

**NOTICE REQUESTING
PRE-QUALIFICATION OF BIDDERS**

FOR

**COSUMNES COMMUNITY SERVICES DISTRICT
(CCSD)
ADMINISTRATION BUILDING – REMODEL
8820 ELK GROVE BLVD.
ELK GROVE, CA 95624**

**NOTICE REQUESTING PRE-QUALIFICATION OF BIDDERS FOR
COSUMNES COMMUNITY SERVICES DISTRICT (CCSD) ADMINISTRATION
BUILDING - REMODEL**

Notice is hereby given that CCSD has determined that all bidders on *CCSD Administration Building - Remodel* to be undertaken by the CCSD must be pre-qualified prior to submitting a bid on that project. It is mandatory that all Contractors who intend to submit a bid, fully complete the pre-qualification questionnaire, provide all materials requested herein, and be approved by CCSD 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 business entities submit a bid as part of 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. The last date to submit a fully completed questionnaire is February 15, 2017 and no later than 3:00 pm. Contractors are encouraged to submit pre-qualification packages as soon as possible, so that they may be notified of omissions of information to be remedied or of their pre-qualification status well in advance of the bid advertisement for this project.

PRE-QUALIFICATION PACKAGE

DUE DATE:

February 15, 2017 and no later than 3:00 pm

SUBMIT, UNDER SEAL MARKED TO:

**“CONFIDENTIAL”
ATTN: Priscilla Oliver,
Construction Project Manager
COSUMNES COMMUNITY SERVICES
DISTRICT
9355 E. Stockton Blvd., Suite 185
ELK GROVE, CA 95624
UNTIL 3:00 PM (LOCAL TIME)**

This estimated \$7M - \$9M project addresses the remodel of the CCSD Administration Building located at 8820 Elk Grove Boulevard, Elk Grove, CA. A fire in February, 2015 caused significant damage to the building requiring repairs and reconfiguration in order to return the building to a useful life as the administrative headquarters for the Cosumnes Community Services District.

While retaining a significant portion of the historically significant brick exterior walls, much of the damaged roof, building systems and interiors will be replaced with new construction in order to transform the building into contemporary and efficient office space. The project includes code required upgrades to the structural systems and Title 24 improvements to the thermal performance and ADA accessibility throughout. The roughly 27,000 sf project includes work on the main level and a partial basement level.

In addition to the work at the building there are numerous site utility, site circulation and landscape improvements within the surrounding landscape frontage and parking areas surrounding the building. Answers to questions contained in the attached questionnaire, information about current bonding capacity, notarized statement from surety, and the most recent reviewed or audited financial statements, with accompanying notes and supplemental information, are required. CCSD will use these documents as the basis of rating Contractors. CCSD reserves the right to check other sources available. CCSD's decision will be based on objective evaluation criteria.

The anticipated project schedule is summarized as follows:

DATE	Milestone
January 18, 2017	Pre-qualification Public Notice published
January 25, 2017	Pre-qualification documents available on CSD website and Building Exchanges
February 1, 2017	District authorizes bid process
February 15, 2017	Pre-qualification documents due to CSD
February 15-24, 2017	District prepares list of qualified bidders for contractors
March 18, 2017	Last day for Contractor's to appeal Districts decision regarding pre-qualification status
March 1-28, 2017	Project bid period
April 19, 2017	District awards contract
April 20-May 31, 2017	District issues Notice to Proceed
June 1, 2017-July 31, 2018	CONSTRUCTION
August 1, 2018	COMPLETION OF PROJECT

CCSD reserves the right to adjust, increase, limit, suspend or rescind the pre-qualification rating based on subsequently learned information. Contractors whose rating changes sufficient to disqualify them will be notified, and given an opportunity for a hearing consistent with the hearing procedures described below for appealing a pre-qualification rating.

