

**PREQUALIFICATION  
QUESTIONNAIRE**



**FOR**

**THE MAINTENANCE OF AND ON-CALL  
REPAIRS FOR VARIOUS COMMUNITY  
FACILITIES DISTRICTS AND LANDSCAPE  
MAINTENANCE DISTRICTS**

**PROJECTS NO. A-22, B-16, C-3 & D-17**

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## SELECTING THE PROJECTS

In the coming months, the City of Oxnard ("City") will be bidding four (4) different projects for the maintenance of and on-call repairs for Community Facilities Districts ("CFDs") and Landscape Maintenance Districts ("LMDs"). The projects entail mowing, edging, and trimming of landscape, soil aeration, dethatching, fertilization, weed and pest control, trash and debris removal and graffiti removal. Regular pruning and trimming of trees, shrubs, vines and groundcover as well as irrigation and property inspections will also be required on a regular basis. Additional items may include plant material replacement and repairs of concrete, playgrounds, lights, irrigation hardware, fences, storm drains, hardscapes and mailboxes. Individually, each Project is referred to as a "Project," and collectively, the four (4) projects are referred to as the "Projects."

This Prequalification Questionnaire applies to all the Projects. Each contractor may submit only one (1) Prequalification Questionnaire with supplemental materials (collectively the "Prequalification Packet") for one or more of the Projects. Please check off below for which of these Projects you are interested in prequalifying. You may select as many as you wish. By prequalifying for a Project, the Contractor does not guarantee that it will bid on that Project.

**Project No. A-22:**

LMD 17 - San Miguel  
LMD 18 - St. John's Hospital  
LMD 31 - Rancho De La Rosa  
LMD 32 - Oak Park  
LMD 33 - El Paseo  
LMD 34 - Sunrise Pte  
LMD 36 - Villa Santa Cruz  
LMD 38 - Aldea Del Mar  
LMD 39 - El Sueno Promesa  
LMD 39 - DR Horton  
LMD 40 - Cantada  
LMD 42 - Cantabria  
LMD 43 - Greenbelt  
LMD 46 - Daily Ranch  
LMD 47 - Sycamore Place  
LMD 49 - Cameron Ranch  
LMD 50 - Pleasant Valley Senior Living  
LMD 51 - Pfeiler  
LMD 52 - Wingfield  
LMD 54 - Meadow Crest  
LMD 59 - Orbela  
LMD 60 - Artisan

**Project No. B-16:**

LMD 1 - Summerfield  
LMD 3 - RiverRidge  
LMD 7/8 - Northfield and Seagate  
LMD 9 - Strawberry Fields  
LMD 10 - Country Club  
LMD 11 - St. Tropaz  
LMD 12 - Standard Pacific  
LMD 13 - Le Village

LMD 14 - California Cove  
LMD 23 - Greystone  
LMD 24 - Vineyards  
LMD 28 - Harborside  
LMD 30 - HAAS Automation  
LMD 48 - Victoria Estates  
LMD 53 - Huff Court  
LMD 57 - Golden State Self Storage

**Project No. C-3:**

CFD 2 – Westport  
CFD 4 – Seabridge  
Waterways Assessment District

**Project No. D-17:**

LMD 4 - Mandalay Beach  
LMD 15 - Pelican Pointe  
LMD 16 - California Lighthouse  
LMD 20 - Volvo and Harbor  
LMD 22 - McDonald's Median  
LMD 25 - The Pointe  
LMD 26 - Albertsons  
LMD 27 - Rose Island  
LMD 29 - Mercy Charities  
LMD 35 - Airport Marina  
LMD 37 - Pacific Breeze  
LMD 41 - Pacific Cove  
LMD 44 - American Pacific Homes  
LMD 45 - Channel Pt. Median  
LMD 55 - Wingfield West  
LMD 56 - Cottages  
LMD 58 - Westwind

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**CONTACT INFORMATION**

Firm Name: \_\_\_\_\_<sup>1</sup>  
(as it appears on license)

Check One:  Corporation/S-Corp  
 LLC  
 Partnership  
 Solo Practitioner

Fictitious Name, if any: \_\_\_\_\_<sup>2</sup>

Contact Person No. 1: \_\_\_\_\_

Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Person No. 2: \_\_\_\_\_

Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

If Contractor is a solo practitioner or partnership, owner(s) of Contractor:

\_\_\_\_\_  
\_\_\_\_\_

<sup>1</sup> This firm will be referred to as "Contractor" throughout this Prequalification Questionnaire.

