



Policy Number:	6005
Policy Title:	Approved Contractors List

1.0 Purpose

- 1.1 To establish, maintain, and administer an Approved Contractors List to ensure that contractors performing work on the Fair Oaks Water District (FOWD) public water system infrastructure are qualified, experienced, and capable of meeting FOWD standards for safety, quality, cost control, and performance.
 - 1.1.1. Ensure the FOWD engages qualified and responsible contractors.
 - 1.1.2. Promote consistency, transparency, and accountability in contractor selection and evaluation.
 - 1.1.3. Protect public health, safety, and welfare; and
 - 1.1.4. Comply with applicable provisions of the California Public Contract Code, including establishing contractor pre-qualification requirements.

2.0 Authority

- 2.1 Pursuant to California Public Contract Code Section 20101, public agencies are authorized to establish contractor pre-qualification requirements.
- 2.2 The FOWD General Manager (GM) is authorized to implement this policy and establish the procedures, forms, and evaluation tools necessary to achieve its purpose and intent.

3.0 Scope

- 3.1 This policy applies exclusively to third party-initiated development projects. For purposes of this program, "third parties" include, but are not limited to, developers, property owners, public agencies, and other private entities. FOWD-initiated capital projects are excluded from the scope of this policy.
- 3.2 This policy applies to construction, maintenance, repair, replacement, and upgrade projects affecting the FOWD public water system infrastructure.

4.0 Approved Contractors List

- 4.1 Only contractors that have been pre-qualified by FOWD shall be eligible to perform work on FOWD third party-initiated development projects.

- 4.2 The FOWD shall maintain an Approved Contractors List consisting of contractors that have successfully completed the contractor pre-qualification and approval process established by FOWD.
- 4.3 Contractors may be added to the Approved Contractors List throughout the year, subject to successful completion of the contractor pre-qualification and approval process established by FOWD.
- 4.4 Inclusion on the Approved Contractors List provides contractors with the opportunity to perform work on third-party initiated development projects within the FOWD service area. However, inclusion on the list does not guarantee the award of any contract or the assignment of work.
- 4.5 Contractors on the Approved Contractors List may remain on the list for up to three years given satisfactory performance, after which renewal is required.

5.0 Pre-Qualification

- 5.1 Contractors seeking inclusion on the FOWD Approved Contractors List must complete the contractor pre-qualification and approval process and submit all required information for review and approval. At a minimum, applicants shall provide the following:
 - 5.1.1 Legal business name, business address, and primary contact information.
 - 5.1.2 Proof of an active and valid California Contractor's License appropriate for the scope of work to be performed.
 - 5.1.3 Confirmation that the contractor meets all insurance requirements established by FOWD standards and contract documents.
 - 5.1.4 Documentation proving successful completion of a minimum of three similar projects performed for public agencies within the past five years.
 - 5.1.4.1 A reference and current contact information for each project submitted.
- 5.2 Upon receipt of a completed Approved Contractors List Application, the FOWD shall review the submitted information to determine the contractor's eligibility for inclusion on the Approved Contractors List.
- 5.3 The FOWD staff will complete the review within ten (10) business days of receiving the completed application.
- 5.4 The review and approval process shall include the following:
 - 5.4.1 Verification of contractor qualifications, licensing, insurance coverage, experience and other requirements in compliance with FOWD requirements.

- 5.4.2 Evaluation of submitted project experience and reference information. FOWD may contact references and consider performance on previous projects.
 - 5.4.3 Review of all available information to assess the contractor's technical capability, reliability, and compliance history.
 - 5.4.4 Review of the contractor's past performance on previous FOWD projects, if applicable, including quality of work, compliance with contract requirements, safety performance, responsiveness, schedule adherence, and coordination with FOWD staff.
- 5.5 Following a review, staff shall make a recommendation to FOWD Management regarding approval or denial of the application.
- 5.5.1 Contractors approved by FOWD Management shall be added to the Approved Contractors List and are eligible to perform work on applicable FOWD projects.
 - 5.5.2 Contractors who are not approved shall be notified in writing of the decision and the reasons for the denial.

6.0 Suspension or Disqualification

- 6.1 Contractors may be suspended or disqualified from the Approved Contractors List at any time for failure to maintain required qualifications, unsatisfactory performance, non-compliance with contract standards pertaining to execution of work, non-compliance with applicable local, county, and state laws, regulations, ordinances or for any other reason determined appropriate by FOWD Management.
- 6.2 Reasons for disqualification may include but are not limited to:
- 6.2.1 Safety: Serious or repeated violations of safety requirements, OSHA regulations, or FOWD safety standards; failure to maintain safe working conditions; or actions that place FOWD staff, the public, or contractor employees at risk.
 - 6.2.2 Quality of work: Failing to conform to contract requirements or standards of good workmanship.
 - 6.2.3 Cost control issues: A history of poor cost control, including frequent or unjustified cost overruns, excessive change orders, or inability to manage project costs effectively.
 - 6.2.4 Schedule adherence: Failure to complete projects within established timelines, repeated delays without reasonable justification, or failure to meet administrative or contractual deadlines.

- 6.2.5 Breach of contract: Failure to fulfill contractual obligations, including non-compliance with contract terms and conditions, which may result in contract termination or legal action.
- 6.2.6 Violation of rules: Committing transgressions or acting in a manner that raises questions about the contractor's reliability or credibility.
- 6.3 Approval, removal, suspension or denial of a contractor from the Approved Contractors List shall be at the discretion of FOWD Management.

7.0 Disqualification Appeal

- 7.1 Contractors who are denied approval, suspended, or disqualified from the FOWD Approved Contractors List may request an appeal or reconsideration in accordance with the process outlined below:
 - 7.1.1 A Contractor Appeal Request Form must be submitted to FOWD within ten (10) business days of receipt of written notification of the FOWD decision.
 - 7.1.2 The request shall clearly state the basis for the appeal and may include supporting documentation or additional information addressing the reasons for denial, suspension, or disqualification.
 - 7.1.3 Appeals shall be reviewed by FOWD Management.
 - 7.1.4 FOWD may request additional information or clarification from the contractor as part of the review process.
 - 7.1.5 Following a review, FOWD shall issue a written determination affirming, modifying, or reversing the original decision.
 - 7.1.5.1 All written responses to appeals will be reviewed with the FOWD Board of Directors or a subcommittee of the FOWD Board.
- 7.2 The decision resulting from the appeal process shall be final. Submission of an appeal does not guarantee approval or reinstatement and does not permit the contractor to perform work on applicable FOWD projects unless approval is granted.