While it is the intent of the pre-qualification questionnaire and documents required therewith to assist CCSD in determining bidder responsibility prior to bid and to aid CCSD in selecting the lowest responsible bidder, neither the fact of pre-qualification, nor any pre-qualification rating, will preclude CCSD from a post-bid consideration and determination of whether a bidder has the quality, fitness, capacity and experience to satisfactorily perform the proposed work, and has demonstrated the requisite trustworthiness.

The pre-qualification packages are available on-line: <http://www.yourcsd.com/152/Doing-Business-with-CSD> it is the Contractor's responsibility to obtain, complete, and submit the original and three copies DUE February 15, 2017 and no later than 3:00 pm and should be submitted, under seal and marked "CONFIDENTIAL", to ATTN: Priscilla Oliver, Construction Project Manager, 9355 E. Stockton Blvd., Suite 185, Elk Grove, CA 95624.

The pre-qualification packages (questionnaire answers and financial statements) submitted by Contractors are not public records and are not open to public inspection. All information provided will be kept confidential to the extent permitted by law. However, the contents may be disclosed to third parties for purpose of verification, or investigation of substantial allegations, or in the appeal hearing. 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 *CCSD* and provide updated accurate information in writing, under penalty of perjury.

CCSD reserves the right to waive minor irregularities and omissions in the information contained in the pre-qualification application submitted, to make all final determinations.

Contractors may submit pre-qualification packages during regular working hours on any day that the offices of *CCSD* are open. Contractors who submit a complete pre-qualification package will be notified of their qualification status no later than ten business days after submission of the information.

CCSD may refuse to grant pre-qualification where the requested information and materials are not provided, or not provided by no later than 3:00 pm on February 15, 2017. There is no appeal from a refusal for an incomplete or late application, but re-application for a later project is permitted. The closing time for bids will not be changed in order to accommodate supplementation of incomplete submissions, or late submissions.

Where a timely and completed application results in a rating below that necessary to pre-qualify, an appeal can be made. An appeal is begun by the Contractor delivering notice to *CCSD* of its appeal of the decision with respect to its pre-qualification rating, no later than ten business days prior to the closing time for the receipt of bids for this public works project. Without a timely appeal, the Contractor waives any and all rights to challenge the decision of *CCSD*, whether by administrative process, judicial process or any other legal process or proceeding.

If the Contractor gives the required notice of appeal and requests a hearing, the hearing shall be conducted so that it is concluded no later than five business days after *CCSD*'s receipt of the notice of appeal, and no later than five business days prior to the last date for the receipt of bids on the project. The hearing shall be an informal process conducted by a panel to which the *CCSD* Board of Directors has delegated responsibility to hear such appeals (the "Appeals Panel"). At or prior to the hearing, the Contractor will be advised of the basis for *CCSD*'s pre-qualification determination. The Contractor will be given the opportunity to present information and present reasons in opposition to the rating. Within one day after the conclusion of the hearing, the Appeals Panel will render its decision. It is the intention of *CCSD* that the date for the submission and opening of bids will not be delayed or postponed to allow for completion of an appeal process.

Please contact Priscilla Oliver, Construction Project Manager by email at PriscillaOliver@YourCSD.com regarding questions pertaining to this Project.

**PRE-QUALIFICATION
QUESTIONNAIRE**

FOR

**COSUMNES COMMUNITY SERVICES DISTRICT
(CCSD)
ADMINISTRATION BUILDING – REMODEL
8820 ELK GROVE BLVD.
ELK GROVE, CA 95624**

January 25, 2017

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INSTRUCTIONS

Each Contractor wishing to bid on the contract to construct the Cosumnes Community Services District Administration Building - Remodel (hereafter "Project") must fully complete the pre-qualification package ("Pre-qualification Package"), including but not limited to, the Statement of Qualifications questionnaire, provide all information and materials requested and satisfy the pre-qualification criteria. Attach additional sheets as needed to provide complete responses.

The names of all pre-qualified Contractors who may bid on the Project will be listed in the Project bid documents.