<sup>2</sup> If Contractor is doing business under a fictitious name, provide a copy of the filed valid Fictitious Business Name Statement with your submitted Prequalification Packet.

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**PART I. ESSENTIAL REQUIREMENTS FOR QUALIFICATION**

**Contractor will be immediately disqualified if the answer to any of questions 1 through 4 is “no.” Contractor will be immediately disqualified for a particular Project if the answer to question 5 is “no” for that Project’s required insurance.**

1. Does Contractor possess a valid and current California Contractor’s C-27 license for the Project?  
 Yes  No

2. Does Contractor have current workers’ compensation insurance policy as required by the Labor Code, or is Contractor legally self-insured pursuant to Labor Code section 3700 *et. seq.*?  
 Yes  No  Contractor is exempt from this requirement, because it has no employees

3. Has Contractor attached its latest copy of a reviewed or audited financial statement with accompanying notes and supplemental information?  
 Yes  No

**NOTE: A financial statement that is neither reviewed nor audited is unacceptable. A letter verifying availability of a line of credit may also be attached; however, it will be considered as supplemental information only, and it is not a substitute for the required financial statement.**

4. Has Contractor attached a notarized statement from an admitted surety insurer (approved by the California Department of Insurance) authorized to issue bonds in the California, which states: (a) that Contractor’s current bonding capacity is at least \$800,000 and (b) Contractor’s current available bonding capacity?  
 Yes  No

**NOTE: The notarized statement must be from the surety company, not an agent or broker.**

**Contractor will be immediately disqualified if all answers to question 5 are “no.” Contractor will be immediately disqualified for a particular Project if the answer to question 5 is “no” for just that Project’s required insurance.**

5. Does Contractor have the following liability insurance policy:  
a. With a policy limit of at least \$1,000,000 per occurrence and \$2,000,000 in the aggregate? (This is for Project No. A-22.)  
 Yes  No  
b. With a policy limit of at least \$1,000,000 per occurrence and \$2,000,000 in the aggregate? (This is for Project No. B-16.)  
 Yes  No  
c. With a policy limit of at least \$1,000,000 per occurrence and \$2,000,000 in the aggregate? (This is for Project No. C-3.)  
 Yes  No  
d. With a policy limit of at least \$1,000,000 per occurrence and \$2,000,000 in the aggregate? (This is for Project No. D-17.)  
 Yes  No

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**Contractor will be immediately disqualified if the answer to any of questions 6 through 8 is "yes." If the answer to question 9 is "yes," and if debarment would be the sole reason for denial of prequalification, any prequalification issued will exclude the debarment period.**

- 6. Has Contractor's license been revoked at any time in the last five (5) years?  
 Yes       No
  
- 7. Has a surety firm completed a contract on Contractor's behalf or paid for completion because Contractor was in default on any project within the last five (5) years?  
 Yes       No
  
- 8. At any time during the last five (5) years, has Contractor or any of its officers, owners, managers, members, general partners or limited partners been convicted of a crime involving the awarding of a contract of a government maintenance, construction and/or repair project or the bidding or performance of a government contract?  
 Yes       No
  
- 9. At the time of submitting a Prequalification Packet, is Contractor ineligible to bid on or be awarded a maintenance, construction and/or repair contract, or perform as a subcontractor on a maintenance, construction and/or repair contract, pursuant to either Labor Code section 1777.1 or Labor Code section 1777.7?  
 Yes       No

