



**City of Sonoma  
INFORMAL BIDDING  
ANNUAL PRE-QUALIFICATION APPLICATION FOR 2019**

The Contractor listed below requests to be included in the City of Sonoma 2019 List of Pre-Qualified Contractors to receive Notices Inviting Informal Bids pursuant to Section 3.04.080 of the Sonoma Municipal Code and Section 22032 of the California Public Contract Code

**Instructions:** Please read and complete this form in its entirety. Include all requested information. (Type or print)

**Business Contact Information**

NAME OF COMPANY:		
DBA (If any):	FEDERAL TAX ID NO:	
<input type="checkbox"/> CORPORATION	<input type="checkbox"/> PARTNERSHIP	<input type="checkbox"/> SOLE PROPRIETOR
CONTACT NAME:		TITLE:
BUSINESS MAILING ADDRESS:		
CITY:	STATE:	ZIP:
BUSINESS PHONE:	BUSINESS FAX:	
EMAIL:		

**Contractor License Information**

CA CONTRACTORS LICENSE NUMBER:

*(Check each trade Category/Classification in which you are licensed and wish to receive informal bid notifications.)*

LICENSE CATEGORY	CLASS	LICENSE CATEGORY	CLASS
<input type="checkbox"/> General Engineering	A	<input type="checkbox"/> Masonry	C-29
<input type="checkbox"/> General Building	B	<input type="checkbox"/> Ornamental Metals	C-23
<input type="checkbox"/> Boiler, Hot Water Heating & Steam Fitting	C-4	<input type="checkbox"/> Painting & Decorating	C-33
<input type="checkbox"/> Building Moving, Demolition	C-21	<input type="checkbox"/> Parking & Highway Improvement	C-32
<input type="checkbox"/> Cabinet, Mill Work & Finish Carpentry	C-6	<input type="checkbox"/> Pipeline	C-34
<input type="checkbox"/> Concrete	C-8	<input type="checkbox"/> Plumbing	C-36
<input type="checkbox"/> Construction Zone Traffic Control	C-31	<input type="checkbox"/> Refrigeration	C-38
<input type="checkbox"/> Drywall	C-9	<input type="checkbox"/> Roofing	C-39
<input type="checkbox"/> Earthwork & Paving	C-12	<input type="checkbox"/> Sanitation System	C-42
<input type="checkbox"/> Electrical (General)	C-10	<input type="checkbox"/> Sheet Metal	C-43
<input type="checkbox"/> Electrical (Signs)	C-45	<input type="checkbox"/> Solar	C-46
<input type="checkbox"/> Elevator Installation	C-11	<input type="checkbox"/> Steel, Reinforcing	C-50
<input type="checkbox"/> Fencing	C-13	<input type="checkbox"/> Steel, Structural	C-51
<input type="checkbox"/> Fire Protection	C-16	<input type="checkbox"/> Swimming Pool	C-53
<input type="checkbox"/> Flooring & Floor Control	C-15	<input type="checkbox"/> Tile (Ceramic & Mosaic)	C-54
<input type="checkbox"/> Glazing	C-17	<input type="checkbox"/> Warm Air Heating, Ventilating & Air Conditioning	C-20
<input type="checkbox"/> Insulation & Acoustical	C-2	<input type="checkbox"/> Water Conditioning	C-55
<input type="checkbox"/> Landscaping	C-27	<input type="checkbox"/> Welding	C-60
<input type="checkbox"/> Lathing & Plastering	C-35	<input type="checkbox"/> Well Drilling	C-57
<input type="checkbox"/> Lock & Security Equipment	C-28	<input type="checkbox"/> Asbestos Certification	ASB
<input type="checkbox"/> Low Voltage Systems	C-7	<input type="checkbox"/> Hazardous Substance Removal	HAZ
<input type="checkbox"/> Limited Specialty	C-61	D-	Specialty?:

Contractor will be disqualified for any untrue statement.

