

**\*\*\* REMOVE THIS INSTRUCTION PAGE PRIOR TO DISTRIBUTION\*\*\***

## Why Use a Fillable Form?

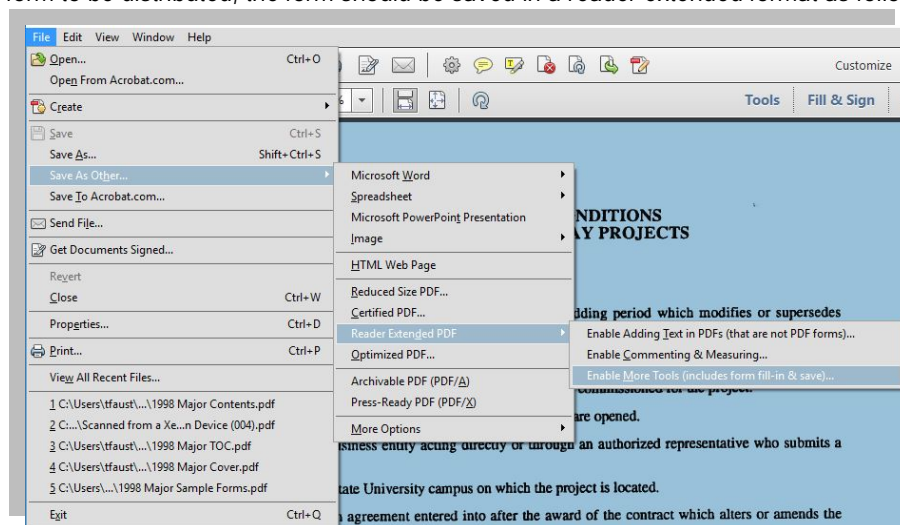
- Campus/Chancellor's Office will obtain uniform responses.
- Form is optimized to be filled out electronically.
- Precautions are embedded in the form to prevent contractor data entry mistakes.
- Firms that do not meet the desired criteria will learn immediately, thereby eliminating unnecessary applications.

## Customizing the Form

- All information entered by the Contractor/Subcontractor will appear in **BLUE** text.
- The **BLACK** text in the form cannot be edited for uniformity. Any information that can be tailored to a specific project is in **RED** text.
- Any information in **RED** text is to be edited by the Campus prior to distributing to the contractors. Once the text has been appropriately edited, it can be locked and the text color will change to **BLACK** to correspond with the rest of the document and locked to prevent the Contractors from editing it.
  - Edit **RED** text for specific project/campus information and desired qualifications.
  - Click "Tools" → "Forms" → "Edit" → Right click on desired Text Box → "Properties" → "General" → Check the "Read Only box in the lower right hand corner → "Appearance" → Change text color to black → "Close"  
Repeat this process until all the **RED** text boxes have been edited.

## Distributing the Form

- All JOC Supplemental Prequalification Questionnaires should be distributed to prospective bidders electronically, after the above edits have been made.
- Distributed forms should not contain any remaining **RED** text.
- When saving the form to be distributed, the form should be saved in a reader extended format as follows:



FOR ASSISTANCE WITH ANY OF THE ABOVE, CONTACT COCM.PREQUAL@CALSTATE.EDU

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## SUPPLEMENTARY PREQUALIFICATION FORM

Bidders for the above contract must be prequalified with the Trustees. Contractors shall register and log in to "PlanetBids" to apply for prequalification at <http://www.calstate.edu/contractor-prequalification>, and shall have a prequalification rating of at least \_\_\_\_\_ to bid this contract. Bidders must also meet the criteria contained in this Supplementary Prequalification Form in order to bid this contract. All bidders shall provide the information requested hereon and submit to the Prequalification Coordinator at the California State University, Chancellor's Office, via e-mail to [cocm.prequal@calstate.edu](mailto:cocm.prequal@calstate.edu) ten business days prior to bid opening date.