If the answer is "yes," state the dates of the period of debarment:

Beginning date: \_\_\_\_\_

End date: \_\_\_\_\_

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**PART II. ORGANIZATION, HISTORY, PERFORMANCE & COMPLIANCE WITH LAWS**

**A. Current Organization and Structure of the Business**

10. If Contractor is:
- A corporation or s-corp, what was the date of incorporation?
  - An LLC or partnership, what was the date of formation?
  - A solo practitioner, what was the date of commencement of business? \_\_\_\_\_
11. If Contractor is:
- A corporation or s-corp, it was incorporated under the laws of what state?
  - An LLC or partnership, it was formed under the laws of what state?  
(If Contractor is a solo practitioner, write "N/A.") \_\_\_\_\_
12. Provide all the following information for each person who is an officer (president, vice president, secretary, treasurer, etc.), manager, member, general partner, limited partner or owner of at least ten percent (10%) of the Contractor or, if a corporation or s-corporation, at least ten percent (10%) of the Contractor's stock. If you need more rows, continue on a separate signed page.

Name	Position	Years with Company	Percentage Ownership	Social Security #

\* List all current and prior D.B.A.'s, aliases, and fictitious business names for any principal having interest in this Bid. If any principal is doing business under a fictitious name, provide a copy of the filed valid Fictitious Business Name Statement with your submitted Prequalification Packet.

13. Identify every maintenance, construction and/or repair firm that any person listed in 12 has been associated with—as officer, owner, manager, member, general partner, limited partner, or other owner of at least ten percent (10%) of the business, or if the business is a corporation or s-corporation, of its stock—any time during the last five (5) years. If you need more rows, continue on a separate signed page.

Name	Maintenance, Construction and/or Repair Company	Dates of Participation with Company

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14. a. If Contractor is a solo practitioner, what is his or her social security number?

\_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

b. List all of Contractor's current and prior D.B.A.'s, aliases and fictitious business names.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

15. For Contractors that intend to make a bid as part of a joint venture, what is the date of commencement of the joint venture? \_\_\_\_\_

16. Provide all of the following information for each Contractor that is a member of the joint venture that expects to bid on one or more projects. If you need more rows, continue on a separate signed page.

Name of Contractor	% Ownership of Joint Venture

\* NOTE: If two or more business entities intend to submit a bid or bids as part of a joint venture, each entity comprising the joint venture must submit a Prequalification Packet.

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**B. History of the Contractor and Organizational Performance**

17. Has there been any change in ownership of the Contractor at any time during the last three (3) years?

**NOTE: A corporation or s-corporation whose shares are publicly traded is not required to answer this question with a “yes” or “no,” so select the third option.**

Yes       No       The corporation or s-corp’s shares are publicly traded.  
If “yes,” explain on a separate signed page.

18. Is the Contractor a subsidiary, parent, holding company or affiliate of another firm?

**NOTE: Include information about other firms if one firm owns thirty percent (30%) or more of another or if an officer, manager, member, general partner, limited partner, or other owner owns at least ten percent (10%) of the firm (or of its stock if the firm is a corporation or s-corporation).**

Yes       No  
If “yes,” explain on a separate signed page.

19. Are any officers, managers, members, general partners, limited partners, or other owners of at least ten percent (10%) of the business (or of its stock if the business is a corporation or s-corporation) connected to any other maintenance, construction and/or repair firms?

**NOTE: Include information about any officer, manager, member general partner, limited partner, or other owner of at least ten percent (10%) of the Contractor (or of its stock if the Contractor is a corporation or s-corporation) and if that person is connected to another firm. “Connected” in this context means that the person is an officer, manager, member general partner, limited partner, or other owner of at least ten percent (10%) of that other firm (or of its stock if that other firm is a corporation or s-corporation).**

Yes       No  
If “yes,” explain on a separate signed page.

