

**COUNTY OF RIVERSIDE**  
**TRADE CONTRACTOR'S FORMAL PREQUALIFICATION NOTICE**  
**AND**  
**INSTRUCTIONS for Electronic Submittal at [PQBids.com](https://PQBids.com)**

REQUEST FOR 2023 PREQUALIFICATION OF CONTRACTORS FOR FORMAL BIDS Each contractor wishing to bid for projects for the County of Riverside (“County”) requiring formal sealed bids must fully complete this online questionnaire and provide all materials requested herein. The contractor’s formal bid prequalification status will remain current one year from the time Contractor is found qualified.

The following are the instructions related to the Contractor Prequalification process for the County of Riverside for specialized construction trade contractors or **Trade** Contractors. This prequalification process is distinguished from the County’s General Building Contractor Prequalification process in that trade contractors perform one specific craft or trade under a license for that trade on a construction project (e.g. plumbing, painting, electrical work, etc.) but are not responsible for the entire project. The County may utilize trade contractors for various methods of project delivery, including Construction Manager Multiple Prime, in which a trade contractor has a prime contract with the County **for construction contracts over \$200,000.**

**The online prequalification application is available at [PQBids.com](https://PQBids.com). The completed submittal must be entered and electronically signed by the close of business on April 20, 2023.**

A Contractor may submit multiple trade licenses for prequalification:

License Classification	Trade Description
A	General Engineering
B	General Building Contractor
C2	Acoustical and/or Insulation
C4	Boiler, Hot Water Heating & Steam Fitting
C5	Framing and/or Rough Carpentry
C6	Casework
C7	Low Voltage Systems
C8	Concrete
C9	Metal Stud/Drywall
C10	Electrical
C12	Earthwork/Paving
C13	Fencing/Gates
C15	Flooring
C16	Fire Protection/Fire Sprinklers
C17	Glazing
C20	Mechanical (HVAC)
C21	Demolition
C22	Hazardous Material Abatement
C23	Ornamental Metal
C27	Landscaping and Irrigation
C28	Lock and Security Equipment
C29	Masonry
C33	Painting
C34	Pipeline
C35	Plaster
C36	Building Plumbing
C39	Roofing
C42	Sanitation System
C43	Sheet Metal
C51	Structural/Misc. Steel
C54	Ceramic Tile
C61	Limited Specialties

The County reserves the right to update a contractor's rating based on subsequently learned information. Contractors whose rating changes are sufficient to disqualify them will be notified, and given an opportunity for a hearing consistent with the hearing procedures described below for appealing a prequalification rating. The contractor will receive advance notice from the County of upcoming projects for which it has been deemed prequalified to bid. The Contractor may choose to formally bid any or all of the projects for which it is prequalified.

In addition to completing the Contractor's Prequalification Package the Contractor must provide a complete statement of contractor's financial ability and experience in performing public construction projects. These documents will be the basis of rating contractors in respect to the size and scope of contracts upon which each contractor is qualified to bid. The County reserves the right to check other sources available.

While the County intends to use the formal bid prequalification process to assist in determining contractor qualifications prior to formal bid, neither the fact of prequalification, nor any prequalification rating, will preclude the County 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.

In addition to disqualification for failure to meet the County's criteria, a contractor may be automatically disqualified for any one of the following: (1) omission of requested information; (2) falsification of information; (3) excessive stop notices and/or prevailing wage violations; (4) debarment by the Division of Labor Standards Enforcement; (5) default on a contract that has caused a surety to suffer a loss in the past five (5) years; (6) failure to complete a public works contract due to default of the contractor; (7) declaration of bankruptcy or placement in receivership within the past seven (7) years.

The questionnaire responses and financial statements are not public records and are not open to public inspection pursuant to Public Contract Code 20101. All information provided will be kept confidential to the extent permitted by law. The contents may be disclosed, however, to third parties for purpose of verification, investigation of substantive allegations, or in the appeal hearing. The County reserves the right to reject any and all prequalification questionnaires, to waive any minor irregularities in the information contained therein, to make all final determinations, and to determine at any time that the prequalification procedures will not be applied to a project, or a separate prequalification procedure will be used for a specific project.

#### ELECTRONIC SUBMITTAL THROUGH [PQBids.com](https://pqbids.com)

The 2023 pre-qualification renewal form is available to be submitted electronically through **PQBids**. If you are new to PQBids, you will need to enroll, then complete the formal questionnaire by submitting your information to:

<https://go.pqbids.com/enroll-us>

#### UPLOADING COMPLETED ATTACHMENTS

Please follow the instructions provided and upload the following supporting attachments as you are completing the online Contractor questionnaire per the directions provided:

- Reviewed or Audited Financial Statement
- Accountant's Release Letter
- Notarized Bondability/Surety Statement
- Certificate of Insurance
- A Copy of the Registration with California Department of Industrial Relations
- Project References
- Affidavit Declaration
- Additional sheets (as necessary)

**ELECTRONIC SIGNATURE USING HelloSign.** After completing the questionnaire at PQBids.com and uploading the required attachments, you will need to sign the questionnaire utilizing **HelloSign** for electronic signature. The individual must have the legal authority to bind the contractor on whose behalf that person is signing. *You do not need to print or mail anything.*

If you have any technical questions related to completing the application at PQBids.com, please contact PQBids at (888) 218-4173 ext.106. Alternative formats available upon request to individuals with disabilities.