

# INFORMAL CONTRACTS

The California Department of Education has set the bid threshold of Informal contracts "Not to Exceed" the amount of \$78,500.

## HOW DOES A SMALL CONTRACTOR GET AN INFORMAL CONTRACT WITH LAUSD?

- Become safety pre-qualified through the LAUSD's Safety Prequalification process. The Safety Questionnaires are available on the LAUSD Facilities web site at [www.laschools.org/contractor/cc/pq](http://www.laschools.org/contractor/cc/pq), or may be requested by calling the Facilities Construction Contracts office at (213) 207-2300 (then press 4).
- Visit the LAUSD Maintenance and Operations (M&O) web site @ <http://mo.laschools.org/fis/existing-facilities/m-and-o/bidwalks/> for the Informal contracts that are currently offered for bid.

## WHAT IS REQUIRED TO BE QUALIFIED TO BID AN INFORMAL CONTRACT?

- Informal contracts over \$15,000 require a performance bond; those under \$15,000 do not require bonding.
- Prevailing wage applies to ALL CONTRACTS \$15,000 and over, applied to the contract price, which means that subcontractors also pay prevailing wage, regardless of their portion of the contract.
- Usually a specialty license is required depending on the type of project.
- General Liability Insurance coverage of \$1,000,000 single occurrence and \$2,000,000 aggregate.
- Commercial Automotive Insurance coverage of \$1,000,000 combined single limit.
- The minimum State Worker's Compensation Insurance.
- All insurance coverage must be provided through a California-admitted Insurance Company with an A-VII or higher rating, according to the A.M. Best Company standards. OCIP is NOT provided on Informal Contracts.
- All specialty contracts that exceed \$20,000, and are funded in whole or in part by monies from local bonds, are subject to the Project Stabilization Agreement.

## LAUSD Maintenance & Operations Areas (Information for Informal Contracts)

Web Site: <http://mo.laschools.org/fis/existing-facilities/m-and-o/bidwalks/>

<b>M &amp; O Region 1</b> <b>Anthony Dean, AFSD</b> 6651-B Balboa Blvd., Van Nuys, CA 91406	Henry Beserra, LDFD (818) 654-3500
<b>M &amp; O Region 2</b> <b>Doug Anderson, AFSD</b> 8960 Herrick Avenue, Sun Valley, CA 91352	Howard Titzel, LDFD (818) 394-2400
<b>M &amp; O Region 3</b> <b>Ernie Rivera, AFSD</b> 1406 S. Highland Avenue, Los Angeles, CA 90019	Richard Tsuno, LDFD (323) 549-3500
<b>M &amp; O Region 4</b> <b>Gerald Bryant, AFSD</b> 3225 Lacy St., Los Angeles, CA 90031	Larry Perez, LDFD (323) 441-1700
<b>M &amp; O Region 5</b> <b>John Robinson, AFSD</b> 4545 Huntington Drive S., Los Angeles, CA 90032	Alan Pygin, LDFD (323) 224-4500
<b>M &amp; O Region 6</b> <b>George Evans, AFSD</b> 5115 Southern Avenue, South Gate, CA 90280	Len Page, LDFD (323) 357-7998
<b>M &amp; O Region 7</b> <b>Robert Smitheal, AFSD</b> 6620 11 <sup>TH</sup> Ave., Los Angeles, CA 90043	Geoff Smith, LDFD (323) 789-5000
<b>M &amp; O Region 8</b> <b>Stacy Barnett, AFSD</b> 17729 S. Figueroa St., Gardena, CA 90248	Roger Finstad, LDFD (310) 808-1500
<b>Projects North</b> <b>Robert Paolilli, AFSD</b> 21213 Vanowen St., Canoga Park, CA 91303	(818) 610-4200
<b>Projects South</b> <b>Robert Paolilli, AFSD</b> 611 Jackson St., Los Angeles, CA 90012	(213) 633-3500
<b>Central Shops</b> <b>Harry Hilty, AFSD</b> 1240 S. Naomi Ave., Los Angeles, CA 90021	(213) 745-1400
<b>Tech Services Unit</b> <b>Robert Loughton, AFSD</b> 333 S. Beaudry Ave., 22 <sup>nd</sup> Fl., Los Angeles, CA 90017	(213) 241-0352
<b>Project Execution Group</b> <b>Frank Perez, AFSD</b> 312 Garey St. Los Angeles, CA 90012	213-346-2174