20. What were Contractor’s gross revenues for each of the last three (3) years (under the present business name and license number)?

2016: \_\_\_\_\_ 2015: \_\_\_\_\_ 2014: \_\_\_\_\_

21. Is Contractor currently the debtor in a bankruptcy case?

Yes       No

If “yes,” please attach a copy of the bankruptcy petition showing the case number and the date on which the petition was filed.

22. Was Contractor in bankruptcy at any time during the last five (5) years? (This question refers only to a bankruptcy action that was not described in answer to question 21.)

Yes       No

If “yes,” please attach a copy of the bankruptcy petition showing the case number and the date on which the petition was filed. Also attach a copy of the Bankruptcy Court’s discharge order or of any other document that ended the case if no discharge order was issued.

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## Licenses

23. List all California construction license numbers, classifications and expiration dates held by Contractor:

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24. If one or more of Contractor's license(s) are held in the name of a corporation, s-corporation or partnership, list below the names of the qualifying individual(s) listed on the CSLB records who meet the experience and examination requirements for each license.

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25. Has Contractor changed names or license number in the past five (5) years?  
 Yes       No  
If "yes," explain on a separate signed page, including the reason for the change.

26. Has any officer, manager, member, general partner, limited partner, or other owner of at least ten percent (10%) of the Contractor (or of its stock if the Contractor is a corporation or s-corporation) operated a maintenance, construction and/or repair firm under any other name in the last five (5) years?  
 Yes       No  
If "yes," explain on a separate signed page, including the reason for the change.

27. Has any CSLB license held by the Contractor, its Responsible Managing Employee (RME) or its Responsible Managing Officer (RMO) been suspended within the last five (5) years?  
 Yes       No  
If "yes," please explain on a separate signed sheet.

## Disputes

28. In the last five (5) years, has Contractor been assessed and paid liquidated damages after completion of a project under a maintenance, construction and/or repair contract with either a public or private owner?  
 Yes       No  
If yes, explain on a separate signed page, identifying all such projects by owner, owner's address, the date the project began, the date the project should have been completed, the actual completion date, the amount of liquidated damages assessed and all other information necessary to fully explain the assessment of liquidated damages.

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29. In the last five (5) years, has Contractor or any firm with which any of Contractor's officers, managers, members, general partners, limited partners, or other owners of at least ten percent (10%) of Contractor (or of its stock if Contractor is a corporation or s-corporation) were associated been debarred, disqualified, removed or otherwise prevented from bidding on or competing for any maintenance, construction and/or repair project for any reason?

**NOTE: "Associated with" in this context refers to another maintenance, construction and/or repair firm in which Contractor's officer, manager, member, general partner, limited partner, or other owner of at least ten percent (10%) of the business (or of its stock if the business is a corporation or s-corporation) held a similar position and which is listed in response to question 12 or 13 on this form.**

Yes  No

If "yes," explain on a separate signed page. State whether the firm involved was the Contractor applying for this prequalification or another firm. Identify by name the firm, the name of the person within Contractor who was associated with that firm, the year of the event, the owner of the project, a short summary of the project and the basis for the action.

30. In the last five (5) years, has Contractor or any firm with which any of Contractor's officers, managers, members, general partners, limited partners, or other owners of at least ten percent (10%) of Contractor (or of its stock if Contractor is a corporation or s-corporation) ever had a contract terminated by an owner?

Yes  No

If yes, explain on a separate signed page, identifying all such projects by owner and for each the owner's address, the date of completion of the project, and a full explanation of why the contract was terminated.

31. In the last five (5) years, has Contractor or any firm with which any of Contractor's officers, managers, members, general partners, limited partners, or other owners of at least ten percent (10%) of Contractor (or of its stock if Contractor is a corporation or s-corporation) ever been terminated for cause, even if it was later converted to a "termination of convenience?"

Yes  No

If yes, explain on a separate signed page, identifying all such projects by owner, owner's address, the date of completion of the project, and a full explanation of why the contract was terminated for cause.

