PRE-QUALIFICATION PROCESS
FOR
PROJECTS GREATER THAN $200,000 IN VALUE

General Contractors and Prime Contractors

Yuba Community College District

Request for Qualification
No. RFQ 19-02

Issue Date: August 22, 2019
RFQ Due: October 8, 2019, 1:00pm, District Office
RFQ Due Date: October 8, 2019, 1:00pm Sharp, YCCD District Offices Location- Delivered To:

Yuba Community College District, District Offices
Attn.: David Willis
District Director of Facilities Planning, Maintenance & Operations
“RFQ No. 19-02 Pre-Qualification Process; General Contractors and Prime Contractors”

Address: 425 Plumas Blvd., Suite 200, Yuba City, California, 95991
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1.0 INTRODUCTION

1.1 District Information:

The District consists of two colleges, Woodland Community College and Yuba College, with campuses located at six different locations: Yuba College in Marysville, CA; Sutter County Center in Yuba City, CA; Beale Education Center, Beale AFB, CA; Woodland Community College in Woodland, CA; Colusa County Center in Williams, CA; and Lake County Campus in Clearlake, CA.

1.2 Yuba Community College District

The Yuba Community College District (YCCD) was founded in 1927 and spans eight counties (Yuba, Sutter, Colusa, Yolo, Lake, Butte, Glenn and Placer) and nearly 4,200 square miles of territory in rural, north-central California. It has colleges in Marysville and Woodland, an educational center in Clearlake, an educational center in Williams, an educational center in Yuba City, and outreach operations at Beale Air Force Base.

1.3 Purpose of Request: Pre-Qualification of Architectural Firms

The District requests the FORMAL submission of Statements of Pre-Qualifications with support documentation for General Contractors and Prime Contractors to provide Renovation Construction Services for projects greater than $200,000 in value. Reference: Appendix A.

1.4 Applicable Codes

All planning work shall meet all Local, State, and Federal Codes, Regulations, and Ordinances.
2.0 Future Projects

The District has a list of renovation projects that it is currently reviewing. The District currently has $33.565 million in Measure Q bond funding for these projects. The District is considering pursuing additional funding sources for a number of additional projects.

The projects that are planned through June 30, 2020 will be less than $2,000,000 in total project cost. There may be one or two exceptions.

In future years, it is likely that there will be multiple projects greater than $5,000,000 in total project costs.

In the next few months, the District will be issuing “Requests for Proposals” for the following projects:

1. Multiple Roof Replacements, estimated project budget: $1.7 million
2. Transformer and Switchgear Replacement, estimated project budget: $750,000
3. Building Hallway Windows Project, estimated project budget: $225,000

Other projects may be planned during the year.

3.0 District Staff Contact during the “Pre-Qualification” process:

Firms interested in submitting a “Request for Proposal” are directed not to make personal contact with the Board of Trustees, District staff, or members of the evaluation committee. Any contact shall constitute grounds for disqualification from consideration.

Single Point of Contact during the Request for Qualifications Preparation Process:

David L. Willis
District Director of Maintenance, Operations, and Planning
425 Plumas Blvd., Suite 200 (Second Floor)
Yuba City, California, 95991
Cell Phone: 916-747-4262
Email: dwillis@yccd.edu

4.0 CUPCCAA

Firms are requested to fill-out CUPCCAA qualification and participation forms for consideration regarding projects with less than $200,000 total project value. Refer to this link for more information regarding the District’s CUPCAA process and required forms:

https://www.yccd.edu/central-services/fiscal-services/purchasing-2/
5.0 Proposal Delivery, Contents, and Format:

Proposals should provide straightforward, concise information that satisfies the requirements noted in this RFQ. Expensive binding, color displays, and the like are discouraged. Emphasis should be placed on brevity, conformity to the District's instructions, selection criteria of this RFQ, and completeness and clarity of content. Each Respondent's proposal should clearly and accurately demonstrate specialized knowledge and experience required for consideration.

In a sealed box or envelope (clearly marked “), submit the following:

- One (1) flash memory stick containing the complete proposal and supporting documentation;
- One (1) original and six (6) copies in paper form of the proposal, which consists of a Proposal Letter and responses to the proposal requirements listed in Section 2.3

Proposals shall adhere to the following requirements for contents and format, should be as concise as possible and should not include more than 75 physical pages and 150 pages when printing on both sides of each page, in total length.

Firms must comply with the provisions of these instructions for completion and submission of the Proposal. The failure of a Firm to comply with the Proposal Instructions and Requirements will result in rejection of the Proposal for non-responsiveness.

Please use the following format when organizing the Request for Qualifications packet:

<table>
<thead>
<tr>
<th>Request for Qualification Packet</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Section 5.A, Cover Letter</td>
<td>PDF</td>
</tr>
<tr>
<td>2. Section 5.B, Table of Contents</td>
<td>PDF</td>
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</table>

**Appendices**

<table>
<thead>
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<th>Appendices</th>
<th>Format</th>
</tr>
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<tr>
<td>A. Statement of Qualifications Form</td>
<td>PDF</td>
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<td>B. Academic Calendar</td>
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<td>C. Acknowledgement of Addenda Form</td>
<td>PDF</td>
</tr>
<tr>
<td>D. W9 Insurance Form</td>
<td>PDF</td>
</tr>
</tbody>
</table>
CONTENTS OF QUALIFICATIONS PACKAGE

(Include the below information and the Statement of Qualification in Appendix A)

The following is a summary of the Contents. Please address each section in a Tabbed Format.

A. Cover Letter

The Proposal shall include a Cover Letter on Respondent’s official business letterhead, which shall be signed by an individual authorized to legally bind Respondent. The Cover Letter shall also identify the name and telephone number of a person who may be contacted during the Proposal evaluation process.

Executive Summary: Provide an overview of the entire Qualifications Package describing the general approach to building design that Firm will use to meet the goals and fulfill the general functions required in this RFQ.

B. Table of Contents

Provide a Table of Contents that outlines in sequential order the major sections and sub-sections of the Proposal. All pages in the Proposal shall be clearly and consecutively numbered and correspond to the Table of Contents. Use tabs to allow information to be more easily located.