As provided in Public Contract Code Section 20101, completed Pre-qualification Packages and financial information are not public records and will not be open to public inspection. All information provided will be kept confidential to the extent permitted by law. The Cosumnes Community Services District ("District") reserves the right to reject any and all submittals and to waive any irregularities in the information contained herein.

Each Pre-qualification Package must be completed with all information requested and be signed under penalty of perjury by an individual who has the legal authority to bind the Contractor on whose behalf that person is signing. The District must receive all Pre-qualification Packages and materials requested therein by the date and time stated in the Notice Requesting Pre-qualification of Bidders ("Notice"). Pre-qualification Packages received after that time will be returned unopened, and the Contractor will not be eligible to participate in bidding for the contract to construct the Project. Incomplete or unsigned Pre-qualification Packages will be returned without review and the Contractor will not be eligible to participate in bidding for the contract to construct the Project.

The pre-qualification of prospective bidders will be determined by evaluation of the information submitted by prospective bidders. The District may verify any or all information provided in completed Pre-qualification Package, consider information provided by sources other than the prospective bidder, and conduct such investigations as the District deems appropriate to assist in the evaluation of contractor's responsibility, qualifications and financial capacity.

If the Contractor seeking pre-qualification has not been in business for the time period for which information is requested, it shall submit information on predecessor entities covering that time period. This requirement applies to joint ventures, who shall submit information on each of the joint venture entities for the specified time period for which information is requested.

The District will evaluate all completed Pre-qualification Packages on a Pass/Fail basis as well as a points-based rating system. In order to pre-qualify for this Project, Contractor must obtain a "Pass" rating on all of the criteria set forth in Part I and meet the minimum rating requirements of the District for Parts II through V. Those Contractors who do not obtain a "Pass" rating for all of the criteria in Part I will not be pre-qualified to participate in bidding for the contract to construct the Project regardless of the scores obtained in Parts II through V.

The contract for construction of the Project may be awarded, if at all, to the responsible, pre-qualified Contractor submitting the lowest responsive bid. Neither issuing the Notice nor any

other activity related to the pre-qualification process, obligates the District to award a contract for construction of the Project to a particular Contractor, or at all.

The District reserves the right to reject any or all Pre-qualification Packages and to waive any irregularities in any Pre-qualification Package submittal. The District reserves the right to determine that any Contractor is not qualified at any time before or after the Pre-qualification Packages are received and evaluated if it finds that information provided in the response to the Notice is materially inaccurate or false, or upon evidence of collusion or other illegal practices on the part of a contractor.

If any information provided by a prospective Contractor becomes inaccurate, the party who provided the information must immediately notify the District and provide updated accurate information in writing and under penalty of perjury.

The District will notify prospective Contractors of the result of the pre-qualification process in writing.

Any objection to the pre-qualification materials, or explanation desired by a prospective Contractor regarding the meaning or interpretation of the Pre-qualification Package and related materials, must be requested in writing by first-class mail, e-mail or facsimile, before 5:00 p.m., March 28, 2008. Oral explanations or instructions will not be binding unless issued as a formal addendum to the Pre-qualification Package. Any information provided to any prospective Contractor concerning a solicitation will be furnished to all prospective contractors who requested a Pre-qualification Package. By submitting a completed Pre-qualification Package, the prospective Contractor waives any and all objections to the form and content of the Pre-qualification Package.

Contractors should submit questions via email regarding the Pre-qualification Package to the District's Construction Project Manager as follows:

Pre-qualification Response, Administration Building - Remodel
Priscilla Oliver, Construction Project Manager
PriscillaOliver@YourCSD.com

CONTACT INFORMATION

Firm Name: _____ Check One: Corporation
(As it appears on license) Partnership
 Sole Prop.

Contact Person: _____

Address: _____

Phone: _____ Fax: _____

Email Address: _____

If firm is a sole proprietor or partnership:

Owner(s) of Company _____

Contractor's License and DIR Number(s):

DIR # _____

PART I. ESSENTIAL REQUIREMENTS FOR QUALIFICATION

Contractor will be immediately disqualified if the answer to any of questions 1 through 5 is “no.”