32. In the last five (5) years, has Contractor been denied an award of a maintenance, construction and/or repair contract based on a finding by a public agency that Contractor was not a responsible bidder?

Yes  No

If "yes," explain on a separate signed page. Identify the year of the event, the owner, the project and the basis for the finding by the public agency.

33. In the last five (5) years, has Contractor been denied the ability to bid on any or all maintenance, construction and/or repair contracts for a particular time period, a specific maintenance contract, a specific construction contract and/or a specific repair contract based on a public agency determining that Contractor was not prequalified?

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Yes       No

If "yes," explain on a separate signed page. Identify the year of the event, the owner, the project and the basis for the determination by the public agency.

34. In the past five (5) years, has any project owner filed any claim regarding a dispute of \$50,000 or more against Contractor concerning its work on a maintenance, construction and/or repair project in court or arbitration?

Yes       No

If "yes," on a separate signed page identify the claim(s) by providing the project name, date of the claim, name of the claimant, claimant's contact information (phone number, address and email), a brief description of the nature of the claim and any defenses, the court or tribunal (e.g., Superior Court, American Arbitration Association, etc.), the matter number, and a brief description of the status of the claim (pending or, if resolved, a brief description of the resolution).

35. In the past five (5) years, has Contractor filed any claim regarding a dispute of \$50,000 or more against a project owner concerning work on a project or payment for a contract in court or arbitration?

Yes       No

If "yes," on a separate signed page identify the claim(s) by providing the project name, date of the claim, name of the claimant, claimant's contact information (phone number, address and email), a brief description of the nature of the claim and any defenses, the court or tribunal (e.g., Superior Court, American Arbitration Association, etc.), the matter number, and a brief description of the status of the claim (pending or, if resolved, a brief description of the resolution).

36. In the past five (5) years, has any subcontractor filed any claim regarding a dispute of \$50,000 or more against Contractor concerning a maintenance, construction and/or repair project in court or arbitration?

Yes       No

If "yes," on a separate signed page identify the claim(s) by providing the project name, date of the claim, name of the claimant, claimant's contact information (phone number, address and email), a brief description of the nature of the claim and any defenses, the court or tribunal (e.g., Superior Court, American Arbitration Association, etc.), the matter number, and a brief description of the status of the claim (pending or, if resolved, a brief description of the resolution).

37. At any time during the past five (5) years, has any surety company made any payments on Contractor's behalf as a result of a default on either a public or private project to satisfy any claims made against any bond issued on Contractor's behalf?

Yes       No

If "yes," explain on a separate signed page the amount of each such claim, claimant's contact information (phone number, address and email), the date of the claim, the grounds for the claim, the present status of the claim, the date of resolution of such claim if resolved, the method by which such claim was resolved if it was resolved, the nature of the resolution and the amount, if any, at which the claim was resolved.

38. In the last five (5) years, has any insurance carrier for any form of insurance refused to renew the insurance policy for Contractor?

Yes       No

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If "yes," explain on a separate signed page. Name the insurance carrier, the form of insurance, the year of the refusal, and the insurance company's explanation if one was provided as to the rationale behind its decision.

### **Criminal Matters and Related Civil Suits**

39. Has Contractor or any of its officers, managers, members, general partners, limited partners, or other owners of at least ten percent (10%) of the business (or of its stock if Contractor is a corporation or s-corporation) ever been found liable in a civil suit or guilty in a criminal action for making any false claim or material misrepresentation to any client?

Yes  No

If "yes," explain on a separate signed page, including identifying who was involved, the name of the client, the date of the investigation and the grounds for the finding. Provide documentation of the same.

40. Has Contractor or any of its officers, managers, members, general partners, limited partners, or other owners of at least ten percent (10%) of the business (or of its stock if Contractor is a corporation or s-corporation) ever been convicted of a crime involving any federal, state, or local law related to maintenance, construction and/or repair?