**Requirements for Pre-Qualification**

[Contractor will not be qualified if answer to questions 1) through 3) is No, or 4) through 7) is Yes]		Yes	No
1) Have you verified with your insurance carrier that your firm carries the type and amounts of insurance coverage required by the City of Sonoma in Attachment A (below)?	<input type="checkbox"/>	<input type="checkbox"/>	
2) Have you verified with your insurance carrier that the insurance endorsements and form of the insurance will meet the City of Sonoma requirements set forth in Attachment A (below)?	<input type="checkbox"/>	<input type="checkbox"/>	
3) Has your company registered with the Department of Industrial Relations pursuant to the new Public Works Contractor Registration Law (SB 854)? [Effective July 1, 2014 and required for contractor's bidding public works projects - For more information go to the following web page: <a href="http://www.dir.ca.gov/Public-Works/Contractors.html">http://www.dir.ca.gov/Public-Works/Contractors.html</a> ]	<input type="checkbox"/>	<input type="checkbox"/>	
4) Has a surety company completed a contract on contractor's behalf, or paid for completion of a project because the contractor was terminated for default by the project owner within the last five (5) years?	<input type="checkbox"/>	<input type="checkbox"/>	
5) Has your contractor's license been suspended or revoked at any time during the last five (5) years?	<input type="checkbox"/>	<input type="checkbox"/>	
6) Are you currently ineligible to: bid on, be awarded, or perform as a subcontractor on a public works contract pursuant to either Labor Code Section 1777.1 (violation of public works labor laws) or Labor Code Section 1777.7 (violation of apprentice requirements)?	<input type="checkbox"/>	<input type="checkbox"/>	
7) At any time during the last ten (10) years, has your firm or any of its owners or officers been convicted of a crime involving the bidding, awarding or performance of a contract for a project?	<input type="checkbox"/>	<input type="checkbox"/>	

**Compliance with Civil and Criminal Law**

[Contractor may, after further investigation by the City, be disqualified for unsatisfactory answers.]		Yes	No
8) Is your firm currently, or has it been, the debtor in a bankruptcy case?	<input type="checkbox"/>	<input type="checkbox"/>	
9) Has any contractor's license held by your firm or a Responsible Managing Employee (RME) or Responsible Managing Officer (RMO) been suspended by the Contractor's State License Board (CSLB)?	<input type="checkbox"/>	<input type="checkbox"/>	
10) Has your firm been assessed and required to pay liquidated damages for a project under contract with either a public or private owner?	<input type="checkbox"/>	<input type="checkbox"/>	
11) Has your firm been denied an award of a public works contract based on a finding by a public agency that your firm was not a responsible bidder?	<input type="checkbox"/>	<input type="checkbox"/>	
12) Has any claim concerning your firm's work on a construction project been filed in court or arbitration?	<input type="checkbox"/>	<input type="checkbox"/>	
13) Has your firm ever been declared by a judge or arbitrator to be in default of a construction contract?	<input type="checkbox"/>	<input type="checkbox"/>	
14) Has any surety made any payments on your firm's behalf as a result of a default to satisfy a claim made against a performance or payment bond issued on contractor's behalf in connection with a construction project?	<input type="checkbox"/>	<input type="checkbox"/>	
15) Has any insurance carrier, for any form of insurance, refused to renew your firm's insurance policy?	<input type="checkbox"/>	<input type="checkbox"/>	
16) Has there ever been a period of time when your firm had no surety bond in place during a public construction project when one was required?	<input type="checkbox"/>	<input type="checkbox"/>	
17) Has your firm been cited or assessed a penalty by Cal/OSHA or Federal OSHA?	<input type="checkbox"/>	<input type="checkbox"/>	
18) Has your firm, on more than one occasion during the last five (5) years, been required to pay either back wages or penalties for failure to comply with the state's prevailing wage laws or the federal Davis- Bacon prevailing wage requirements?	<input type="checkbox"/>	<input type="checkbox"/>	
19) At any time during the last five (5) years, has your firm been found to have violated any provision of California apprenticeship laws or regulations, or the laws pertaining to use of apprentices to your firm for use on any public work project?	<input type="checkbox"/>	<input type="checkbox"/>	

If the answer to any question numbered 8-19 above is "Yes" please explain below:

Question Number	Explanation

Public Works Experience	Yes	No
20) Has your company engaged in a contract subject to California prevailing wage or Davis-Bacon Act wage rate requirements within the past 5 years?	<input type="checkbox"/>	<input type="checkbox"/>

### Declaration

The undersigned is duly authorized to execute this Informal Bidding Pre-Qualification Application on behalf of the above-identified Contractor. The undersigned further warrants and represents that he/she has personal knowledge of each of the responses to this Informal Bidding Pre-Qualification Application and/or that he/she has conducted all necessary and appropriate inquiries to determine the truth, completeness and accuracy of responses to this Informal Bidding Pre-Qualification Application.

The undersigned declares that the responses to this Informal Bidding Pre-Qualification Application are complete and accurate, that there are no omissions of material fact or information that render any response to be false or misleading and there are no misstatements of fact in any of the responses. The undersigned acknowledges and agrees that if the City determines any response herein to be false or misleading, or contains misstatements of fact, or is determined to be detrimental to the best interests of the City, the Contractor named above will not be deemed qualified to participate in the City's Informal Bidding procedures.