Contractor will be immediately disqualified if the answer to any of questions 6, 7, 8 or 9 is “yes.” If the answer to question 8 is “yes,” and if debarment would be the sole reason for denial of pre-qualification, any pre-qualification issued will exclude the debarment period.

1. Contractor possesses a valid and current California Contractor’s license for the project or projects for which it intends to submit a bid.
 Yes No
2. Contractor possesses a valid DIR number for the project or projects for which it intends to submit a bid.
 Yes No
3. Contractor has a liability insurance policy with a policy limit of at least \$1,000,000 per occurrence and \$2,000,000 aggregate.
 Yes No
3. Contractor has current workers’ compensation insurance policy as required by the Labor Code or is legally self-insured pursuant to Labor Code section 3700 et. seq.
 Yes No Contractor is exempt from this requirement, because it has no employees
4. Have you attached your latest copy of a reviewed or audited financial statement with accompanying notes and supplemental information?
 Yes No

NOTE: A financial statement that is not either reviewed or audited is not acceptable. A letter verifying availability of a line of credit may also be attached; however, it will be considered as supplemental information only, and is not a substitute for the required financial statement.

5. Have you attached a notarized statement from an admitted surety insurer (approved by the California Department of Insurance) and authorized to issue bonds in the State of California, which states: (a) that your current bonding capacity is sufficient for the project for which you seek pre-qualification if you are seeking pre-qualification for a single project; or (if you are seeking pre-qualification valid for a year) (b) your current available bonding capacity?
 Yes No

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

6. Has your contractor’s license been revoked at any time in the last five years?
 Yes No

7. Has a surety firm completed a contract on your behalf, or paid for completion because your firm was default terminated by the project owner within the last five (5) years?
 Yes No

8. At the time of submitting this pre-qualification form, is your firm ineligible to bid on or be awarded a public works contract, or perform as a subcontractor on a public works contract, pursuant to either Labor Code section 1777.1 or Labor Code section 1777.7?
 Yes No

If the answer is "Yes," state the beginning and ending dates of the period of debarment:

9. At any time during the last five years, has your firm, or any of its owners or officers been convicted of a crime involving the awarding of a contract of a government construction project, or the bidding or performance of a government contract?
 Yes No

PART II. ORGANIZATION, HISTORY, ORGANIZATIONAL PERFORMANCE, COMPLIANCE WITH CIVIL AND CRIMINAL LAWS

A. Current Organization and Structure of the Business

For Firms That Are Corporations:

1a. Date incorporated: _____

1b. Under the laws of what state: _____

1c. Provide all the following information for each person who is either (a) an officer of the corporation (president, vice president, secretary, treasurer), or (b) the owner of at least ten per cent of the corporation's stock.

Name	Position	Years with Co.	% Ownership	Social Security #

1d. Identify every construction firm that any person listed above has been associated with (as owner, general partner, limited partner or officer) at any time during the last five years.

NOTE: For this question, "owner" and "partner" refer to ownership of ten per cent or more of the business, or 10 per cent or more of its stock, if the business is a corporation.

Person's Name	Construction Firm	Dates of Person's Participation with Firm

For Firms That Are Partnerships:

- 1a. Date of formation: _____
- 1b. Under the laws of what state: _____
- 1c. Provide all the following information for each partner who owns 10 per cent or more of the firm.

Name	Position	Years with Co.	% Ownership	Social Security #

- 1d. Identify every construction company that any partner has been associated with (as owner, general partner, limited partner or officer) at any time during the last five years.
NOTE: For this question, “owner” and “partner” refer to ownership of ten per cent or more of the business, or ten per cent or more of its stock, if the business is a corporation.

Person’s Name	Construction Company	Dates of Person’s Participation with Company

For Firms That Are Sole Proprietorships:

- 1a. Date of commencement of business. _____
- 1b. Social security number of company owner: _____
- 1c. Identify every construction firm that the business owner has been associated with (as owner, general partner, limited partner or officer) at any time during the last five years.
NOTE: For this question, “owner” and “partner” refer to ownership of ten per cent or more of the business, or ten per cent or more of its stock, if the business is a corporation.

