



# Application for Contractor Prequalification

**PROJECT:** ORANGE COAST COLLEGE BASEBALL FIELD RESTROOM COMPLEX

**BID NUMBER:** 1996

**BID DATE:** APRIL 19, 2011

**PREQUALIFICATION DUE DATE:** MARCH 22, 2011

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## PREQUALIFICATION PROCESS

As a condition of bidding, prospective bidders are required to submit to the District a completed prequalification package as specified in the "Submission of Completed Statements" section below. This application and all attachments incorporated by reference therein are not public record and are not open to public inspection.

Only prospective bidders meeting the "Minimum Criteria for Prequalification", as set forth in the following Application for Contractor Prequalification, will be eligible to submit a bid proposal for the above listed project. Contractor prequalification status will be verified upon submission of bid proposals. Only sealed bids received from prequalified bidders shall be opened and publically read aloud.

The DISTRICT reserves the right to reject any or all prequalification applications or to waive any irregularities or informalities in any application or the prequalification process. Furthermore, the designation of a contractor as "prequalified" does not in any way waive or reduce the requirements established for the submission of a bid proposal. The DISTRICT will evaluate all bid proposals for completeness and accuracy.

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## SUBMISSION OF COMPLETED STATEMENTS

**Prequalification applications and supporting documents must be submitted by the due date contained in the Notice to Contractors calling for Pre-Qualification Statements and Bid Proposals.** By submitting a prequalification application, prospective bidders agree that the DISTRICT, in determining a contractor's eligibility for bidding, may consider the bidder's experience, performance under other contracts, financial condition, and other factors which could affect the bidder's performance on the Project.

Completed Statements should be marked **Confidential** and mailed or hand delivered to:

Coast Community College District  
1370 Adams Avenue  
Costa Mesa, California 92626  
Attention: Jerry Marchbank  
Assistant Director of Facilities Planning & Construction

A complete submission will be comprised of (1) fully completed, signed, printed hard copy containing the following:

1. Part I: Contractor Declaration;
2. Part II: Prequalification Questionnaire (Essential Requirements and Rated Questions);
3. Part III: Experience and References;
4. Part IV: Most recent one (1) year of audited/reviewed financials and Certificate of Accountant;
5. Affidavit of Contractor;
6. Certificate of Insurance;
7. Verification of Workers' Compensation Insurance;
8. Surety Letter;
9. Explanations (as appropriate).

Prospective bidders must furnish all of the above listed items and is solely responsible for ensuring the completeness and accuracy of all information. Failure to comply with this requirement may cause rejection of your application as being non-responsive. Each Pre-Qualification Statement must be signed under penalty of perjury in the manner designated on the "Affidavit of Contractor" by an individual who has the legal authority to bind the Contractor.

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#### MINIMUM CRITERIA FOR PREQUALIFICATION

In order to Pre-qualify to bid on the Project, a Contractor must meet the minimum criteria for each of the following four (4) categories as set forth herein:

1. Meet all "Essential Requirements" for prequalification;
2. Meet or exceed a score of 140 points on the rated questionnaire;
3. Demonstrate through reference the minimum required experience on projects of similar size, scope, and complexity;
4. Demonstrate the financial capacity to perform this project evidenced by contractor's financial statements.

Any false statements, inaccuracies, omissions or failures to disclose are grounds for exclusion from bidding. If the DISTRICT should discover false statements, inaccuracies, omissions, or failures to disclose by submitters at any time, the submitter will be notified of dis-qualification and the inaccuracy which has been discovered.

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#### NOTIFICATION OF PREQUALIFICATION RESULTS

Contractors will be notified by mail or via electronic mail (email) of their prequalification within five (5) business days of submission of their prequalification documents. If the Contractor is rated as "Qualified," for this Project, it will be eligible to submit a bid proposal on the Project, pursuant to all requirements and conditions of bidding. Any contractor determined to be non-responsive or not qualified will not be eligible to re-submit a prequalification application for the above listed project.

If the Contractor chooses to challenge a disqualification, the Contractor shall provide a written request within two (2) working days after notification. The District shall establish a committee to review the facts and reconsider the dis-qualification. This committee shall render a final and binding decision within three (3) working days of appeal.

