

**CLARK COUNTY SCHOOL DISTRICT  
MINIMUM REQUIREMENTS AND CRITERIA  
FOR CONTRACTOR PREQUALIFICATION**

The Clark County School District has developed a program to prequalify general and specialty contractors as prime contractors for Clark County School District public works projects. The district will prequalify contractors for specific types of work up to a dollar level.

**Minimum Requirements:**

1. All contractors must maintain a valid contractor's license issued by the Nevada State Contractors Board in an amount and classification required for the type of work to be performed.
2. The district will review the claim history and any disciplinary action or fines imposed by the Nevada State Contractors Board or another state or federal agency for the contractor and its principal personnel.
3. Liability Insurance:
  - a. To be prequalified for projects valued up to \$100,000, the contractor must maintain comprehensive general liability and automobile liability insurance policies with limits not less than \$1,000,000 for each policy. ***The comprehensive general liability insurance must cover medical expenses in an amount not less than \$10,000 per person. Automobile liability must cover any/all autos.*** Applicant must obtain and maintain coverage for public liability and property damage including personal injury, accidental death and damage to property that may arise in connection with Clark County School District construction projects.
  - b. In addition to these policies, all projects over \$100,000 require the contractor to **provide** an umbrella or excess liability insurance policy with a limit of not less than \$5,000,000. **For purposes of prequalification only, the contractor can provide a letter from their insurer that the excess liability can, and will, be provided if the contractor is awarded a project of \$100,000 or more.**
  - c. Each insurance company and agent must be licensed to do business in Nevada.
  - d. Each insurance company must be rated by A. M. Best. The A.M. Best rating for each liability insurance company listed on the certificate of insurance shall be at least A- with a Financial Size Category (FSC) not less than VIII.
4. The contractor must maintain Nevada workers compensation insurance.
5. Surety (Bonding) Requirements:
  - a. All projects over **\$50,000** require the contractor to provide performance and payment bonds equal to 100% of the contract amount.
  - b. The surety company and agent must be licensed to do business in Nevada.
  - c. The surety company must be listed as an approved surety on the current U.S. Department of the Treasury's Listing of Approved Sureties ("Department Circular 570.") NOTE: A contractor will not be prequalified above the underwriting limit listed for his surety company on the current Department Circular 570 even if the contractor's single project-bonding limit is above this amount.
  - d. The contractor must have a satisfactory claim history with the current [and past] surety company (ies).

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**Criteria:**

1. Contractor may not be disqualified from bidding public works projects by the Nevada Labor Commissioner, and disqualification by another public agency may be grounds for disqualification.
2. Veteran-owned and managed firms may be entitled to bid preferences for under \$100,000 bids.
3. Factors Considered For Satisfactory Performance:
  - a. Contractor has demonstrated satisfactory performance on comparable [scope and type of work, dollar value and time frame] projects for each category of work.
  - b. Satisfactory performance must be demonstrated on at least three comparable projects for each category of work. Fewer projects may be considered for new contractors.
  - c. Projects are consistently completed on time: substantial completion achieved within the adjusted contract time for performance; punch list items and incomplete work were promptly completed and final payment received (final completion).
  - d. All work undertaken was completed by contractor. Owner, or others, were not required to complete any portion of the work except for the Owner's convenience.
  - e. For newly licensed firms, the experience of the principals may be considered.
4. Contractor must have written safety program in compliance with NRS and satisfactory OSHA compliance record.
5. Principal Personnel:
  - a. Contractor shall have competent, experienced principal/corporate personnel including any qualified employee.
  - b. Contractor shall demonstrate adequate staffing for local operations.
  - c. Criminal or civil judgments or violations of discrimination, wage and hour, disability, labor relations and employment laws, or environmental, occupational safety and health federal, state or local laws by any principal personnel may be grounds for disqualification.
6. Appeal Procedures:
  - a. Request for Reconsideration  
If the contractor disagrees with the dollar level or type of work for which the contractor has been deemed prequalified, he may submit a written request that the panel reconsider their determination. The contractor must state the reasons for the request and provide supporting documentation to the prequalification panel. A new prequalification letter will be issued if appropriate.
  - b. Request for Appeal Hearing  
If a contractor is deemed not qualified to bid public works projects by the CCSD prequalification panel, the contractor may appeal this decision to the Board of School Trustees. The contractor must make a written request for an appeal hearing to the board office within ten days to preserve his appeal rights.