Yes  No

If "yes," explain on a separate signed page, including identifying who was involved, the name of the client, the date of the conviction and the grounds for the conviction. Provide documentation of the same.

41. Has Contractor or any of its officers, managers, members, general partners, limited partners, or other owners of at least ten percent (10%) of the business (or of its stock if Contractor is a corporation or s-corporation) ever been convicted of a federal or state crime of fraud, theft, or any other act of dishonesty?

Yes  No

If "yes," identify on a separate signed page the person or persons convicted, the court (including the county if a state court or the district or location of a federal court), the year and the criminal conduct. Provide documentation of the same.

### **Bonding**

42. Provide documentation from your surety identifying the following:

Bonding company/surety: \_\_\_\_\_

Surety agent: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

43. If Contractor was required to pay a premium of more than one percent (1%) for a performance or a payment bond on any project(s) on which Contractor worked at any time during the last three (3) years, state the percentage that Contractor was required to pay. You may provide an explanation explain on a separate signed page for a

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percentage rate higher than one percent (1%) if you wish to do so.

\_\_\_\_\_ %

44. List all other sureties (name and full address) that have written bonds for Contractor during the last five (5) years, including the dates during which each wrote the bonds. If there are more than three (3) sureties, list the remaining ones on a separate signed page.

Bonding company/surety 1: \_\_\_\_\_ Dates: \_\_\_\_\_

Surety agent: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Bonding company/surety 2: \_\_\_\_\_ Dates: \_\_\_\_\_

Surety agent: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Bonding company/surety 3: \_\_\_\_\_ Dates: \_\_\_\_\_

Surety agent: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

45. During the last five (5) years, has Contractor ever been denied bond coverage by a surety company or has there ever been a period of time when Contractor had no surety bond in place during a maintenance, construction and/or repair project when such a bond was required?

Yes       No

If yes, provide details on a separate signed page indicating the date when Contractor was denied coverage, the name of the company or companies that denied coverage, and the period during which Contractor had no surety bond in place.

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**PART III. COMPLIANCE WITH OCCUPATIONAL SAFETY & HEALTH LAWS AND OTHER LABOR LEGISLATION**

46. What is Contractor's DIR registration number? (If you are not yet registered, please write "not yet registered.") \_\_\_\_\_

47. Has CAL OSHA cited and assessed penalties against Contractor for any "serious," "willful" or "repeat" violations of its safety or health regulations in the past five (5) years?  
**NOTE: If Contractor has filed an appeal of a citation, and the OSHA Board has not yet ruled on its appeal, you need not include information about it.**

Yes  No

If "yes," attached a separate signed page describing each such citation, including information about the date of the citation, the nature of the violation, the project on which the citation was issued, and the amount of penalty paid, if any. If the citation was appealed to the OSHA Board and a decision has been issued, state the decision, the case number and the date of the decision.

48. Has the federal OSHA cited and assessed penalties against Contractor in the past five (5) years?

**NOTE: If Contractor has filed an appeal of a citation and the OSHA Appeals Board has not yet ruled on that appeal, or if there is a court appeal pending, you need not include information about the citation.**

Yes  No

If "yes," attach a separate signed page describing each citation.

49. In the past five (5) years, has the EPA, any Air Quality Management District or any Regional Water Quality Control Board cited and assessed penalties against either Contractor or a project owner in which Contractor was the contractor or a subcontractor?

**NOTE: If Contractor has filed an appeal of a citation and the Appeals Board has not yet ruled on that appeal, or if there is a court appeal pending, you need not include information about the citation.**

Yes  No

If "yes," attach a separate signed page describing each citation.

50. How often do you require documented safety meetings to be held for maintenance, construction and/or repair employees and field supervisors during the course of a project?

\_\_\_\_\_

51. List Contractor's Experience Modification Rate (EMR)—which is issued annually by the workers' compensation insurance carrier—for the past three (3) premium years:

2016: \_\_\_\_\_ 2015: \_\_\_\_\_ 2014: \_\_\_\_\_

If Contractor's EMR for any of these three (3) premium years was 1.00 or higher you may, if you wish, attach a separate signed page with an explanation.

