periods is permitted.

Note: A contractor may be found not pre-qualified for bidding on a specific public works contract to be let by San Mateo Union High School District, or on all contracts to be let by the District until the contractor meets the District’s requirements. In addition, a contractor may be found not pre-qualified for either:

- (1) Omission of requested information or
- (2) Falsification of information

Dated: November 17, 2023

Publication Date: **November 30, 2023**