C. Identification of the Firm

1. Legal name and address of company.
2. Legal form of company (corporation, partnership, etc.).
3. Name, address, phone number, facsimile number, email address, website address, direct email address for the following: Firm’s Principal in Charge, person(s) who will be primarily responsible for providing services for this Qualifications Package.
4. California Business License Number

6.0 Non-Discrimination

The District does not discriminate with regard to race, color, gender, national origin, disability, or any other protected or other classification in the awarding of contracts/agreements. The District welcomes all Qualified Firms to participate in the project Request for Qualification/Proposal process.

The District encourages firms that are women or minority owned, emerging small businesses, veteran owned firms, disabled person owned firms, and all other qualified firms to participate in the qualification process.

The District encourages the submission of proposals from all Firms that can meet the stated requirements set for this RFQ.
7.0 Responses to RFQ:

Sealed responses to this RFQ must be clearly marked "RFQ NO. 19-02, YCCD Pre-Qualification; Contractor Services".

Responses shall be mailed to or hand-delivered to the following address:

Envelope/Box Marked:

Yuba Community College District, District Offices
Attn.: David Willis
District Director of Facilities Planning, Maintenance & Operations
“RFQ No. 19-02 Pre-Qualification Process; General Contractors and Prime Contractors”
Address: 425 Plumas Blvd., Suite 200, Room 216, Yuba City, California, 95991

Note: Completely seal your proposals in envelop/box and make sure it gets date/time stamped when delivering proposal. **Firms are each 100% responsible** to make sure proposals that are mailed using a carrier such as UPS, FED Ex, etc...are received and date/time stamped by District personnel prior to the proposal due date/time. No proposals will be considered if they are late, even if it is only 5 minutes late. Please make sure your proposals are delivered and received promptly prior to the due date/time. There will be a public proposal opening at the due date/time.

8.0 Requests for Information (RFI)

Requests for Information concerning the RFQ must be in writing and may be submitted via email no later than the date shown below. Please direct all questions to David Willis, email: dwillis@yccd.edu.

Following the RFI deadline, all questions and answers will be summarized and posted on the District's website: [https://www.yccd.edu/central-services/purchasing/](https://www.yccd.edu/central-services/purchasing/), then, click on the “Requests for Proposals / Quotes” tab on the right hand side of this web page. It is anticipated that responses to inquires received by the required time and date will be provided within 3 business days and posted on the District's website. Should more time be needed by the District to answer / respond to RFI's, this information will also be posted on the above website.

The District has developed Procurement Milestones, shown below, with dates showing the key events in this solicitation process. This RFQ and schedule are subject to change, and the Director will notify Respondents of any changes via email to the contact designated by each Respondent. Respondents must take the following actions according to the specified timelines in order to participate in this process.
9.0 Pre-Qualification Schedule:

Important Dates and Times:

August 22, 2019: Release of Request for Qualification at 4:00PM

September 23: **1:00PM Pre-RFQ Meeting**, Yuba Community College District, District Offices, Second Floor, Board Room, 425 Plumas Blvd., Yuba City, California, 95991.

September 30: **1:00PM Pre-RFQ Meeting**, Yuba Community College District, District Offices, Second Floor, Board Room, 425 Plumas Blvd., Yuba City, California, 95991.

**Note:** Firms are encourage to attend one of the Pre-Qualification meetings listed above to review the RFQ requirements. These Pre-Qualification meetings are optional.

October 2, 2019: All questions and requests for information must be submitted to David Willis at: **dwillis@yccd.edu** by 1pm.

October 2, 2019: Addendum Issued if needed.

October 8, 2019: **Pre-Qualification Packets are due at 1:00 PM SHARP**, Yuba Community College District, District Offices Location. There will NOT be a public bid opening on this RFQ since NO proposals are part of this process.

The District reserves the right to alter or amend the above timetable as required to conclude the process to the District's satisfaction.

All questions associated with the procurement process shall be addressed to David Willis, District Director of Facilities Planning, Maintenance, and Operations at email: **dwillis@yccd.edu** or cell phone: 916-747-4262.
10.0 District Parking:

- No parking in Reserved Spaces without a proper permit
- Permit Parking is enforced in all general lots between 6:00 am and 6:00 pm, Monday through Friday. All general lots require a properly displayed, valid permit during these times
- Daily Parking Permits are $2.00
- Permits are available for purchase at any of the permit machines located in the student parking lots
- All other parking regulations are enforced 24 hours a day, seven days a week. This includes designated staff spaces, handicap spaces, timed spaces, red zones, yellow zones, and areas not marked (no parking at any time)
- Once this project is awarded, temporary parking permits will be processed as requested by the successful firm for all service Professional Consulting Firm employees associated with this project at no cost to the Professional Consulting Firm for the duration of the project at each Campus location. These temporary permits must be displayed at all times on the dash board of service Professional Consulting Firm vehicles.

11.0 RFQ Proposal Requirement Clarification

Proposals received after the deadline will not be opened. Each responder shall submit one (1) signed original, six (6) additional hard paper copies, all in separate binders. Provide one electronic format copy of the proposal using electronic media such as a flash drive, CD, etc...

All materials submitted in response to the RFQ shall be on 8-1/2"x11" paper, preferably in Portrait orientation. All submitted materials must be bound in either a three-ring binder or spiral bound notebook. Content shall be tabbed and numbered per the items included in the Submittal Requirements. All Proposals will be reviewed and evaluated by a District Selection Committee. The District at its sole discretion may interview finalists, or select a firm or firms to perform work based solely on the evaluation of the Proposal. Page limit of 75 pages and 150 pages double sided print

All Proposals become the sole property of the District and the content will be held confidential until the selection of the firm is made and the project is awarded.

12.0 Reservation of Rights

The District reserves the right to:

- Reject any or all submittals at its sole discretion.
- Cancel the Request for Qualifications/Proposal (RFQ), without cause.
- Modify any requirements contained within the RFQ and request a revised submission from all Providers.
- Establish other evaluation criteria determined to be in the best interest of the District.
- Contract with any of the firms responding to the RFQ based solely upon its judgment of the qualifications and capabilities of the firm.