LDFD = Local District Facilities Director  
AFSD = Area Facilities Services Director

# Construction Bidder's Handbook



## *How to Bid on LAUSD Construction Projects*

Los Angeles Unified School District  
Facilities Construction Contracts  
1545 Wilshire Blvd., Suite 100  
Los Angeles, CA 90017  
Phone: (213) 207-2300  
Fax: (213) 413-4010  
[www.laschools.org/contractor/cc](http://www.laschools.org/contractor/cc)

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## FINDING OUT ABOUT LAUSD CONSTRUCTION PROJECTS

### FORMAL CONTRACTS

#### WHAT IS REQUIRED FOR A CONTRACTOR TO BE AWARDED A FORMAL CONTRACT WITH LAUSD?

- **BE PRE-QUALIFIED** through LAUSD's Prequalification process, which includes Safety Prequalification. Bidders must pre-qualify (annually) prior to their respective expiration date, and maintain prequalification approval.

### PREQUALIFICATION ENROLLMENT

Prequalification submittals are accepted on an on-going basis. Questionnaires are available on the **LAUSD WEB SITE** at

[www.laschools.org/contractor/cc/pg](http://www.laschools.org/contractor/cc/pg)

or may be requested by calling the Facilities Construction Contracts office. For more information contact the Facilities Construction Contracts office at (213) 207-2300, and then press 4 to reach the Prequalification Unit.

- **MAINTAIN A CONTRACTOR LICENSE** that is current, active and appropriate for the project.

- **ENROLL** in the Owner Controlled Insurance Program (OCIP) if awarded a contract. For more information contact AON Risk Services at (888) 650-4266.
- **BOND-FUNDED PROJECTS** require bidders to submit a certification with bid stating they will adhere and abide by the Project Stabilization Agreement (PSA) requirements. For more information contact Donna Benenati at Parsons, (626) 440-3003.
- **BE THE LOWEST** responsive/responsible bidder.

### INFORMATION ON PROJECTS

- **LAUSD WEB SITE:** for information about prequalification, bidding, bid results, plans & specifications, or contracts please visit us at: [www.laschools.org/contractor/cc](http://www.laschools.org/contractor/cc)
- **LEGAL ADVERTISEMENT** in the *Los Angeles Daily Journal* and newspapers in the locality of the proposed project
- **ANNOUNCEMENTS** in the *Dodge Green Sheet* and *Construction Market Data*
- **JOC Job Orders:** [tools.egordian.com/rptResultList.aspx](http://tools.egordian.com/rptResultList.aspx)
- **LAUSD Facilities Construction Contracts**  
Yvette Merriman-Garrett, Senior Manager  
(213) 207-2300

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## LAUSD EXPECTATIONS

### WHAT DOES LAUSD EXPECT OF CONTRACTORS AWARDED BIDS?

- **MAINTAIN** a safe environment for students and staff and keep site clean of debris.
  - **PAY** the prevailing wage to its employees.
  - **HIRE AND TRAIN** apprentices and make appropriate payments to apprentice training trust.
  - **HIRE** a workforce for the project that reflects the ethnic diversity of Los Angeles.
  - **HIRE** employees that conduct themselves in a professional manner around students.
  - **WE BUILD** - The Board is committed to participation of local area residents in its school construction and modernization programs. To identify trained and skilled labor resources, please contact the "We Build" Program at (213) 241-4990. This Program works directly with the Union Building Trades.
  - **CONSTRUCT** the project according to the plans and specifications.
  - **COMPLETE** the project within the contract time limits.
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