

**REQUEST FOR PREQUALIFICATION OF BIDDERS ON
FORTHCOMING PUBLIC WORKS BID**

NOTICE IS HEREBY GIVEN that the City of Oxnard (“City”) has determined that all bidders on the New Scale House & Replacement of Truck Weigh Scales Project Specification No. PW 20-59 (“Project”) to be undertaken by the City must be prequalified before submitting a bid on that Project. It is **mandatory** that all contractors who intend to submit a bid for the Project fully complete the prequalification questionnaire and provide all materials requested herein (collectively, the “Prequalification Packet”) by the due date as well as be approved by the City to be on the final qualified bidders’ list. No bid will be accepted from a contractor that has failed to comply with these requirements. If two or more entities wish to submit a bid as part of a joint venture, each entity must be separately prequalified to bid.

**Prequalification Packet Due: 1:00 p.m. on April 2, 2020, to Oxnard City Hall,
305 West Third Street, Third Floor, Oxnard, CA 93030, attn: Renee Hatcher**

SCOPE OF WORK. The project consists of supplying and installing new truck scales, new canopies, and a new scale house including backfilling the existing scale pits, site work, engineering, all appurtenances and an operating system for a turn-key operation suitable for typical municipal weighing applications at the city of Oxnard’s Transfer Station. All required electrical work, plumbing work, controls, calibration, as-built drawings, and record documents, and training are to be included. Refer to Exhibit A -Scope of Services document for further details.

OBTAINING QUESTIONNAIRE & SCOPE OF SERVICES. The prequalification questionnaires with Exhibit A-Scope of Services are available at CyberCopy’s Plan Room at <https://www.cybercopyplanroom.com/jobs/public>. Additionally, printed copies will be available from Renee Hatcher at the address listed above for Oxnard City Hall.

EARLY SUBMISSION. Contractors are encouraged to submit Prequalification Packets early so they may be notified of their prequalification statuses well in advance of bid opening. Contractors may submit Prequalification Packets during regular working hours that Oxnard City Hall is open.

ONE PACKET ALLOWED PER CONTRACTOR. Each contractor may only submit one Prequalification Packet for this Project.

COMPLETENESS. Prequalification Packets must be completed at the time of submission. The Prequalification Packet may not be supplemented after submission.

TENTATIVE PROJECT MILESTONES.

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| Issue Request for Prequalification’s | March 5, 2020 |
| Questions due no later than | March 19, 2020 |
| Addendum (Response to Questions, if needed) | March 26, 2020 |
| Receive Prequalification’s | April 2, 2020 |
| Conduct Interviews Week of (If needed) | April 13, 2020 |
| Notify Contractors of Qualifiers Week of | April 13, 2020 |

Please note that these dates are tentative and the City may change these dates.

DETERMINATION. The City will use all submitted answers, documents, and interviews as the basis of rating contractors for prequalification on this Project. The City reserves the right to check other sources. The City also reserves the right to adjust, increase, limit, suspend or rescind the prequalification rating based on subsequently learned information. The City's decision will be based on objective evaluation criteria. The City may refuse to grant prequalification where the requested information and materials are not provided, not provided by the deadline, or falsified. The City reserves the right to waive minor irregularities and omissions contained in any Prequalification Packet submitted and to make all final determinations.

STANDARDS OF RESPONSIBILITY. In prequalifying, the City is seeking contractors who: are experienced, knowledgeable and capable; have a high quality of work, strong safety record, and sufficient equipment, resources, and personnel; do not have a pattern of unsupported claims or excessive, unjustified change orders; have not been found non-responsible; have not been debarred, civilly convicted or found criminally guilty for making false claims to any public agency; and do not make deceptive, evasive or fraudulent statements or omissions in their Prequalification Packets and in the prequalification process.

APPEALS. There is no appeal from the City's refusal to prequalify for an incomplete, late or falsified application. Where a timely, complete, honest and accurate Prequalification Packet results in a rating below that which is necessary to prequalify, the contractor can deliver its written appeal request to the prequalification decision on or before 5:00 p.m. on the fifth business day after the date that the Notice of Prequalification was mailed. That appeal must follow all requirements listed in the City's Notice of Appeal, which the City shall send with its Notice of Prequalification. Without a timely appeal, the contractor waives all rights to challenge the City's decision by administrative, judicial or any other legal process or proceeding. If this type of appeal is filed, bids will remain sealed until final City action is taken on that appeal.

POST-BID CONSIDERATIONS. Neither the fact of prequalification nor any prequalification rating will preclude the City from a post-bid consideration and determination of whether a contractor has the quality, fitness, capacity, and experience to satisfactorily perform the proposed work and has demonstrated the requisite trustworthiness.

BID PACKETS. Bid packets, Project plans, and specifications will be available at a later time.

QUESTIONS. For questions regarding the prequalification process, please mail, email or personally deliver written questions to Renee Hatcher by 5:00 p.m. on March 19, 2020, referencing "Prequalification Packet for the New Scale House Replacement of Truck Weigh Scales Project PW 20-59." Ms. Hatcher can be reached at renee.hatcher@oxnard.org or at the address listed above for Oxnard City Hall. Questions received after this deadline will be disregarded. Any response will be made only in writing to all contractors who have obtained a prequalification questionnaire directly from CyberCopy or Renee Hatcher at that time. No oral response shall be binding.

SUBCONTRACTORS. The City may require one or more of the following: the qualification of subcontractors in particular crafts or trades following acceptance of contractor's bid but before the award is made; the prequalification of all subcontractors; the prequalification of subcontractors in certain crafts; or a post-bid qualification review.

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