**PART I. CONTRACTOR DECLARATION**

Bid Package Prequalifying For:  N/A

Contractor (as name appears on license): \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

Email: \_\_\_\_\_

**California Contractors License:**

License No(s): \_\_\_\_\_ Primary License class: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Type of Firm: (check one) Individual  Corporation  Partnership  Other (specify) \_\_\_\_\_

Tax I.D. No.: \_\_\_\_\_ Date Business Formed: \_\_\_\_\_

Date Incorporated (if applicable): \_\_\_\_\_ State of Incorporation: \_\_\_\_\_

<b>OWNERS, OFFICERS, AND PRINCIPALS (Including RMO/RME)</b>			
<i>Name</i>	<i>Years with Firm</i>	<i>Position</i>	<i>% of Ownership</i>

*If yes to any of the below listed questions, explain on a separate signed page.*

Have the firm’s owners, officers, and/or principals (including the RMO/RME) ever been licensed under a different name or license number? Yes \_\_\_\_\_ No \_\_\_\_\_

Have officers or principals of firm ever had their Contractor’s licenses suspended or revoked? Yes \_\_\_\_\_ No \_\_\_\_\_

Has there been any change in the control of the firm in the last five years? Yes \_\_\_\_\_ No \_\_\_\_\_

Are any of the firm’s owners, officers, and/or principals connected with Any other companies as a subsidiary, parent, or affiliate? Yes \_\_\_\_\_ No \_\_\_\_\_

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PART II. PREQUALIFICATION QUESTIONNAIRE

**Section 1A: Essential Requirements**

Contractor is disqualified if the answer to any of questions 1 through 7 in this section is “No” or the answer to any of questions 7 through 12 in this section is “Yes.”

1. Contractor possesses a valid and current California Contractor’s license for the Project.  
  
\_\_\_\_\_ Yes    \_\_\_\_\_ No
  
2. Contractor has attached a Certificate of Insurance demonstrating a valid insurance policy with a policy limit of at least \$2,000,000 per occurrence and \$4,000,000 aggregate or has attached a letter from their insurer that such policy limits will be secured in the event that the Bidder is awarded the project.  
  
\_\_\_\_\_ Yes    \_\_\_\_\_ No
  
3. Contractor has attached verification of a 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. Contractor has attached the latest copy of a complete audited or reviewed set of financial statements with accompanying notes and supplemental information. (A District Consultant or representative will be reviewing this statement)  
  
\_\_\_\_\_ Yes    \_\_\_\_\_ No
  
5. Contractor has attached a letter from an admitted surety insurer (approved by the California Department of Insurance, NOT by your agent or broker) authorized to issue bonds in the State of California, which states that the contractor has a current available bonding capacity to cover this project?  
  
\_\_\_\_\_ Yes    \_\_\_\_\_ No
  
6. Contractor meets the minimum experience requirements as set forth in Part III, Sections A,B,C?  
  
\_\_\_\_\_ Yes    \_\_\_\_\_ No
  
7. Contractor has an Experience Modification Rate (EMR) (California workers’ compensation insurance) average for the past three premium years of 1.20 or less?  
  
\_\_\_\_\_ Yes    \_\_\_\_\_ No

List your firm's Experience Modification Rate (EMR) (California's 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: \_\_\_\_\_

- 8. Have you defaulted on a contract that caused a surety to suffer a loss on either a performance or payment bond in the past five (5) years?  
\_\_\_\_\_ Yes      \_\_\_\_\_ No
  
- 9. Have you failed to complete one or more contracts in the past ten (10) years?  
\_\_\_\_\_ Yes      \_\_\_\_\_ No
  
- 10. Have you declared bankruptcy or been placed in receivership within the past five (5) years?  
\_\_\_\_\_ Yes      \_\_\_\_\_ No
  
- 11. Has your firm or any owner, officer or principal (including Responsible Managing Officer/Responsible Managing Employee) of your firm ever been found guilty of violating any federal, state or local law, rule or regulation regarding a construction contract?  
\_\_\_\_\_ Yes      \_\_\_\_\_ No
  
- 12. Has there been any occasion in the last five years in which your firm was required to pay either back wages or penalties for failure to comply with California'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

**Section 1B: Rated Questions**

Contractor must receive a minimum of 140 points out of a possible 175 points in this section, or is disqualified.

