

# ANNOUNCEMENT OF PRE-QUALIFICATION PROCEDURES AND OPEN DATES FOR ANNUAL PRE-QUALIFICATION

Notice is hereby given that the Novato Unified School District has determined that all prospective bidders on its Measure G construction projects must be pre-qualified prior to submitting bids. **To be considered for pre-qualification for Measure G projects, prospective bidders must hold one or more of the following California State Contractors Licenses: A, B, C-4, C-7, C-10, C-16, C-20, C-34, C-36, C-38, C-42, C-43, and C-46.** Pre-qualification is not a guarantee that contractors will be allowed to bid the projects. Certain projects may impose additional experience requirements. No bid will be accepted from a Contractor that has failed to comply with these requirements. If two or more business entities submit a bid on a project as a Joint Venture or expect to submit a bid as part of a Joint Venture, each entity within the Joint Venture must be separately qualified to bid.

Completed pre-qualification packages may be submitted two times a year: **(1) from March 15th through March 25th ; and (2) from October 15th through October 25th.** If the ending date falls on a **Sunday, packages will be due the next day no later than 12 noon.**

Contractors who submit a complete pre-qualification package will be notified by email of their qualification status, such notice to be sent no later than ten business days after the final deadline date of each submission period. The Novato Unified School District's decision will be based on objective evaluation criteria. Pre-qualification approval will remain valid for one (1) calendar year from the date of notice of qualification, except that the Novato Unified School District reserves the right during that calendar year to adjust, increase, limit, suspend or rescind the pre-qualification ratings based on subsequently learned information and after giving notice of the proposed action to the Contractor and an opportunity for a hearing consistent with the hearing procedures described below for appealing a pre-qualification determination.

To request pre-qualification packets for Measure G projects, contact District Construction Managers, Greystone West Company by email at [marcus@greystonewest.com](mailto:marcus@greystonewest.com) or download it from their website at [www.greystonewest.com](http://www.greystonewest.com). The completed prequalification questionnaire, financial statements and supporting documents must be submitted on or before 4:00 pm on the closing dates of the prequalification. **Respondents to the prequalification must email their submittal in PDF format to: Marcus Armstrong Brown at [marcus@greystonewest.com](mailto:marcus@greystonewest.com) and followed up with one hard copy of the prequalification package in a sealed envelope marked "CONFIDENTIAL – Prequalification Package" to:**

Novato Unified School District  
Facilities Office – Room 105  
Attn: Joshua Braff, Chief Financial Officer  
1015 Seventh Street  
Novato, CA 94945

The pre-qualification packages (questionnaire answers and financial statements) submitted by Contractors are not public records and are not open to public inspection. State law requires that the names of Contractors applying for pre-qualification status shall be public records subject to disclosure, and the first page of the questionnaire will be used for that purpose.

Each questionnaire must be signed under penalty of perjury in the manner designated at the end of the form, 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 Novato Unified School District and provide updated accurate information in writing, under penalty of perjury. Novato Unified School District reserves the right to waive minor irregularities and omissions in the information contained in the pre-qualification application submitted, to make all final determinations, and to determine at any time that the pre-qualification procedures will not be applied to a future public works project. A Contractor who has submitted a completed application form, and who receives a rating of "not qualified" from Novato Unified School District may appeal that determination. There is no appeal from a finding that a Contractor is not pre-qualified because of a failure to submit required information, but re-application during one of the designated time periods is permitted.

**Note:** A Contractor may be found not pre-qualified for bidding on a specific public works contract to be let by Novato Unified School District, or on all contracts to be let by Novato Unified School District until the Contractor meets Novato Unified School District's requirements. In addition, a Contractor may be found not pre-qualified for either:  
(1) Omission of requested information or  
(2) Falsification of information

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