

**MORGAN HILL UNIFIED SCHOOL DISTRICT
ADVERTISEMENT AND NOTIFICATION FOR PREQUALIFICATION**

The Morgan Hill Unified School District ("District") has determined that contractors on future projects ("Contractor(s)" or "Firm(s)") must be prequalified prior to submitting a bid or proposal on a project. This form must be completed by:

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.

A Contractor with an 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.

Form Requirements. Contractors must complete this District form; no other prequalification documents submitted by a Contractor will meet the District's requirements.

Form Renewal. ONLY Previously approved contractors may fill out an alternative form by the same due date as indicated below; this form is located here:

<https://goo.gl/forms/SQuXwes5a3MtlrjU2>

Electronic Form Submission (preferred). All Contractors shall submit completed questionnaires and current financial statements within this Google Form. In order to upload to the District's secure servers, applicants will be required to sign-in with a Google account. If you have having trouble with this electronic form, please contact:

Casino Fajardo, Director of Construction
fajardoc@mhusd.org
408-201-6000

Physical Form Submission (alternative). The District will also accept physical copies of Contractor's completed questionnaires and current financial statements at the following address:

Location:
Morgan Hill Unified School District
15600 Concord Circle
Morgan Hill , CA 95037

Attn: Anessa Espinosa

Due Date:
March 1st, 2019

First-Tier Subcontractors and/or General (Prime) Contractors

Contractor List. The District will provide a list of prequalified general contractors and electrical, mechanical, and plumbing subcontractors to all prequalified 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 prequalification.

References. The District reserves the right to contact any representative at Contractor's previous projects to gather information about the Contractor and/or to base the District's prequalification determination on a scoring of Contractor's references' responses to questions.

Project Size. The District reserves the right to prequalify a Contractor up to a maximum project size based on One Hundred Twenty Five percent (125 %) of the Contractor's largest previous project within the past five (5) years.

Updates. Contractors who are prequalified must update their prequalification questionnaire if or when Contractor's status or information changes. The District reserves the right to adjust, suspend, or rescind the prequalification rating of any Contractor based on subsequently learned information.

Nonresponsiveness. A Contractor's prequalification questionnaire shall be deemed nonresponsive if, without limitation, the Contractor's prequalification questionnaire 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).

Rejection/Waiver/Request. The District reserves the right, in its sole discretion, to reject any or all prequalification questionnaires, to waive irregularities in any prequalification questionnaire or to request further information or documentation from any Contractor.

Public Records. Although the names of Contractors seeking prequalification may be public information, pursuant to, without limitation, Public Contract Code sections 20111.5(a) and 2011.6 (b), each Contractor's questionnaire and financial statements "shall not be public records and shall not be open to public inspection." However, the contents of Contractor's prequalification questionnaires and financial statements may be disclosed to third parties for purposes of clarification or investigation of material allegations or in any appeal process.

Appeal. A Contractor may appeal the District's decision. If a Contractor decides to appeal the District's prequalification decision, 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. Within five (5) working days from receipt of the District's written response to the Contractor's request, 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.

3. Within five (5) working days from receipt of the District's written response to the Contractor's submittal of information, Contractor may submit, in writing, a request for a meeting with the District's Assistant Superintendent at which time Contractor may discuss information that it believes supports a finding that District's determination should be changed.

4. Within five (5) working days from receipt of the District's written response to the Contractor's request, Contractor may submit, in writing, a request that the District's finding be submitted to the District's Governing Board ("Board"), at which time the Contractor may address the Board pursuant to the Board's procedures for public inquiry.

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 DECISION.

****Please note that applicants will need to be logged into a Google Account (Gmail) in order to submit and upload their attachments as a part of this form.**