Person’s Name	Construction Company	Dates of Person’s Participation with Company

For Firms That Intend to Make a Bid as Part of a Joint Venture:

- 1a. Date of commencement of joint venture. _____
- 1b. Provide all of the following information for each firm that is a member of the joint venture that expects to bid on one or more projects:

Name of firm	% Ownership of Joint Venture

B. History of the Business and Organizational Performance

2. Has there been any change in ownership of the firm at any time during the last three years?
NOTE: A corporation whose shares are publicly traded is not required to answer this question.

Yes No

If "yes," explain on a separate signed page.

3. Is the firm a subsidiary, parent, holding company or affiliate of another construction firm?
NOTE: Include information about other firms if one firm owns 50 per cent or more of another, or if an owner, partner, or officer of your firm holds a similar position in another firm.

Yes No

If "yes," explain on a separate signed page.

4. Are any corporate officers, partners or owners connected to any other construction firms?
NOTE: Include information about other firms if an owner, partner, or officer of your firm holds a similar position in another firm.

Yes No

If "yes," explain on a separate signed page.

5. State your firm's gross revenues for each of the last three years:

6. How many years has your organization been in business in California as a contractor under your present business name and license number? _____ Years

7. Was your firm in bankruptcy at any time during the last five years?

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, and a copy of the Bankruptcy Court's discharge order, or of any other document that ended the case, if no discharge order was issued.

C. Licenses

8. List all California construction license numbers, classifications and expiration dates of the California contractor licenses held by your firm:

9. If any of your firm's license(s) are held in the name of a corporation or partnership, list below the names of the qualifying individual(s) listed on the CSLB records who meet(s) the experience and examination requirements for each license.

10. Has your firm changed names or license number in the past five years?

Yes No

If "yes," explain on a separate signed page, including the reason for the change.

11. Has any owner, partner or (for corporations:) officer of your firm operated a construction firm under any other name in the last five years?

Yes No

If "yes," explain on a separate signed page, including the reason for the change.

12. Has any CSLB license held by your firm or its Responsible Managing Employee (RME) or Responsible Managing Officer (RMO) been suspended within the last five years?

Yes No

If "yes," please explain on a separate signed sheet.

D. Disputes

13. At any time in the last five years has your firm been assessed and paid liquidated damages after completion of a project under a construction 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 of completion of the project, amount of liquidated damages assessed and all other information necessary to fully explain the assessment of liquidated damages.

14. In the last five years has your firm been denied an award of a public works contract based on a finding by a public agency that your company 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.

15. In the past five years has any claim **against** your firm concerning your firm’s work on a construction project been **filed in court or arbitration?**

Yes No

If “yes,” on separate signed sheets of paper identify the claim(s) by providing the project name, date of the claim, name of the claimant, a brief description of the nature of the claim, the court in which the case was filed and a brief description of the status of the claim (pending or, if resolved, a brief description of the resolution).

16. In the past five years has your firm made any claim against a project owner concerning work on a project or payment for a contract and **filed that claim in court or arbitration?**

Yes No

If “yes,” on separate signed sheets of paper identify the claim by providing the project name, date of the claim, name of the entity (or entities) against whom the claim was filed, a brief description of the nature of the claim, the court in which the case was filed and a brief description of the status of the claim (pending, or if resolved, a brief description of the resolution).

E. Criminal Matters and Related Civil Suits

17. Has your firm or any of its owners, officers or partners ever been convicted of a crime involving any federal, state, or local law related to construction?

Yes No

If “yes,” explain on a separate signed page, including identifying who was involved, the name of the public agency, the date of the conviction and the grounds for the conviction.

18. Has your firm or any of its owners, officers or partners 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 (the county if a state court, the district or location of the federal court), the year and the criminal conduct.