This RFQ does not commit the District to negotiate a contract. The District will not be responsible for any expenses incurred by any firm in preparing and submitting a proposal or response to this RFQ.
Appendix A:

APPLICATION FOR PRE-QUALIFICATION OF

GENERAL CONTRACTORS OR PRIME CONTRACTORS

FORMAL PRE-QUALIFICATION

(for construction projects valued at more than $200,000) for

YUBA COMMUNITY COLLEGE DISTRICT

For the period from July 1, 2019 through June 30, 2020

Application for Pre-qualification must be received at least two (2) weeks prior to any bid opening that your firm wishes to bid on, allow time for review, verification and approval.
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GENERAL INFORMATION

Public Contract Code §20651.5 permits the Governing Board of any Community College District to require each prospective bidder for a contract, as described under §20651 to complete and submit to the District a standardized questionnaire and financial statement in a form specified by the District, including a complete statement of the prospective bidder’s financial ability and experience in performing public works construction/improvement projects. In accordance with §20651.5, the Yuba Community College District (District) has developed a Pre-qualification application and which must be completed in advance by all companies seeking to bid construction projects.

The District intends to enter into contracts with contractors to construct public works construction/improvement projects funded by Measure “J”, and Measure “Q” as well as state and other funds. All firms interested in bidding as a General or Prime Contractor (for all construction projects valued at more than $200,000) for the Yuba Community College District (hereinafter District) must fully complete this Pre-Qualification Application, provide all materials requested herein and be approved by the District. Only one copy of the Application is required to be submitted.

Answers to questions contained in the attached Standard Form of Questionnaire and Financial Statement are required, including a complete statement of prospective bidder’s financial ability and experience in performing public works. These documents will be the basis of rating bidders in respect to the size and scope of contracts upon which each bidder is qualified to bid. The District reserves the right to verify the information submitted by the Applicant in any related documents, or by supplemental information or data as necessary. Omission of requested information can result in automatic disqualification.

In addition to prequalification by the District, all contractors must be registered with the Department of Industrial Relations (DIR) pursuant to Labor Code §1725.5 in order to be qualified, submit a bid on, or to perform work on a public project over $1,000.00. At all times during performance of the project, the bidder/contractor and all subcontractors, of any tier, must be registered with the DIR, subject to the following timelines: No contractor or subcontractor may be listed on a bid for a public works project (submitted on or after March 1, 2015) unless registered with the Department of Industrial Relations (DIR) and no contractor or subcontractor may be awarded a contract from a public works project over $1,000.00 (awarded on or after April 1, 2015) unless registered with the DIR per California Labor Code §1725.5. Subject to the timelines set forth above, bids submitted by contractors not registered with the DIR will be rejected as non-responsive.

All costs associated with completion of the Application shall be borne by the Applicant. The District shall not, in any event, be liable for any expense incurred by the Applicant in connection with the preparation, completion or submission of the Application.

The questionnaire and financial statements are not public records and are not open to public inspection. All information provided will be kept confidential to the extent permitted by law. Yuba Community College District reserves the right to reject any and all prequalification questionnaires and to waive any irregularities in the information contained therein.

Each questionnaire must be signed 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 awarding body and provide updated accurate information in writing and under penalty of perjury.
PRE-QUALIFICATION PROCESS

The Pre-Qualification application consists of three (3) primary review modules, which will be used to review the Applicants.

Module 1: The first module consists of a list of questions to which the Applicant must answer “Yes”. If the Applicant answers “No” to any of the questions, the Application will automatically be rejected. If the Applicant answers “Yes” to all of the questions, the Applicant will proceed to the Module 2.

Module 2: The second module consists of a list of “Rating Questions” all of which the Applicant must answer. If the Applicant’s score on Module 2 meets the minimum of at least 65 the applicant will proceed to Module 3. If not, the Application will be rejected.

Module 3: The third module consist of a list of reference interview questions, which will be asked of previous clients/project contacts by The District Application Review Team. If the Applicant’s score on the third module is sufficient, the Application will be approved. If the Applicant’s score on Module 3 is not sufficient, the Application will be rejected.

In summary the Applicant must successfully pass all 3 modules of the Application in order for the Applicant to be pre-Qualified.

The following can result in denial of Pre-qualified status:

1. Failure to submit any material information required on the questionnaire.
2. Deliberate submission of false information.
3. Debarment or suspension by any public entity.
4. Conviction of a crime or public offense.
5. Failure to comply with SB854; register and qualify under the Department of Industrial Relations [http://www.dir.ca.gov/Public-Works/PublicWorks.html](http://www.dir.ca.gov/Public-Works/PublicWorks.html)
6. Any combination of substantive factors including, but not limited to, disregard of laws regulations, history of failure to perform in other contracts, unresolved tax liens, etc., which in the sole discretion of the District, do not meet the standards of fitness or reliability expected from companies wishing to do business with the District.

Once the review and evaluation is complete, the applicant will be notified by letter whether the Pre-qualification has been approved or denied. Only Applicants for whom the Pre-qualification application has been approved will be permitted to submit a bid for any District construction project valued at more than $200,000.

Prequalification is valid for a maximum of one year and expires on June 30 each year, at which time a prequalified contractor may fill out another application to extend their status through June 30 of the following year.

The District reserves the right to revoke the prequalified status of any contractor that is not performing appropriately on District projects or other projects. Any applicant denied has a right to appeal the decision.
**Note 1:** The District’s Pre-qualification does not preclude a firm from any project specific pre-qualification required by District, nor is it a prerequisite for the same.

**Note 2:** If a firm’s current ratio falls below the 1.20:1, the District reserves the right to review and consider other pertinent financial information and ratios.

Submission of Completed Statements
Mail completed applications along with the following:

- Reviewed or Audited Financial Statement (Projects $1,000,000 to $9,999,999)
- Audited Financial Statement (Projects $10,000,000 or greater)
- Letter of Bondability (identifying project by name if applicable)
- Certificate of Insurance issued to the awarding agency
- Accountant’s Release Letter
- Letter of Credit (**Line of Credits are not accepted**)
Quick Check (Module 1)

The following are screening statements, which should be used to determine whether or not you should proceed to submit a pre-qualification process.