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52. Within the last five (5) years, has there ever been a period when Contractor had employees but was without workers' compensation insurance or state-approved self-insurance?

Yes       No

If "yes," please explain the reason for the absence of workers' compensation insurance on a separate signed page. If "no," please provide a statement by your current workers' compensation insurance carrier that verifies periods of workers' compensation insurance coverage for the last five (5) years. (If Contractor has been in the maintenance, construction and/or repair business for less than five (5) years, provide a statement by your workers' compensation insurance carrier verifying continuous workers' compensation insurance coverage for the period that Contractor has been in business.)

53. Has there been more than one occasion during the last five (5) years in which Contractor was required to pay either back wages or penalties for Contractor's failure to comply with prevailing wage laws?

**NOTE: This question refers only to Contractor's violation of prevailing wage laws, not to violations of the prevailing wage laws by a subcontractor.**

Yes       No

If "yes," attach a separate signed page, describing the nature of each violation, identifying the name of the project, the date of its completion, the public agency for which it was constructed, the number of employees who were initially underpaid and the amount of back wages and penalties that Contractor was required to pay.

54. In the past five (5) years, have any workers, unions or the Labor Commissioner filed a claim regarding a dispute of \$50,000 or more against Contractor or issue any written requests for a late payment of \$50,000 or more to Contractor concerning its work on a maintenance, construction and/or repair project in court or arbitration?

Yes       No

If "yes," attach a separate signed page identify the claim(s) by providing the project name, date of the claim, name of the claimant, claimant's contact information (phone number, address and email), a brief description of the nature of the claim and any defenses, the court or tribunal (e.g., Superior Court, American Arbitration Association, etc.), the matter number, and a brief description of the status of the claim (pending or, if resolved, a brief description of the resolution).

55. Provide the **name, address and telephone number** of the apprenticeship program approved by the California Apprenticeship Council from whom Contractor intends to request the dispatch of apprentices for use on any maintenance, construction and/or repair project for which Contractor is awarded a contract by the City.

Apprenticeship Program: \_\_\_\_\_

Phone: \_\_\_\_\_ Address: \_\_\_\_\_

56. If Contractor operates its own state-approved apprenticeship program:

(a) Identify the craft or crafts in which Contractor provided apprenticeship training in the past year.

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(b) State the year in which each such apprenticeship program was approved and attach evidence of the most recent California Apprenticeship Council approval(s) of Contractor's apprenticeship program(s).

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(c) State the number of individuals who were employed by Contractor as apprentices at any time during the past three (3) years in each apprenticeship.

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(d) State the number of persons who, during the past three (3) years, completed apprenticeships in each craft while employed by Contractor.

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57. At any time during the last five (5) years, has Contractor been found to have violated any provision of California apprenticeship laws or regulations or the laws pertaining to use of apprentices on maintenance, construction and/or repair projects?

Yes       No

If "yes," provide the date(s) of such findings and attach copies of the final decision(s).

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## **PART IV. RECENT LANDSCAPE MAINTENANCE AND REPAIR PROJECTS**

### **A. Projects for the City of Oxnard**

On a separate signed page, Contractor must list the last five (5) projects it has worked on or is currently working on for the City, along with the name of the City's project manager(s). If Contractor has worked on less than five (5) such projects, list all the projects Contractor has worked on for the City and state that Contractor has not worked on any more projects for the City.