F. Bonding

19. Bonding capacity: Provide documentation from your surety identifying the following:

Name of bonding company/surety: _____

Name of surety agent, address and telephone number:

20. If your firm was required to pay a premium of more than one per cent for a performance and payment bond on any project(s) on which your firm worked at any time during the last three years, state the percentage that your firm was required to pay. You may provide an explanation for a percentage rate higher than one per cent, if you wish to do so.

21. List all other sureties (name and full address) that have written bonds for your firm during the last five years, including the dates during which each wrote the bonds:

22. During the last five years, has your firm ever been denied bond coverage by a surety company, or 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?

Yes No

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

G. Compliance with Occupational Safety and Health Laws and with Other Labor Legislation Safety

23. Has CAL OSHA cited and assessed penalties against your firm for any “serious,” “willful” or “repeat” violations of its safety or health regulations in the past five years?

NOTE: If you have filed an appeal of a citation, and the Occupational Safety and Health Appeals Board has not yet ruled on your appeal, you need not include information about it.

Yes No

If “yes,” attached a separate signed page describing the citations, including information about the dates of the citations, the nature of the violation, the project on which the citation(s) was or were issued, the amount of penalty paid, if any. If the citation was appealed to the Occupational Safety and Health Appeals Board and a decision has been issued, state the case number and the date of the decision.

24. List your firm's Experience Modification Rate (EMR) (California workers' compensation insurance) for each of the past three premium years:

NOTE: An Experience Modification Rate is issued to your firm annually by your workers' compensation insurance carrier.

Current year: _____

Previous year: _____

Year prior to previous year: _____

If your EMR for any of these three years is or was 1.00 or higher you may, if you wish, attach a letter of explanation.

H. Prevailing Wage Compliance Record

25. Has there been more than one occasion during the last five years in which your firm was required to pay either back wages or penalties for your own firm’s failure to comply with the state’s prevailing wage laws?

NOTE: This question refers only to your own firm’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 or pages, 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 you were required to pay.

PART III. RECENT CONSTRUCTION PROJECTS COMPLETED

26. Contractor shall provide information about its six most recently completed public works projects and its three largest completed private projects within the last three years. Names and references must be current and verifiable. Use separate sheets of paper that contain all of the following information:

Project Name: _____

Location: _____

Owner: _____

Owner Contact (name and current phone number):

Architect or Engineer: _____

Architect or Engineer Contact (name and current phone number):

Construction Manager (name and current phone number):

Description of Project, Scope of Work Performed:

Total Value of Construction (including change orders): _____

Original Scheduled Completion Date: _____

Time Extensions Granted (number of days): _____

Actual Date of Completion: _____

AFFIDAVIT

We, the undersigned, _____ (name) as the authorized representatives for _____ (company) an interested Contractor for the Cosumnes Community Services District's Administration Building - Remodel Project, do hereby attest that all statements and representations made herein are true and correct to the best of our knowledge. These statements are made openly and freely without intent to influence or embellish actual conditions or circumstances that occurred. I declare under penalty of perjury under the laws of the State of California that the foregoing is correct.

We acknowledge that we have received Addendum _____ through _____ .

We understand that the District will investigate any and all statements and representations made by us and our firm in this Statement of Qualifications and we freely give our permission for them to do so. Should releases be required by any of our professional, financial, or bonding institutions to release verification of the enclosed data, we have provided them. We agree to waive any claims against the District, Project Manager, and/or any third party designated by the District for the release of the information necessary to evaluate this Statement of Qualifications.

We further understand that any false statement or representations made in this application will result in disqualification of our firm as a Bidder for the Project. If it is determined that these false statements or representations were purposefully made to change, hide, or obscure negative information from the District in an attempt to qualify under these false pretenses, the action will result in loss of eligibility for our firm to qualify for any Cosumnes Community Services District contracts for a minimum period of one (1) year and a maximum period of five (5) years from the date of discovery.

(Name)

(Signature)

(Title)

Attested: _____ Corporate Seal

(Name)

(Signature)

(Title)

Date _____, 2017

END OF QUESTIONNAIRE