You must be able to answer “YES” to each question below.

1. I am bidding as the general/prime contractor.  
   Yes: [ ]  No: [ ]

2. I am appropriately licensed, insured and bondable.  
   Yes: [ ]  No: [ ]

3. I am currently registered and qualify under the Department of Industrial Relations as per Section 1725.5 and 1771 of the Labor Code.  
   Yes: [ ]  No: [ ]

4. I have an audited or reviewed financial statement, (as appropriate), that is less than 18 months old.  
   Yes: [ ]  No: [ ]

5. I have completed at least two (2) public works projects within the last 7 years. (Public Works Construction Project defined as project that meets California Public Contract Code Sections 1101, 7103.5, or 22200(a) as appropriate.)  
   Yes: [ ]  No: [ ]

6. I am eligible to bid on a Public Works contract as per Section 1777.1 of the Labor Code.  
   Yes: [ ]  No: [ ]

If you can answer “Yes” to all of the above statements, please proceed with the application.
SECTION 1:
CONTRACTOR’S STATEMENT OF EXPERIENCE AND
FINANCIAL CONDITION

Please Type or Print Clearly

SECTION 1 - GENERAL INFORMATION

Contractor: ________________________________
(as name appears on license)

Check One:
Corporation ☐
Partnership ☐
Sole Proprietor ☒
Joint Venture ☐

Contact Person: ________________________________
Address: ________________________________
City, State, Zip: ________________________________
Phone: (____) __________ Fax: (____) __________ Email Address: __________
License #: __________ Class: __________ Expiration Date: __________
Supplemental classification(s) held, if any, and license number(s): ________________________________
Have you ever been licensed in California under a different name or different license number? Yes: ☐ No: ☒
If yes, list all name(s) and license number(s) on a separate sheet.
Pursuant to Labor Code §1725.5 and §1771 Contractor is currently registered as a contractor with the Department of Industrial Relations (DIR):

DIR Registration #: ________________________________ DIR Expiration Date: ________________________________

Verified by District on __________ via CSLB by speaking with: __________
License clear: Yes: ☐ No: ☐ DIR verified/clear: Yes: ☐ No: ☐

Tax ID Number: __________ Date Business Formed: __________
Number of Employees: Company-Wide: __________ Local-San Diego: __________

1. In the past 10 yrs., what other business has the principal been involved in?

2. Has there been any recent change in control of Company?
   Yes: ☐ No: ☐ (If yes, explain on separate signed page)

3. Is the company or its owners connected with other companies as a subsidiary, parent, holding or affiliate?
   Yes: ☐ No: ☐ (If yes, explain on separate signed page)

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Years with Firm</th>
<th>% of Ownership</th>
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List experience record of staff (Attach separate sheet if needed.)

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<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Years with Organization</th>
<th>Experience</th>
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</table>

5. In what type of construction do you specialize?  

6. What size projects do you feel your company can undertake:
   - Single job $__________________________ Total work in Progress: $__________________________

7. What was the largest amount of work completed in one year?

<table>
<thead>
<tr>
<th>Dollar mount</th>
<th>Number of Jobs</th>
<th>Year</th>
<th>Largest Job</th>
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<tbody>
<tr>
<td>$</td>
<td></td>
<td></td>
<td>$</td>
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</tbody>
</table>
8. List annual gross income for last three (3) years:

Year: ___________________________________________ $________________

Year: ___________________________________________ $________________

Year: ___________________________________________ $________________

9. Are you currently pre-qualified with any other school district in San Diego County?  Yes: [ ]  No: [ ]

If yes, which one(s)?: ________________________________

What is your dollar rating?: $__________________________

Can we contact the district(s) above to discuss your rating/prequalification?  Yes: [ ]  No: [ ]

I hereby certify that all of the information submitted by Contractor in connection with this Pre-qualification Questionnaire and all of the representations made herein are true and correct.

_________________________________________  ________________________________
Date                                      Signature

_________________________________________
Print Name
## SECTION 2: RATING QUESTIONS (Module 2)

Highest Possible Rate = 85 Points. A score of less than 65 points will disqualify the Firm from the pre-qualification process.

<table>
<thead>
<tr>
<th>Question</th>
<th>Response</th>
<th>Points</th>
</tr>
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<tbody>
<tr>
<td>1. How many years has your organization been in business in California as a contractor under your present business name and license number? (3 Yrs. Or less = 1 pt., 3-6 yrs. = 3 pt., &gt;6 = 5 pts.)</td>
<td>_________ Years</td>
<td>____ pts.</td>
</tr>
<tr>
<td>2. How many years’ experience does the principal of the firm have as a contractor? (3 Yrs. Or less = 1 pt., 3-6 yrs. = 3 pt., &gt;6 = 5 pts.)</td>
<td>_________ Years</td>
<td>____ pts.</td>
</tr>
<tr>
<td>3. Are the owners or principals of the firm in good standing with the Contractors’ State License Board, or have they ever had their contractor’s licensees suspended, put on probation or revoked? (Check One) Good standing = 5 pts., probation = 3 pts. Suspended = 2 pts., Revoked = 0 pts.)</td>
<td>GoodStanding</td>
<td>____ pts.</td>
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<td></td>
<td>Probation</td>
<td>____ pts.</td>
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<td></td>
<td>Suspended</td>
<td>____ pts.</td>
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<td></td>
<td>Revoked</td>
<td>____ pts.</td>
</tr>
<tr>
<td>4. How many years has your organization completed construction work as a Contractor under the California Division of State Architect (DSA) Rules and Regulations? (3 Yrs. Or less = 1 pt., 3-6 yrs. = 3 pt., 6+ = 5 pts.)</td>
<td>_________ Years</td>
<td>____ pts.</td>
</tr>
<tr>
<td>5. How many stop notices have been filed on in court and lost by your firm? (0 = 6 pts., 1-3 = 4 pts., &gt;3 = 0 pts.)</td>
<td>_________ Lost</td>
<td>____ pts</td>
</tr>
<tr>
<td>6. How many claims has your firm filed suit on in court and lost by your firm? (0 = 4 pts., 1-3 = 2 pts., &gt;3 = 0 pts.)</td>
<td>_________ Lost</td>
<td>____ pts</td>
</tr>
<tr>
<td>7. *Has your firm ever failed to complete a project in the past 5 years? (Yes = 0 pts., No = 5 pts.)</td>
<td>Yes</td>
<td>____ pts.</td>
</tr>
<tr>
<td></td>
<td>No</td>
<td>____ pts.</td>
</tr>
<tr>
<td>8. *In the three most current completed contracts, how many unresolved change orders resulted in claims? (0 = 5 pts., 1-3 = 3 pts., &gt;3 = 0 pts.)</td>
<td>_________ Claims</td>
<td>____ pts.</td>
</tr>
<tr>
<td>9. *Has your organization been assessed liquidated damages in the past 5 years? (Yes = 0 pts., No = 5 pts.)</td>
<td>Yes</td>
<td>____ pts.</td>
</tr>
<tr>
<td></td>
<td>No</td>
<td>____ pts.</td>
</tr>
</tbody>
</table>
10. *Has your organization ever had insurance terminated by a carrier in the past 5 years? (Yes = 0 pts., No = 2 pts.)