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

*10 + years - 10 points*  
*5 to 9 years - 3 points*  
*0 to 4 years - 0 points*

2. How many years' experience in public works construction has your firm had? \_\_\_\_\_ years

*10 + years - 10 points*  
*5 to 10 years - 7 points*  
*2 to 5 years - 3 points*  
*0 to 2 years - 0 points*

3. How many years' experience in higher education construction has your firm had? \_\_\_\_\_ years

*10 + years - 10 points*  
*5 to 10 years - 7 points*  
*2 to 5 years - 3 points*  
*0 to 2 years - 0 points*

4. How many years' experience as a general contractor has your firm had? \_\_\_\_\_ years

*10 + years - 10 points*  
*5 to 10 years - 7 points*  
*2 to 5 years - 3 points*  
*0 to 2 years - 0 points*

***If Yes to any of the below listed questions, explain on a separate signed page.***

5. Has a claim or other demand ever been made against your firm's California Contractors License Bond? \_\_\_\_\_ Yes \_\_\_\_\_ No

*No - 5 points*  
*Yes - 0 points*

6. Has a complaint ever been filed against your firm's California Contractors License with the California Contractors State License Board? \_\_\_\_\_ Yes \_\_\_\_\_ No

*No - 5 points*  
*Yes - 0 points*

7. Has your firm ever been unable to obtain a bond or been denied a bond for a contract?  
\_\_\_\_\_Yes \_\_\_\_\_No

*No - 5 points*

*Yes - 0 points*

8. Has your firm ever refused to sign a contract awarded to it? \_\_\_\_\_Yes \_\_\_\_\_No

*No - 5 points*

*Yes - 0 points*

9. Has your firm ever failed to complete a construction contract within the authorized contract time? \_\_\_\_\_Yes \_\_\_\_\_No

*No - 5 points*

*Yes - 0 points*

10. Has your firm ever been declared in default of a construction contract?  
\_\_\_\_\_Yes \_\_\_\_\_No

*No - 5 points*

*Yes - 0 points*

11. Has your firm ever been assessed for liquidated damages under a construction contract with either a public or private owner? \_\_\_\_\_Yes \_\_\_\_\_No

*No - 5 points*

*Yes - 0 points*

12. Has your firm ever been denied an award of a public works contract based upon a finding by a public agency that your firm was not a responsible bidder? \_\_\_\_\_Yes \_\_\_\_\_No

*No - 5 points*

*Yes - 0 points*

13. Has any claim against your firm concerning work on a construction project ever been filed in court or submitted to arbitration or mediation by either a public or private owner within the past 10 years?  
\_\_\_\_\_Yes \_\_\_\_\_No. If yes, on how many occasions? \_\_\_\_\_

*No occasions - 10 points*

*1 or 2 occasions - 5 points*

*More than 2 occasions - 0 points*

14. Has your firm ever made any claim against a public or private owner concerning work or payment on a construction project and filed that claim in court or submitted the claim to arbitration or mediation within the past 10 years? \_\_\_\_\_ Yes \_\_\_\_\_ No. If yes, on how many occasions? \_\_\_\_\_

*No occasions - 10 points*  
*1 or 2 occasions - 5 points*  
*More than 2 occasions - 0 points*

15. Has any surety made any payments on your firm's behalf to satisfy any claims made against a payment or performance bond issued on your firm's behalf in connection with a public or private construction project?  
\_\_\_\_\_ Yes \_\_\_\_\_ No. If yes, on how many occasions? \_\_\_\_\_

*No occasions - 10 points*  
*1 occasion - 5 points*  
*More than 1 occasion - 0 points*

16. Has any subcontractor issued claims against your firm which resulted in litigation?  
\_\_\_\_\_ Yes \_\_\_\_\_ No. If yes, on how many occasions? \_\_\_\_\_

*No occasions - 10 points*  
*3 to 5 occasions - 5 points*  
*More than 6 occasions - 0 points*

17. Has your firm received any notices threatening termination?  
\_\_\_\_\_ Yes \_\_\_\_\_ No.

*No - 5 points*  
*Yes - 0 points*

18. Have subcontractor's file Stop Notices against your firm or any owner, officer, or principal in the past five years?  
\_\_\_\_\_ Yes \_\_\_\_\_ No. If yes, on how many occasions? \_\_\_\_\_

*No occasions - 10 points*  
*3 to 5 occasions - 5 points*  
*More than 6 occasions - 0 points*

19. Are there any outstanding Liens/Stop Notices filed against your firm or any owner, officer, or principal?  
\_\_\_\_\_ Yes \_\_\_\_\_ No.

