

INFORMAL CONTRACTS

The California Department of Education has set the bid threshold of Informal Contracts (A/B Letter) "Not to Exceed" the amount of \$114,800.00 currently.

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

- Become safety prequalified prior to bidding through the LAUSD's Safety Prequalification process. The Questionnaire is available on the website at www.laschools.org/new-site/prequalification/.
- Visit the LAUSD Maintenance and Operations (M&O) website 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 awarded using a low value bid procurement method to the lowest responsive and responsible bidder.
- An 8% bid preference will be applied to LAUSD Small Business Enterprise (SBE) certified contractors and a 10% bid preference will be applied to Micro-SBE and VBE/DVBE certified contractors.

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

- Be safety prequalified prior to bidding.
- Informal Contracts over \$15,000 require a payment & performance bond; those under \$15,000 do not require bonding.
- Prevailing wages apply to ALL CONTRACTS \$15,000 and up. Prevailing wages are applied to the overall contract price, which means that subcontractors also pay prevailing wages, regardless of their portion of the contract.
- A specialty license is typically 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 of \$1,000,000.
- 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.
- Complete California Department of Industrial Relations Public Works Contractor Registration

LAUSD Maintenance & Operations Areas (Information for Informal Contracts)

Website: www.lausd.org/Page/1370

M & O North Area 1 Alfredo Barreras, RFD
Gene Hernandez, AFSD (818) 654-3500
6651-B Balboa Blvd., Van Nuys, CA 91406

M & O North Area 2 Alfredo Barreras, RFD
Cesar Mercado, AFSD (213) 434-4153
8960 Herrick Avenue, Sun Valley, CA 91352

M & O Central Area 1 Adrian Pacheco, RFD
Rodolfo Saldivar, AFSD (323) 549-3500
1406 S. Highland Avenue, Los Angeles, CA 90019

M & O Central Area 2 Adrian Pacheco, RFD
Pablo Castillo, AFSD (323) 224-4500
4545 Huntington Drive S., Los Angeles, CA 90032

M & O Central Area 3 Michael Howard, RFD
Martin Rosales, AFSD (213) 745-1401
1240 S. Naomi Ave., Los Angeles, CA 90021

M&O C3 Special & Food Services Michael Howard, RFD
Lionel Barreda, AFSD (213) 503-0390
1240 S. Naomi Ave., Los Angeles, CA 90021

M & O South Area 1 Adrian Saldivar, RFD
Lisa Marine, AFSD (213) 219-0622
6620 11TH Ave., Los Angeles, CA 90043

M & O South Area 2 Adrian Saldivar, RFD
Haven Hoskins, AFSD (310) 808-1502
17729 S. Figueroa St., Gardena, CA 90248

Projects Unit North Mark Bustamante, RFD
Ricky Lee, AFSD (818) 564-3395
6651-B Balboa Blvd., Van Nuys, CA 91406

Projects Unit Central Mark Bustamante, RFD
Allan Vazquez, AFSD (213) 407-6347
1500 E. 14th Street, Los Angeles, CA 90021

Projects Units South Mark Bustamante, RFD
Juan Alcantar, AFSD (323) 789-7063
6620 11TH Ave., Los Angeles, CA 90043

Facilities Environmental Technical Unit (FETU) Miguel Garcia, RFD
Greta Galoustian, FETM (213) 745-1453
1240 S. Naomi Ave., Los Angeles, CA 90021

AFSD = Area Facilities Services Director

CPM = Complex Project Manager

FETM = Facilities Environmental Technical Manager

RFD = Regional Facilities Director

Construction Bidder's Handbook



How to Bid on LAUSD Construction Projects

Los Angeles Unified School District
Facilities Contracts

333 S. Beaudry Ave., 28th Floor
Los Angeles, CA 90017

Phone: (213) 241-2650

www.laschools.org

LAUSD-FC Rev. 05/05/25

LAUSD CONSTRUCTION PROJECTS

FORMAL CONTRACTS

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

- **BE PREQUALIFIED** through LAUSD's Prime Contractor Prequalification process. Bidders must prequalify (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** website at

www.laschools.org/new-site/prequalification/.

To contact the Prequalification Unit, call (213) 241-2651 or email prequalification@laschools.org.

- **COMPLETE** the 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 Willis Towers Watson at (415) 955-0239 or lausd.ocip@willistowerswatson.com.
- **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/new-site/project-stabilization/.
- **BE THE LOWEST** responsive and responsible bidder.
- **MECHANICAL, ELECTRICAL and PLUMBING (MEP) subcontractors** must be prequalified under the Subcontractor Prequalification Program.

INFORMATION ON PROJECTS

- **LAUSD WEBSITE:** for information about prequalification, bid results, plans & specifications, or contracts please visit us at: <https://www.laschools.org/new-site/>.
- **LEGAL ADVERTISEMENT** in the *Los Angeles Daily Journal*.
- **ANNOUNCEMENTS** on the PlanWell platform on the Crisp Imaging Website available at [Project PlanRoom](#).
- **BIDDING OPPORTUNITIES:** for listing of bidding opportunities please visit us at: <https://www.laschools.org/new-site/bidding-opportunities/> and/or <https://www.rampla.org/s/opportunities>.

FACILITIES CONTRACTS CONTACTS

Deputy Chief Procurement Officer (Facilities)

Jorge Ballardo – (213) 241-1066

Senior Contract Administration Managers

Raj Kapoor – (213) 241-8710

Ericka King – (213) 241-1164

Contract Administration Managers

Professional Services, A/B Letter Contracts

Gemarie Guzman, (213) 241-0726

Prequalification, JOC, Formal Construction

Courtney Pettus, (213) 241-1289

A&E, Best Value, Design-Build

Julie Woessner, (213) 241-8759

Assistant Contract Administration Managers

A&E: Christy Guzman, (213) 241-0428

Best Value, Design-Build:

Roxanna Santos, (213) 241-3737

Formal Construction:

Rosemarie Hernandez, (213) 241-7878

JOC: Gayane Stepanyan, (213) 241-3144

LAUSD EXPECTATIONS

WHAT DOES LAUSD EXPECT OF CONTRACTORS AWARDED DISTRICT PROJECTS?

- **MAINTAIN** a safe environment for students and staff and keep site clean of debris.
- **PAY** prevailing wages to its employees and subcontractors.
- **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** – LAUSD Board of Education 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 psa@lausd.net. 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.