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>____pts</th>
</tr>
</thead>
</table>

11. *How many OSHA citations has your firm received on your three most current completed contracts? (0 = 5 pts., 1-3 = 3 pts., >3 = 0 pts.)

<table>
<thead>
<tr>
<th>Citations</th>
<th>____pts</th>
</tr>
</thead>
</table>

12. Does your firm currently have a safety plan, which complies with the current OSHA standards? (Yes = 2 pts., No = 0 pts.)

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>____pts</th>
</tr>
</thead>
</table>

13. What is your current Workers' Compensation modification rate? (<1 = 5 pts., 1.1-1.5 = 3 pts., 1.6-2.0 = 2 pts., >2.1 = 0 pts.)

<table>
<thead>
<tr>
<th>Rate</th>
<th>____pts</th>
</tr>
</thead>
</table>

14. How many school projects has your firm completed in the past 5 years? (>5 = 5 pts., 4 = 4 pts., 3 = 3 pts., 2 = 2 pts., 1 or less = 0 pts.)

<table>
<thead>
<tr>
<th>Projects</th>
<th>____pts</th>
</tr>
</thead>
</table>

15. List your firm’s Experience Modification Rate (EMR) for each of the past three premium years. (Note An EMR is issued to your firm annually by your workers' compensation insurance carrier). (3 years average under 1.0: Yes = 6 pts, No = 0 pts)

<table>
<thead>
<tr>
<th>Year</th>
<th>Rate</th>
<th>____pts</th>
</tr>
</thead>
</table>

16. *Within the past 5 years, has any employee or entity filed a complaint against your organization with the California Contractors License Board? If yes, how many complaints were filed? (No = 5 pts., 1 = 4 pts., 2 = 3 pts., 3 = 2 pts., >3 = 0 pts.)

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Complaints</th>
<th>____pts</th>
</tr>
</thead>
</table>

17. *Within the past 5 years, has any employee filed a complaint with the Labor Board? If yes, how many complaints were filed? No = 5 pts., 1 = 4 pts., 2 = 3 pts., 3 = 2 pts., >3 = 0 pts.)

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Complaints</th>
<th>____pts</th>
</tr>
</thead>
</table>

18. *Has your organization or any officer of your organization been found guilty of violating any federal, state, or local law, rule or regulation regarding a construction contract? (Yes = 0 pts., No = 5 pts.)

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>____pts</th>
</tr>
</thead>
</table>

**Total Score:**

*If you answered “Yes” to questions 7-11, and/or 15-17, you must attach an explanation for each on a separate sheet.*
SECTION 3: INSURANCE

Do you currently have a minimum of $1,000,000 Combined Comprehensive Single Limit Liability Insurance and $2,000,000 in aggregate?

Yes: ☐ No: ☐ Please provide a Certificate of Insurance as verification.

Amount of Insurance $______________________ Years with Insurance Company: ____________

Insurance Company Information

Name: ____________________________________________________________
Address: ________________________________________________________

Phone: (___)_________________________ Contact: ____________________________

The District needs to be listed as the Certificate Holder.

District Use Only:

Certificate of Insurance attached? Yes: _____ Expiration date of insurance: ________________
Verified by District: _______ on __________ by: __________________________
Comments: ________________________________________________________
Exchange this page for a current original certificate of insurance.
SECTION 4: SURETY INFORMATION

Provide a statement listing names of all surety companies, not agencies, utilized by your company in the last five (5) years. State whether the surety or sureties bonding your jobs have been required or requested to complete any part of bidders work during the last five (5) years. Please provide a letter stating bondability from Surety Company.

<table>
<thead>
<tr>
<th>Company</th>
<th>Contact &amp; Phone #</th>
<th>Largest Bond</th>
<th>List Years Used</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Has your company, any owner, or affiliated company ever:

a. Been unable to obtain a bond or been denied a bond for a contract? Yes: □ No: □

b. Defaulted on a contract forcing a Surety to suffer a loss? Yes: □ No: □

c. Failed to complete a District contract within the authorized contract time? Yes: □ No: □

d. Ever declared bankruptcy? Yes: □ No: □

e. Been in receivership? Yes: □ No: □

f. Had any arbitration (not litigation) on a contract? Yes: □ No: □

g. Are there any outstanding liens/stop notices for labor and/or material filed against your company on any contracts which have been completed or are being completed by your company? Yes: □ No: □

h. Is the company involved in litigation related to construction? Yes: □ No: □

i. How many projects is your company currently bonded for? ________________

If YES to any of the above questions, please attach a brief explanation/description, with dates of occurrences, on a separate page.