*No - 5 points*  
*Yes - 0 points*

20. Has your firm failed to complete a punchlist on a public works construction contract  
 \_\_\_\_\_ Yes \_\_\_\_\_ No.
- No - 5 points*  
*Yes - 0 points*
21. Has your firm been involved in any litigation, arbitration, or dispute of any kind on a question or questions relating to a public construction project in the past 10 years?  
 \_\_\_\_\_ Yes \_\_\_\_\_ No. If yes, on how many occasions? \_\_\_\_\_
- No occasions - 10 points*  
*1 or 2 occasions - 5 points*  
*More than 2 occasions - 0 points*
22. Have you (bidder) ever brought any claim(s) against a public agency?  
 \_\_\_\_\_ Yes \_\_\_\_\_ No.
- No - 5 points*  
*Yes - 0 points*
23. Has the Occupational Safety and Health Administration (OSHA or 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
- No - 5 points*  
*Yes - 0 points*
24. Has the EPA or any Air Quality Management District or any Regional Water Quality Control Board cited and assessed penalties against either your firm or the owner of a project on which your firm was the contractor in the past five years? (Note: If you have filed an appeal of a citation and the appropriate appeals Board has not yet ruled on your appeal, you need not include information about it.)  
 \_\_\_\_\_ Yes \_\_\_\_\_ No
- No - 5 points*  
*Yes - 0 points*
25. How often do you require documented safety meetings to be held for construction employees and field supervisors during the course of a project? \_\_\_\_\_
- Once a week or more often - 5 points*  
*Any other answer - 0 points*

**PART III: EXPERIENCE & REFERENCES**

**Section A: List references for at least two (2) public school/community college contracts of similar size, scope, and complexity completed within the past five years pursuant to California Public Works Law. Referenced projects must have a minimum contract value of 80% of the engineer's estimate for this project.**

Project 1:	
Name of Project:	
Project Description:	
Owner/Contact Person:	
Contact Number:	
Start Date:	Completion Date:
Contract Value:	Change Order Amount:
Disputed Contract (Yes/No)? <i>If yes, please explain on a separate signed page:</i>	

Project 2:	
Name of Project:	
Project Description:	
Owner/Contact Person:	
Contact Number:	
Start Date:	Completion Date:
Contract Value:	Change Order Amount:
Disputed Contract (Yes/No)? <i>If yes, please explain on a separate signed page:</i>	

Project 3:	
Name of Project:	
Project Description:	
Owner/Contact Person:	
Contact Number:	
Start Date:	Completion Date:
Contract Value:	Change Order Amount:
Disputed Contract (Yes/No)? <i>If yes, please explain on a separate signed page:</i>	

Project 4:	
Name of Project:	
Project Description:	
Owner/Contact Person:	
Contact Number:	
Start Date:	Completion Date:
Contract Value:	Change Order Amount:
Disputed Contract (Yes/No)? <i>If yes, please explain on a separate signed page:</i>	

Project 5:	
Name of Project:	
Project Description:	
Owner/Contact Person:	
Contact Number:	
Start Date:	Completion Date:
Contract Value:	Change Order Amount:
Disputed Contract (Yes/No)? <i>If yes, please explain on a separate signed page:</i>	

**Section B: List references for at least two (2) Architects and/or Engineers with whom you have worked on projects of similar size, scope, and complexity in the past five years.**

Project 1:
Name of Project:
Type of Construction/Project Description:
Architect:
Contact Number:
Project Completed on Time (Yes/No)? <i>If no, please explain on a separate signed page:</i>
Project Completed on Budget (Yes/No)? <i>If no, please explain on a separate signed page:</i>