I declare under penalty of perjury under California law that the foregoing is true and correct.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Typed or printed name)

\_\_\_\_\_  
(Title)

RETURN THE COMPLETED APPLICATION BY MAIL OR FAX TO:

City of Sonoma City Clerk  
#1 the Plaza,  
Sonoma, CA 95476  
FAX: 707-938-8775

## Typical Minimum Contract and Insurance Requirements

### Typical Minimum Contract Requirements for Informally Bid Projects

(Please note that these are only some of the more common minimum contract requirements for informal bidding. Actual contract requirements will vary depending on the nature of the project and the type and scope of work.)

1. Prevailing Wages

Pursuant to California Labor Code Section 1770, contractors performing public works projects shall pay not less than the prevailing wage rate, pursuant to Labor Code Section 1773.

2. Business License

A City of Sonoma business license is required for all contractors, subcontractors, material suppliers and others who transact and carry on any business, trade, profession, calling or occupation in the City.

3. Bonds

Depending on the size and type of the project a Performance Bond, Payment Bond and/or Maintenance Bond may be required.

4. Non-Collusion Affidavit

Contractors for informally bid projects must sign a Non-Collusion Affidavit.

5. Contractor's License

Pursuant to the provisions of California Public Contract Code Section 3300, the contractor shall hold a valid California contractor's license, with the appropriate trade classification, at the time of contract award.

6. Compliance with Laws

The Contractor shall be subject to all federal state and local laws and codes applicable to the project.

### Typical Minimum Insurance Requirements for Contractors

The Contractor shall procure and maintain, for the duration of a contract, insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of work by the Contractor, his agents, representatives, employees or subcontractors.

7. Minimum Scope of Insurance

Coverage shall be at least as broad as:

- a. Insurance Services Office Commercial General Liability coverage (occurrence form CG 00 01).
- b. Insurance Services Office form number CA 0001 covering Automobile Liability, Code 1 (any auto).
- c. Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance.
- d. Coverage shall not extend to any indemnity coverage for the active negligence of the additional insured in any case where an agreement to indemnify the additional insured would be invalid under Subsection (b) of Section 2782 of the Civil Code. *(Not required if Course of Construction insurance is waived)*
- e. Course of Construction insurance covering for "all risks" of loss. *(Course of Construction insurance may be waived by City depending on construction risk)*

8. Minimum Limits of Insurance

Contractor shall maintain limits no less than:

- a. General Liability: \$2,000,000 *(\$5,000,000 may be required for projects determined by the City to be high risk)* per occurrence for bodily injury, personal injury and property damage including operations, products and completed operations. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
- b. Automobile Liability: \$1,000,000 per accident for bodily injury and property damage. *(\$2,000,000 minimum for public works projects located in public streets.)*
- c. Employer's Liability: \$1,000,000 per accident for bodily injury or disease.
- d. Course of Construction: Completed value of the project with no co-insurance penalty provisions. *(Course of Construction insurance may be waived by City depending on construction risk)*

9. Deductibles and Self-Insured Retentions

- a. Any deductibles or self-insured retentions must be declared to and approved by the City. At the option of the City, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the City, its officers, officials, employees and volunteers; or the Contractor shall provide a financial guarantee satisfactory to the City guaranteeing payment of losses and related investigations, claim administration and defense expenses.

10. Other Insurance Provisions

The general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:

- a. The City, its officers, officials, employees, and volunteers are to be covered as additional insureds with respect to liability arising out of automobiles owned, leased, hired or borrowed by or on behalf of the Contractor: and with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts or equipment furnished in connection with your work or operations. General liability coverage shall be provided in the form of an endorsement to the Contractor's insurance or as a separate Owner's policy.
- b. For any claims related to this project, the Contractor's insurance coverage shall be primary insurance as respects the City, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees, or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.
- c. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be canceled by either party, except after ten (10) days' prior written notice given to the City.
- d. Coverage shall not extend to any indemnity coverage for the active negligence of the additional insured in any case where an agreement to indemnify the additional insured would be invalid under Subdivision (b) of Section 2782 of the Civil Code.

11. Course of construction policies, when required, shall contain the following provisions:

- a. The City shall be named as loss payee.
- b. The insurer shall waive all rights of subrogation against the City.

12. Waiver of Subrogation

The Contractor's workers' compensation policy and general liability policy shall be endorsed with a waiver of subrogation. The insurance company, in its endorsement, agrees to waive all rights of subrogation against the City, its officers, officials, employees and volunteers for losses paid under the terms of these policies which arise from the work performed by or on behalf of the named insured for the City.

13. Acceptability of Insurers

Insurance is to be placed with insurers either admitted to conduct insurance business in California and with a current A. M. Best rating of no less than A:VII or other (non-California admitted) insurance business with a current A. M. Best rating of no less than A+:X.

14. Verification of Coverage

Contractor shall furnish the City with original certificates and amendatory endorsements effecting coverage required by this clause. All certificates and endorsements are to be received and approved by the City before work commences. The City reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications at any time.

15. Subcontractors

Contractor shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.