Attach a letter of bondability to this package.
### District Use Only:

Letter of Bondability attached?  Yes:_____ Dated: _______________  Amount: S:____/C:_____
Verified by District: _____ on ___________ by:____________________________
How long has contractor been a client?  a)__________  b)__________  c)__________
Has the contractor ever defaulted on a contract that caused the surety to suffer a loss in the past two years?
Yes:___ No:___  Comments:______________________________
Has the contractor ever failed to complete a contract? Yes:__ No:__
Comments:______________________________
Has contract ever been suspended, dismissed or declared in default from a project during past two years?
Yes:___ No:___
Comments:______________________________.Has contractor
ever declared bankruptcy or ever been placed in receivership within past five years?
Yes:___ No:___
Comments:______________________________.

**Are there any positive answers to the prior three questions?**

*If yes, contractor is disqualified.*

Verified largest contract bonded through surety? $________________
Verified maximum size project surety would most likely bond for? $_______________
Outstanding stop notices, liens currently unresolved on completed contracts? Yes: No:
If yes, number:______.Comments:______________________________________
__________________________________________________________.
Exchange this page for a current original letter of bondability, from surety company, which clearly shows bonding agency’s estimate of largest single bond amount most likely approvable.
SECTION 5: Performance

Reference Interview Questions (Module 3)

Owner references: Required to submit three (3) Owner references for past projects completed. Provide all Information.

i. Have you performed work for the Yuba Community College District in the past? Yes: □ No: □

   If you responded Yes, Yuba Community College District will automatically become one of the required three (3) references and you shall only be required to submit two (2) additional Owner references.

   Please identify all Yuba Community College District projects. (Attach separate sheet if needed.)

1. Bid #_________ Project Name ____________________________
   Contract Amount $:__________________________ Year Completed: __________________________

2. Bid #_________ Project Name ____________________________
   Contract Amount $:__________________________ Year Completed: __________________________

3. Bid #_________ Project Name ____________________________
   Contract Amount $:__________________________ Year Completed: __________________________

ii. List three (3) Owner references/projects completed for School Districts, preferably community college districts, in the last seven *(7) years not listed in item #2. (Attach separate sheet if needed.)

   a) Owner:_________ Contact Name & Phone #:(______) ____________________________
      Job Description: ______________________________________________________________________
      Contract Amount $:__________________________ Year Completed: __________________________
      Owner:_________________________, Contact Name & Phone #:(______) __________________________
      Job Description: ______________________________________________________________________
      Contract Amount $:__________________________ Year Completed: __________________________
      Owner:_________________________, Contact Name & Phone #:(______) __________________________
      Job Description: ______________________________________________________________________
      Contract Amount $:__________________________ Year Completed: __________________________
      Owner:_________________________, Contact Name & Phone #:(______) __________________________
      Job Description: ______________________________________________________________________
      Contract Amount $:__________________________ Year Completed: __________________________
iii. List two (2) of the largest contracts completed in the past seven (7) years not listed in #2 or #3 above:

Owner: __________________________________ Contact Name & Phone #: (___) _____________________

Job Description: ____________________________________________________________________________

Contract Amount $: __________________________ Year Completed: ________________________________

Owner: __________________________________ Contact Name & Phone #: (___) _____________________

Job Description: ____________________________________________________________________________

Contract Amount $: __________________________ Year Completed: ________________________________
Subcontractor/Supplier verification

IV. List **2 current principal Suppliers** and **3 current principal Subcontractors**

**Suppliers**

1: Company Name: ________________________________________________________________
   Contact: _____________________________________________________________ Phone: (___) __________
   Material provided: ____________________________________________________________

2: Company Name: ________________________________________________________________
   Contact: _____________________________________________________________ Phone: (___) __________
   Material provided: ____________________________________________________________

**Subcontract**

1: Company Name: ________________________________________________________________
   Contact: _____________________________________________________________ Phone: (___) __________
   Services provided: ____________________________________________________________

2: Company Name: ________________________________________________________________
   Contact: _____________________________________________________________ Phone: (___) __________
   Services provided: ____________________________________________________________

3: Company Name: ________________________________________________________________
   Contact: _____________________________________________________________ Phone: (___) __________
   Services provided: ____________________________________________________________

The following questions will be used by the District to interview randomly selected contacts from at least two (2) completed projects. The District will do this. **No action on your part is necessary.** These questions are shown for your information only. The highest possible score for these questions is 150 points. **A score less than 125 points disqualifies you from bidding projects proposed by Yuba Community College District** electing to use this pre-qualification process as a condition of bidding.
1. Are there any outstanding stop notices or liens currently unresolved on contracts that have been completed? (Max. 10 points)

2. Did the contractor provide adequate personnel? (Max. 10 points)

3. Did the contractor provide adequate supervision? (Max. 10 points)

4. Was there adequate equipment provided on the job? (Max. 10 points)

5. Was the contractor timely in providing reports and other paperwork, including change order paperwork? (Max. 10 points)

6. Was the contractor timely in completing the project? (Max. 10 points)

7. Were there excessive change orders on the job that can be faulted to the contractor or subcontractors? (Max. 10 points)

8. How would you rate the quality of the installed work of the contractor / trade contractor? (Max. 10 points)

9. How has the contractor been performing in the area of taking care of warranty items? (Max. 10 points)

10. Did you have difficulty with claims? (Max. 10 points)

11. How would you rate the contractor’s overall performance? (Max. 10 points)

12. Would you want to work with them again? (Max. 10 points)

13. Did the contractor provide timely and high quality submittals/shop drawings, including BIM coordination? (Max. 10 points)

14. Subcontractor / supplier questions: Does this contractor pay their bills on time? (Max. 10 points)

15. How do you rate the quality of the workmanship and overall work by the contractor? (Max 10 points)

**District Use Only:**

Verification Supplier 1: Spoke with: ____________ Annual Vol. $_______ Paid at terms Yes: __ No: __ Last usage date __________

Comments: ____________________________________________________________________________________________

_________________________________________________________________________________________ Verified by: ____ date: ________

Verification Supplier 2: Spoke with: ____________ Annual Vol. $_______ Paid at terms Yes: __ No: __ Last usage date __________

Comments: ____________________________________________________________________________________________

_________________________________________________________________________________________ Verified by: ____ date: ________
SECTION 6: FINANCIAL INFORMATION

_Reviewed_ or _Audited statements_ will be required for projects under $10 million.

_Audited statements_ will be required for all construction projects totaling in excess of $10 million.