Project 2:
Name of Project:
Type of Construction/Project Description:
Architect:
Contact Number:
Project Completed on Time (Yes/No)? <i>If no, please explain on a separate signed page:</i>
Project Completed on Budget (Yes/No)? <i>If no, please explain on a separate signed page:</i>

Project 3:
Name of Project:
Type of Construction/Project Description:
Architect:
Contact Number:
Project Completed on Time (Yes/No)? <i>If no, please explain on a separate signed page:</i>
Project Completed on Budget (Yes/No)? <i>If no, please explain on a separate signed page:</i>

**Section C: List references for at least two (2) Division of State Architects (DSA) Inspectors with whom you have completed and certified projects of similar size, scope, and complexity in the past five years.**

Project 1:	
Name of Project:	
Project Owner:	County, State Completed:
Type of Construction/Project Description:	
DSA Inspector:	
Contact Number:	
Notice of Completion Date:	DSA Project Certification Date:

Project 2:	
Name of Project:	
Project Owner:	County, State Completed:
Type of Construction/Project Description:	
DSA Inspector:	
Contact Number:	
Notice of Completion Date:	DSA Project Certification Date:

Project 3:	
Name of Project:	
Project Owner:	County, State Completed:
Type of Construction/Project Description:	
DSA Inspector:	
Contact Number:	
Notice of Completion Date:	DSA Project Certification Date:

**Section D: List the present and all prior Sureties whom have provided a bond to your firm in the last five (5) years.**

<b>SURETY HISTORY</b>		
<b>Company &amp; Address</b>	<b>Contact Name &amp; Phone</b>	<b>Largest Bond</b>

Single Project Bond Limit: \_\_\_\_\_

Aggregate Bond Capacity: \_\_\_\_\_

Total Value of Work in Progress: \_\_\_\_\_

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## PART IV : FINANCIAL RATING

All prospective bidders must meet the engineer's estimate when evaluating the lesser of (1) ten times working capital (current assets), OR (2) four times net worth (assets less liabilities). Inability to meet this rating will disqualify a contractor from this project.

Prospective bidders shall provide the each of the documents listed below in order to be deemed financially qualified to bid this project. Failure to complete and/or provide the information requested may result in disqualification.

### **A. Audited/Reviewed Financial Statements**

Prospective Bidder must submit the most recent one (1) year of independently audited/reviewed financials including balance sheet, income statement, statement of cash flows and notes to the financials. A compilation is not acceptable.

### **B. Certificate of Accountant**

The certificate of an accountant licensed by the State of California will be required in all cases. A suggested form of a certificate for both an audit and a review is attached, (Attachment 1). The accountant may submit a certificate in his/her own words provided it does not include qualifications too extensive as to nullify the value of the statement or its usefulness to the District.

### **C. General Letter of Credit (optional)**

A Letter of Credit may be included in determining the working capital (current assets) of the contractor for the purposes of prequalification with the District. A suggested letter format is attached (Attachment 2). Banks may issue a Letter of Credit on its own letterhead, provided that the letter contains the same provisions, is addressed to the Coast Community College District, and bears an original signature.

**AFFIDAVIT OF CONTRACTOR**

The submitter of the foregoing answers and statements of experience and financial condition has read the same and the matters stated therein are true of his or her own knowledge. The statement is for the purpose of inducing the District to supply the submitter with plans and specifications and any depository, vendor, or other agency named therein is hereby authorized to supply the District with any information necessary to verify the statement. Should the foregoing statement at any time cease to properly and truly represent the submitter in any substantial respect, the submitter will refrain from further bidding on the applicable scope of work.

Attached is a certified copy of the minutes of the corporation indicating that the person whose signature appears below has authority to bind the corporation. For other types of organization, provide evidence in a form and substance acceptable to the District (such as a Power of attorney) that the person whose signature appears below has authority to bind the contractor.

**AFFIDAVIT OF AN INDIVIDUAL FOR A SOLE PROPRIETORSHIP:**

I, \_\_\_\_\_, an individual,  
doing business as \_\_\_\_\_

hereby declare, by signing this affidavit, the foregoing statements to be true and correct and are made under penalty of perjury under the laws of the State of California.

**PARTNERSHIP AFFADAVIT:**

I, \_\_\_\_\_,  
a partner of \_\_\_\_\_

hereby declare, by signing this affidavit, the foregoing statements to be true and correct and are made under penalty of perjury under the laws of the State of California.

