

INFORMAL CONTRACTS

The California Department of Education has set the bid threshold of Informal contracts "Not to Exceed" the amount of \$88,300.

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

- Become safety pre-qualified prior to bidding through the LAUSD's Safety Prequalification process. The Questionnaire is available on the web site at www.laschools.org/new-site/prequalification/.
- Visit the LAUSD Maintenance and Operations (M&O) web site at <http://mo.laschools.org/fis/existing-facilities/m-and-o/bidwalks> for the Informal contracts that are currently offered for bid.
- Informal contracts are now awarded using a best value methodology, based on performance on LAUSD projects and compliance with LAUSD requirements.

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

- Be safety prequalified prior to bidding.
- 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.
- 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.
- California Department of Industrial Relations Public Works Contractor Registration

LAUSD Maintenance & Operations Areas (Information for Informal Contracts)

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

M & O North Area 1 Marc Ducasse, Interim RFD
Steven Johnson, AFSD (818) 654-3500
6651-B Balboa Blvd., Van Nuys, CA 91406

M & O North Area 2 Marc Ducasse, Interim RFD
Vacant, AFSD (818) 394-2400
8960 Herrick Avenue, Sun Valley, CA 91352

M & O Central Area 1 Angelo Robinson, RFD
Frank Perez, AFSD (323) 549-3500
1406 S. Highland Avenue, Los Angeles, CA 90019

M & O Central Area 2 La Monte Douglas, Interim RFD
Rick Henry, AFSD (323) 224-4500
4545 Huntington Drive S., Los Angeles, CA 90032

M & O Central Area 3/SS La Monte Douglas, Interim RFD
Adrian Saldivar, Interim AFSD (213) 745-1400
1240 S. Naomi Ave., Los Angeles, CA 90021

M & O South Area 1 Dennis Bradburn, Interim RFD
Adrian Pacheco, AFSD (323) 789-5000
6620 11TH Ave., Los Angeles, CA 90043

M & O South Area 2 Dennis Bradburn, Interim RFD
Geoff Smith, AFSD (310) 808-1500
17729 S. Figueroa St., Gardena, CA 90248

Projects Unit North Marc Ducasse, Interim RFD
Wayne Podsadecki, Interim AFSD (818) 654-3500
6651-B Balboa Blvd., Van Nuys, CA 91406

Projects Unit Central Angelo Robinson, RFD
Jim Hancock, AFSD (213) 763-3000
611 Jackson St., Los Angeles, CA 90012

Projects Units South Dennis Bradburn, Interim RFD
Daniel Brady, Interim AFSD (323) 789-7007
6620 11TH Ave., Los Angeles, CA 90043

Facilities Environmental Technical Unit (FETU) La Monte Douglas, Interim RFD
Dave Montes, CPM (213) 745-1450
1240 S. Naomi Ave., Los Angeles, CA 90021

RFD = Regional Facilities Director
AFSD = Area Facilities Services Director
CPM = Complex Project Manager

Construction Bidder's Handbook



How to Bid on LAUSD Construction Projects

Los Angeles Unified School District
Facilities Construction Contracts
333 S. Beaudry Ave., 28th floor
Los Angeles, CA 90017
Phone: (213) 241-2651
www.laschools.org

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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 Prime Contractor Prequalification process. Bidders must pre-qualify (annually) prior to their respective expiration date, and maintain prequalification approval.

PREQUALIFICATION

Prequalification submittals are accepted on an on-going basis. Questionnaires are available on the **LAUSD Facilities Contracts** web site at www.laschools.org/new-site/prequalification/ To contact the Prequalification Unit, call (213) 241-2651 or email prequalification@laschools.org.

- **CA Department of Industrial Relations Public Works Contractor Registration**
- **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 Alliant Insurance Services at 866-394-7937.

- **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 visit www.laschools.org/contractor/psa.
- **BE THE LOWEST** responsive/responsible bidder.
- **MECHANICAL, ELECTRICAL and PLUMBING (MEP) subcontractors** must be prequalified under the **Subcontractor Prequalification Program**.
- **Non-MEP 1ST Tier Subcontractors** must be safety prequalified.

INFORMATION ON PROJECTS

- **LAUSD WEB SITE:** for information about prequalification, bidding, bid results, plans & specifications, or contracts please visit us at: www.laschools.org
- **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:** www.laschools.org/new-site/bidding-opportunities/best-value/joc
Prime Contractor Prequalification approval required to bid Master Contracts
- **LAUSD Facilities Contracts**

Judith Reece, Director

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. Subcontractors too.
 - **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) 241-1301. 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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