**Note: A compilation is not acceptable.**

ACCOUNTANT’S RELEASE LETTER

By signing the form below, I authorize this pre-qualifying agency to contact our company’s licensed accounting firm to verify our most recent audited or reviewed financial statement. I understand the financial statement is confidential information and is not open to public inspection.

________________________________________________________________________

Company Name

________________________________________________________________________

Signature

________________________________________________________________________

Print Name & Title

________________________________________________________________________

Date
District Use Only:  

**Financial Capacity**

The maximum dollar rating is determined by the lesser of the following:

Ten times working capital (current assets less current liabilities) or

Ten times net worth (assets less liabilities)

In ability to meet this rating for a specific project will disqualify a contractor for that project.

Based on an  [ ] Audit or  [ ] Review  

Dated:  

______________________________

Circle On: Based on Working Capital / Net Worth:

$  

Letter of Credit:

$  

Total:

______________________________ $  

_______ current ratio (current assets divided by current liabilities)
The following form may be completed by your financial institution to augment your financial rating. If it prefers, your institution may issue a **Letter of Credit** on its own letterhead, provided the Letter of Credit contains substantially the same provisions, and is addressed to the District and bears an original signature. A letter of credit is optional, not mandatory. It may be used to increase your financial capacity by the value of the letter of credit.

**General Lines of credit are not accepted.**

A letter of credit must be issued specifically to the district as outline below to be used:

TO: Yuba Community College District
    Awarding Agency

ATTENTION: Contract Services – Prequalification
            Department

SUBJECT: **GENERAL LETTER OF CREDIT**

Reference is made to the pre-qualification of ____________________________________________
Name of Contractor

We certify that the above Contractor has been extended an unqualified letter of credit not to exceed
$ ______________________and that such credit will not be withdrawn or reduced without 30 days
written notice to the District.

Institution No. Code: ________________________________________________________________

Name of Financial Institution: _______________________________________________________

Address: _______________________________________________________________________

City: ___________________________ State: __________ Zip: __________

Signature ______________________________________ Date: ____________________________

Print Name & Title:

Name: ___________________________ Title: ___________________________
FINANCIAL INSTITUTION RELEASE LETTER
(For use only when augmenting financial rating with a Letter of Credit)

By signing the form below, I authorize the pre-qualifying agency to contact our financial institution to verify our letter of credit information. I understand this information is confidential information and is not open to public inspection.

__________________________________________________________
Company Name

__________________________________________________________
Signature                                      Date

Print Name & Title:

Name: ____________________________    Title: ____________________________
SECTION 7: AFFIDAVITS

Sign one of the following Affidavits:

AFFIDAVIT OF AN INDIVIDUAL FOR A SOLE PROPRIETORSHIP

I, an individual, ________________________________, doing business as ________________________________

this ______ day of ___________ , 20 __ in the city of ________________________________, county of

______________________________, state of ________________________________, hereby certifies and declares under penalty of

Perjury that the foregoing is true and correct.

Signature of Applicant: ________________________________ Date: ______________

The submitter of the foregoing statement of experience and financial condition has read the same and it is true to the best of his/her knowledge.

The statement is for the purpose of inducing the District to supply the submitter with plans and specifications and any depository, vendor, or other agency named therein is hereby authorized to supply the District with any information necessary to verify the statement.

Should the foregoing statement at any time cease to properly and truly represent the financial condition of the submitter in any substantial respect, the submitter will refrain from further bidding on District work until a revised and corrected statement is submitted.

The person whose signature appears above is the individual who has authority to bind Contractor.

*******************************************************************

PARTNERSHIP AFFIDAVIT

I, a partner of ________________________________, this ______ day of ________________, 20 __,

in the city of ________________________________, county of ________________________________, state of ________________________________, hereby certifies and declares under penalty of perjury that the foregoing is true and correct.

Signature of Applicant: ________________________________ Date: ______________
Partnership, answer this:

1. Date of Organization: ________________________________________

2. State whether Partnership is general, limited or association: ____________________________________________

Name, Title and address of each partner:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Address</th>
<th>City, State &amp; Zip</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(Attach a separate page if needed.)

The submitter of the foregoing statement of experience and financial condition has read the same and it is true to the best of his/her knowledge. The statement is for the purpose of inducing the District to supply the submitter with plans and specifications and any depository, vendor, or other agency named therein is hereby authorized to supply the District with any information necessary to verify the statement.

Should the foregoing statement at any time cease to properly and truly represent the financial condition of the submitter in any substantial respect, the submitter will refrain from further bidding on District work until a revised and corrected statement is submitted.

Provide evidence in a form and substance acceptable to the District (such as a Power of Attorney) that the person whose signature appears above has authority to bind Contractor.
CORPORATION AFFIDAVIT

I, the __________________________, of _____________________________, this _____ day of __________________________, 20____ in the city of __________________________,, county of __________ __________________________, state of __________, hereby certifies and declares under penalty of perjury that the foregoing is true and correct.

Signature of Applicant: ___________________________ Date: ________________

Corporation, answer this:

1. Capital paid in case, $________________________

2. When incorporated: ___________________________

3. In what state: __________________________

The submitter of the foregoing statement of experience and financial condition has read the same and it is true to the best of his/her knowledge. The statement is for the purpose of inducing the District to supply the submitter with plans and specifications and any depository, vendor, or other agency named therein is hereby authorized to supply the District with any information necessary to verify the statement. Should the foregoing statement at any time cease to properly and truly represent the financial condition of the submitter in any substantial respect, the submitter will refrain from further bidding on District work until a revised and corrected statement is submitted.

Provide a certified copy of the minutes of the corporation indicating that the person whose signature appears above has authority to bind the corporation.
Exchange this page with the following documents:

- Provide copy of most recent certificate from the Secretary of State indicating the standing of the Corporation;

- Provide copy of the certified minutes of corporation meeting which approved authorized signer to bind corporation;

- Provide latest financial statement: Audit or Reviewed financials;

- Include any additional information you wish to add.
GENERAL CONDITIONS

1. The Applicant must provide current, accurate, and complete information. Incomplete or inaccurate documentation may result in denial of Pre-Qualification.