**CORPORATE AFFADAVIT:**

I, \_\_\_\_\_, the  
\_\_\_\_\_ of \_\_\_\_\_,  
(Title of Corporate Officer) (Full Corporate Name)

hereby declare, by signing this affidavit, the foregoing statements to be true and correct and are made under penalty of perjury under the laws of the State of California.

Executed this \_\_\_\_\_ Day of \_\_\_\_\_, 2011,

City of \_\_\_\_\_, County of \_\_\_\_\_

State of \_\_\_\_\_.

Signature of Applicant \_\_\_\_\_

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ATTACHMENT 1A: CERTIFICATE OF ACCOUNTANT

**FOR AN AUDIT OF A FINANCIAL STATEMENT COMPLETE THIS CERTIFICATE**

STATE OF \_\_\_\_\_

We have examined the Financial Statement of \_\_\_\_\_ as of \_\_\_\_\_. Our examination was made in accordance with generally accepted auditing standards, and accordingly included such tests of the accounting records and such other auditing procedures, as we considered necessary in the circumstances.

In our opinion, the accompanying financial statement included on pages \_\_\_ to \_\_\_, inclusive, sets forth fairly the financial condition of \_\_\_\_\_ as of \_\_\_\_\_, in conformity with generally accepted accounting principles.

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(Print Name of Firm) (Accountant must sign here)

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(Telephone No.) (License No.)

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Special Note to Accountant:

The above Certificate of Accountant shall not be made by any individual who is in the regular employ of the individual, partnership or corporation submitting the statement; nor by any individual who is a member of the firm with more than a 10 percent financial interest.

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ATTACHMENT 1B: CERTIFICATE OF ACCOUNTANT

**FOR A REVIEW OF A FINANCIAL STATEMENT COMPLETE THIS CERTIFICATE**

I (we) have reviewed the accompanying financial statement of \_\_\_\_\_ as of \_\_\_\_\_. The information included in the financial statement is the representation of the management of the above firm.

Based on (our) review, with the exception of the matter (s), described in the following paragraph (s), (we are) not aware of any material modifications that should be made to the accompanying financial statements, in order for them to be in conformity with generally accepted accounting principles.

NOTE THIS REVIEW CONSISTS PRINCIPALLY OF INQUIRIES OF MANAGEMENT AND APPROPRIATE ANALYTICAL PROCEDURES APPLIED TO THIS FINANCIAL DATA. IT IS SUBSTANTIALLY LESS IN SCOPE THAN AN EXAMINATION IN ACCORDANCE WITH GENERALLY ACCEPTED AUDITING STANDARDS, THE OBJECTIVE OF WHICH IS THE EXPRESSION OF AN OPINION REGARDING THE FINANCIAL STATEMENTS TAKEN AS A WHOLE. ACCORDINGLY, WE HAVE NOT EXPRESSED SUCH AN OPINION.

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(Print Name of Firm)

(Accountant must sign here)

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(Telephone No.)

(License No.)

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Special Note to Accountant:

The above Certificate of Accountant shall not be made by any individual who is in the regular employ of the individual, partnership or corporation submitting the statement; nor by any individual who is a member of the firm with more than a 10 percent financial interest.

**ATTACHMENT 2: GENERAL LETTER OF CREDIT**

TO: Coast Community College District  
1370 Adams Avenue  
Costa Mesa, CA 92626

ATTN: Facilities Planning

SUBJECT: **GENERAL LETTER OF CREDIT**

Reference is made to the prequalification of \_\_\_\_\_ (Name of Contractor).

Under the direction of the Board of Trustees pertaining to the construction, alteration and maintenance of Coast Community College District Facilities, we certify that the above Contractor has been extended an unqualified line of credit not to exceed \$ \_\_\_\_\_, and that such credit will not be withdrawn or reduced without 30 days written notice to the District.

It is understood that this letter of credit is to be used by the District solely for determining the financial resources of the said Contractor during the term of his prequalification with the District.

\_\_\_\_\_  
(Name of Bank)

Bank No. Code \_\_\_\_\_

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City)

By: \_\_\_\_\_

\_\_\_\_\_  
(Please type or print name & title)