Firm Name: \_\_\_\_\_ CSLB License Number: \_\_\_\_\_

The undersigned declares under penalty of perjury under the laws of the State of California that the information provided on and attached to this form is true and correct.

Executed on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_, California.

Signature of Applicant \_\_\_\_\_ Printed Name, Title \_\_\_\_\_

### A. CONTRACTOR LICENSE HISTORY

Yes      No

### B. JOB ORDER CONTRACT PROJECT EXPERIENCE

If your firm has performed a job order contract anywhere in California, provide the following information for each job order contract held in the past five years (use additional sheets if necessary).

Owner/Agency name, location:	Contract start date:
Owner's contact name:	Contract completion date:
Contact current phone no.:	Minimum contract value:
Contact current e-mail address:	Maximum possible contract value:
Were claims filed? Yes      (attach explanation) No	Actual amount of total contract*:

\*If actual amount is less than 80% of Max give reason for lower value:

Owner/Agency name, location:	Contract start date:
Owner's contact name:	Contract completion date:
Contact current phone no.:	Minimum contract value:
Contact current e-mail address:	Maximum possible contract value:
Were claims filed? Yes      (attach explanation) No	Actual amount of total contract*:

\*If actual amount is less than 80% of Max give reason for lower value:

Owner/Agency name, location:	Contract start date:
Owner's contact name:	Contract completion date:
Contact current phone no.:	Minimum contract value:
Contact current e-mail address:	Maximum possible contract value:
Were claims filed? Yes      (attach explanation) No	Actual amount of total contract*:

\*If actual amount is less than 80% of Max give reason for lower value:

Owner/Agency name, location:	Contract start date:
Owner's contact name:	Contract completion date:
Contact current phone no.:	Minimum contract value:
Contact current e-mail address:	Maximum possible contract value:
Were claims filed? Yes      (attach explanation) No	Actual amount of total contract*:

\*If actual amount is less than 80% of Max give reason for lower value:

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

**C. CONCURRENT PROJECT EXPERIENCE (PART 1)****Failure to provide this information will result in disqualification of your firm from bidding this contract.**

1) Owner/Agency name, location:	Project name, description:	
Owner's contact name:	Completed contract value:	
Contact current phone no.:	Start date:	Completion date:
Contact current e-mail address:	Completed on time?	Were claims filed?
2) Owner/Agency name, location:	Project name, description:	
Owner's contact name:	Completed contract value:	
Contact current phone no.:	Start date:	Completion date:
Contact current e-mail address:	Completed on time?	Were claims filed?
3) Owner/Agency name, location:	Project name, description:	
Owner's contact name:	Completed contract value:	
Contact current phone no.:	Start date:	Completion date:
Contact current e-mail address:	Completed on time?	Were claims filed?
4) Owner/Agency name, location:	Project name, description:	
Owner's contact name:	Completed contract value:	
Contact current phone no.:	Start date:	Completion date:
Contact current e-mail address:	Completed on time?	Were claims filed?
5) Owner/Agency name, location:	Project name, description:	
Owner's contact name:	Completed contract value:	
Contact current phone no.:	Start date:	Completion date:
Contact current e-mail address:	Completed on time?	Were claims filed?

**C. CONCURRENT PROJECT EXPERIENCE (PART 2)**

The five projects listed in above Section C, are required to be performed concurrently. Select the applicable years from the dropdown menus. Mark each box for the month of construction start under the year it started, and continue marking until you reach the year and month of completion. At some point in construction, all five projects must have been under construction at the same time (*at least one month column should be completely filled vertically*).

**Failure to provide this information will result in disqualification of your firm from bidding this contract.****Construction Duration**

Year																								
Project / Month	Jan	Feb	Mar	Apr	Ma	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	Ma	Jun	Jul	Aug	Sept	Oct	Nov	Dec
1																								
2																								
3																								
4																								
5																								