2. The District reserves the right to verify the information submitted by the Applicant, in any related documents, or by supplemental information or data as necessary. If it is determined that false information or data was submitted in conjunction with the Application, the District may deny Pre-Qualification, revoke previously granted approval, or, if an award has been made, may terminate the contract.

3. All costs associated with completion of the Application shall be borne by the Applicant. The District shall not in any event, be liable for any expense incurred by the Applicant in connection with the preparation, completion or submission of the Application.

4. The District reserves the right to extend the Application submission deadline if such action is determined to be in the best interest of the District.

5. The District Services Office has access to all information provided on the Application, related documents, and supplemental data. Should information or data provided in the Application indicate possible fraud, collusion, or intentional submission of false information, the matter may be referred to the District’s Legal Counsel for further review and possible investigation independent of the Pre-Qualification process.

6. If the Applicant displays a significant lack of cooperation in facilitating verification of its information or providing data, the District, at its sole discretion, may deny the firm Pre-Qualification approval and declare the Applicant’s bid or proposal to be non-responsive for the specific procurement.

7. The financial information submitted in conjunction with the Applicant’s Application is considered confidential business information and will be afforded protection by the District to the fullest extent permitted by law.

8. Any dispute arising out of this Application or relating to Pre-Qualification in general shall be heard and determined in the Sutter County Courthouse or in the Sacramento District Courthouse, or in the United States District Court for the Northern District of California. If an action is commenced against the District in jurisdictions other than the above courts, and the District is forced to compel compliance with this provision through court action, Applicant and its owners shall be liable for all expenses, including attorney’s fees, incurred by the District in its effort to compel compliance.

9. The District reserves the right to revise the Application and instructions in whole or in part at any time.

10. The Pre-Qualification of a prospective Applicant shall neither limit nor preclude the District’s subsequent consideration of a Pre-Qualified Applicant’s responsibility on factors other than the prospective Applicant’s financial qualifications. (See Public Contracts Code §20651.5)
PROCEDURE FOR APPEAL OF:

PRE-QUALIFICATION RESULTS

Any Applicant denied Pre-Qualification has a right to appeal the decision. The Applicant has five (5) business days from the date of the Denial Notification to file a written appeal with the District’s Department of Contract Services, at the Application submittal address shown above. The District will call to order a three-member Review Panel for appeals. None of the Review Panel members shall have participated in the prior review of the Application. Upon receipt of the written appeal, the Review Panel will meet to address the appeal. The Panel may consult with District counsel during its review. The Panel will examine the appeal and the facts surrounding the determination before making a decision. The Panel’s decision is the final decision of the District. There are no further administrative appeals. The District’s formal contract protest procedure is not applicable or available.
# Appendix B: YCCD Academic Calendars

**Yuba Community College District**

### Summer Session 2019 and 2020

<table>
<thead>
<tr>
<th>Year</th>
<th>Session</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019</td>
<td>First 6 Weeks</td>
<td>6/10-7/18</td>
</tr>
<tr>
<td></td>
<td>8 Weeks</td>
<td>6/10-8/8</td>
</tr>
<tr>
<td>2020</td>
<td>First 6 Weeks</td>
<td>6/15-7/23</td>
</tr>
<tr>
<td></td>
<td>8 Weeks</td>
<td>6/15-8/6</td>
</tr>
</tbody>
</table>

### Fall Semester 2019 and 2020

<table>
<thead>
<tr>
<th>Year</th>
<th>Term</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019</td>
<td>Full-Term</td>
<td>8/19-12/18</td>
</tr>
<tr>
<td></td>
<td>Final Week</td>
<td>12/12-12/18</td>
</tr>
<tr>
<td>2020</td>
<td>Full-Term</td>
<td>8/19-12/18</td>
</tr>
<tr>
<td></td>
<td>Final Week</td>
<td>(full-term classes only)</td>
</tr>
</tbody>
</table>

### Convocation - Campus Closed

<table>
<thead>
<tr>
<th>Year</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019</td>
<td>3/14</td>
</tr>
<tr>
<td>2020</td>
<td>3/12*</td>
</tr>
</tbody>
</table>

### Professional Development Days - No Classes/Campus Open

<table>
<thead>
<tr>
<th>Year</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019</td>
<td>1/12-1/13, 3/15-3/16</td>
</tr>
<tr>
<td>2020</td>
<td>1/7-1/10, 8/10-8/11*, 8/13-8/14*</td>
</tr>
</tbody>
</table>

### Holidays - Campus Closed

<table>
<thead>
<tr>
<th>Year</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020</td>
<td>1/1, 1/20, 2/14, 2/17, 3/31, 4/2-4/3, 5/25, 7/2</td>
</tr>
</tbody>
</table>

### No Classes - Campus Open

<table>
<thead>
<tr>
<th>Year</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019</td>
<td>6/3-6, 6/20-6/28, 6/25-7/5</td>
</tr>
<tr>
<td>2020</td>
<td>6/1-6/8, 6/11, 6/13-6/14, 12/10-12/20, 12/23</td>
</tr>
</tbody>
</table>

### Commencement

<table>
<thead>
<tr>
<th>Year</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020</td>
<td>5/15</td>
</tr>
</tbody>
</table>

## Instructional Days

<table>
<thead>
<tr>
<th>Category</th>
<th>Days</th>
<th>Weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Semester</td>
<td>64</td>
<td>15</td>
</tr>
<tr>
<td>Spring Semester</td>
<td>8</td>
<td>17</td>
</tr>
<tr>
<td>Convocation</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Flex Days</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>170</td>
<td>35</td>
</tr>
</tbody>
</table>

*The schedule for August 2020 is subject to change.*
Appendix C: Acknowledgement of Addenda Form

The undersigned acknowledges receipt of the following addenda from the District pursuant to the Request for Proposal:

Acknowledgement: Yes or Not Applicable

Addendum No. 1: ________________________________.
Addendum No. 2: ________________________________.
Addendum No. 3: ________________________________.
Addendum No. 4: ________________________________.
Addendum No. 5: ________________________________.
Appendix D: Firm W9 Form

--Provided by Firm

The End.