

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

Notice is hereby given that the St. Helena Unified School District has determined that all prime contractors and mechanical, electrical, plumbing (“M/E/P”) and fire sprinkler subcontractors be prequalified, before bidding on any public projects let by the District, including all Lease-Leaseback and Design Build projects.

**To be considered for pre-qualification for a District public projects, prospective bidders must hold one or more of the following California State Contractors Licenses: A, B, C-4, C-7, C-10, C- 16, C-20, C-34, C-36, C-38, C-42, C-43, and C-46.** Pre-qualification is not a guarantee that contractors will be allowed to bid the projects. Certain projects may impose additional experience requirements. 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.

Completed pre-qualification packages may be submitted twice a year: **(1) from June 1 through June 10 and (2) from September 1 through September 10. If the ending date falls on a Sunday, packages will be due the next day no later than 12 noon.**

Contractors who submit a complete pre-qualification package will be notified by email of their qualification status, such notice to be emailed no later than fifteen (15) business days after the final deadline date of each submission period. The St. Helena Unified 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 St. Helena Unified School 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.

Pre-qualification applications for District public projects may be obtained by request to **Greystone West Company, Diana Garbuzov at [diana@greystonewest.com](mailto:diana@greystonewest.com) or downloaded at [www.greystonewest.com/bid-information/](http://www.greystonewest.com/bid-information/).** The pre-qualification package should be emailed to the District at [kvang@sthelenaunified.org](mailto:kvang@sthelenaunified.org) with a copy to [diana@greystonewest.com](mailto:diana@greystonewest.com) followed up by one hard copy submitted in a sealed envelope and marked “CONFIDENTIAL” to: St. Helena Unified School District, 465 Main Street, St. Helena, CA 94574, Attn: Kay Vang, CBO. 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 St. Helena Unified School District and provide updated accurate information in writing, under penalty of perjury. St. Helena Unified 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 St. Helena Unified School 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 St. Helena Unified School District, or on all contracts to be let by St. Helena Unified School District until the Contractor meets St. Helena Unified School 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

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