### **B. Similar Projects for Other Entities**

Contractor must provide information about its five (5) most recently completed or current landscape maintenance projects with repair work not for the City within the last two (2) years. Names and references must be current and verifiable. Use separate signed pages that contain all of the following information:

1. Project name
2. Location
3. Owner entity
4. Owner's contact information: name, current phone number and current email

For the landscape maintenance portion of the work:

5. Description of landscape maintenance including scope of work
6. Original contract amount only for maintenance
7. Final amount paid for all maintenance (without repair work)
8. Dates of contract term
9. What was the schedule for services (e.g., mowing once every other week)
10. Over the course of the contract term, how many times did Contractor not perform services in a timely manner as required by the schedule of services?
11. How many times did Owner or anyone else get complaints during the term regarding quality of the work, and what was the substance of each complaint?

For the repair work portion:

12. Description of repair work including scope of work (if there were multiple repair work projects, please list each one separately)
13. Original contract amount on for repair work
14. Final amount paid for repair work, including change orders (without maintenance)
15. Who initiated each change order, and what was the purpose of that change order? (e.g., Owner initiated change order to add three feet of fencing)
16. Date repair work began
17. Date repair work was scheduled to end
18. Date repair work was actually fully completed
19. Time extensions granted (number of Calendar Days) and reasons for extensions

If Contractor has worked on less than five (5) projects for the City, as stated in Section A, Contractor should add as many recently completed or current landscape maintenance projects with repair work not for the City within the last two (2) years such that the total number of projects in Sections A and B equal ten (10).

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You may, but are not obligated to, explain why a final contract amount differed from the original amount (e.g., change orders, extra work, other circumstances), the substance and outcome of any claims you or the Owner filed against each other, or any other relevant information.

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**PART V. CERTIFICATION**

I, the undersigned, certify and declare that I have read all the answers and supplemental materials in this Prequalification Packet, and I know its contents. I certify under penalty of perjury that I have provided complete and truthful information to the City regarding all information requested in this Prequalification Questionnaire. I understand that any misrepresentations or material omissions within this Prequalification Packet will be grounds for not prequalifying the Contractor, withdrawing any prior prequalification, or not awarding the contract to Contractor. Additionally, any misrepresentations or material omissions within this Prequalification Packet are considered breaches of the Project’s contract (should the Contractor be awarded that contract); the City shall have the right to terminate the contract immediately without consequences, and the City retains all other legal rights available to the City for breach of contract.

I, the undersigned, hereby give permission to the City of Oxnard and its employees, representatives and agents to contact references of Contractor and/or its officers, managers, members, general partners, limited partners and other owners (collectively, the “Owners”) and/or request information from other clients for whom Contractor and/or its Owners have worked. This permission includes the City reviewing any criminal records of the Owners and obtaining public records regarding the Owners, such as records of arrests, indictments, convictions, civil judicial actions, tax liens, and outstanding judgments. I have authority to waive, and I do waive, any and all rights and claims Contractor and its Owners, employees, representatives and agents may have against the City, its employees, representatives and agents, as well as any client or its employees, representatives and agents providing feedback or the mentioned records regarding any actions taken pursuant to, related to or incidental to, the authorization given in this paragraph.

I am executing this Prequalification Packet on behalf of Contractor. I warrant and represent that: 1) I am listed in the Contractors State License Board’s records for Contractor; 2) I have the authority to execute this Prequalification Questionnaire on behalf of Contractor; 3) I have the authority to bind Contractor to the answers provided in this Prequalification Questionnaire; and 4) if any information provided herein becomes inaccurate, I will immediately notify the City and provide updated accurate information in writing, under penalty of perjury.

(Please sign in ink.)

Date: \_\_\_\_\_

\_\_\_\_\_  
Contractor’s Name

\_\_\_\_\_  
Name:

Title:

\_\_\_\_\_  
Name:

Title:

The City requires the following: for a corporation or s-corporation, two signatures: (1) the Board President, CEO or Vice President, and (2) the Board Secretary, Assistant Secretary, CFO or Assistant Treasurer; for an LLC, two signatures, both of whom must be managers of the LLC; and for a partnership or limited partnership, the signatures of all partners. If your entity has a different structure, or if the above-listed persons are not the appropriate signers, please submit to the City Attorney legally-binding documentation stating who can sign and bind Contractor.

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