

INFORMAL CONTRACTS

The California Department of Education has set the bid threshold of Informal contracts (A/B Letter) "Not to Exceed" the amount of \$99,100.00 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 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 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.
- 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)

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

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

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

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

M & O Central Area 2 Alfredo Barreras, RFD
Javier Hernandez, AFSD (323) 224-4500
4545 Huntington Drive S., Los Angeles, CA 90032

M & O Central Area 3/SS Alfredo Barreras, RFD
Martin Rosales, AFSD (213) 745-1400
1240 S. Naomi Ave., Los Angeles, CA 90021

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

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

Projects Unit North Steven Johnson, RFD
Daniel Brady, AFSD (818) 654-3792
6651-B Balboa Blvd., Van Nuys, CA 91406

Projects Unit Central Adrian Saldivar, RFD
Miguel Garcia, AFSD (213) 763-3000
1500 E. 14th Street, Los Angeles, CA 90021

Projects Units South Dennis Bradburn, RFD
Mark Bustamante, AFSD (323) 789-7000
6620 11TH Ave., Los Angeles, CA 90043

Facilities Environmental Technical Unit (FETU) Alfredo Barreras, RFD
Greta Galoustian, 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 Contracts

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

Phone: (213) 241-2650

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 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** web site 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 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 and responsible bidder.
- **MECHANICAL, ELECTRICAL and PLUMBING (MEP) subcontractors** must be prequalified under the Subcontractor Prequalification Program.

INFORMATION ON PROJECTS

- **LAUSD WEB SITE:** 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** in the *Dodge Data & Analytics* and *Construction Bidboard*.
- **BIDDING OPPORTUNITIES:** for listing of bidding opportunities please visit us at:
<https://www.laschools.org/new-site/bidding-opportunities/>
- **LAUSD Facilities Contracts Contacts**

Deputy Chief Procurement Officer (Facilities)

Jorge Ballardo – (213) 241-1066

Senior Contract Administration Manager

Raj Kapoor – (213) 241-8710

Contract Administration Managers

Julie Woessner – (213) 241-8759

Beverly White – (213) 241-0525

Assistant Contract Administration Managers

Professional Service / 17250 / A & B Letter Contracts

David Burns – (213) 241-8752

Architect & Engineering Contracts

Christy Guzman – (213) 241-0428

Best Value Construction Contracts

Leslie Curtis – (213) 241-1156

Formal Contracts

Rosemarie Hernandez – (213) 241-7878

Job Order Contracts

Gayane Stepanyan – (213) 241-3144

Prequalification

Courtney Pettus – (213) 241-1289

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. Please visit <https://achieve.lausd.net/Page/3904> for the District's latest Covid-19 vaccine requirements.
- **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 (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.