

# 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/](http://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](http://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 11<sup>TH</sup> 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. 14<sup>th</sup> Street, Los Angeles, CA 90021

**Projects Units South** Mark Bustamante, RFD  
**Juan Alcantar, AFSD** (323) 789-7063  
6620 11<sup>TH</sup> 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](http://www.laschools.org)

LAUSD-FC Rev. 05/05/25

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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** website 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).

- **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](mailto: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/](http://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.

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## 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

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## 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](mailto: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.