

# 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/](http://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** Steven Johnson, Interim RFD  
**Dave Montes, Interim AFSD** (818) 654-3500  
6651-B Balboa Blvd., Van Nuys, CA 91406

**M & O North Area 2** Steven Johnson, Interim RFD  
**Alfredo Barreras, Interim 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** Marc Ducasse, Interim RFD  
**Rick Henry, AFSD** (323) 224-4500  
4545 Huntington Drive S., Los Angeles, CA 90032

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

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

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

**Projects Unit North** Steven Johnson, Interim RFD  
**Gene Hernandez, 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  
1500 E. 14<sup>th</sup> Street., Los Angeles, CA 90021

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

**Facilities Environmental Technical Unit (FETU)** Marc Ducasse, Interim RFD  
**La Monte Douglas, 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](http://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/](http://www.laschools.org/new-site/prequalification/) To contact the Prequalification Unit, call (213) 241-2651 or email [prequalification@laschools.org](mailto: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](http://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 1<sup>ST</sup> 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](http://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](http://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

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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. 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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