



CITY OF WILDOMAR
CITY COUNCIL REGULAR MEETING
CONSENT CALENDAR
Agenda Staff Report # 1.11
Meeting Date: July 8, 2026

SUBJECT: Adoption of Pre-Qualification Procedures for Contractors
Bidding on Public Works Construction Projects

SUBMITTED BY: Carlos Geronimo, Principal Engineer

PREPARED BY: Carlos Geronimo, Principal Engineer

ACTION:
Adopt a Resolution entitled:

RESOLUTION NO. 2026 NO. - _____

**A RESOLUTION ADOPTED BY THE CITY COUNCIL OF THE CITY OF WILDOMAR
ESTABLISHING A PRE--QUALIFICATION PROCEDURE AND AN APPEALS PROCEDURE
FOR PREQUALIFYING CONTRACTORS TO BID ON PUBLIC WORKS PROJECTS**

SUMMARY:

The proposed Resolution would allow for pre-qualification of construction contractors for public works projects, on a project-by-project basis.

BACKGROUND:

As the City looks to deliver larger and more complex Capital Projects, staff has expressed the need to properly vet and award these public works construction projects to qualified contractors that meet certain pre-qualifications criteria while still meeting Public Contract Code requirements for awarding to the lowest bidder.

In 1999, the Legislature enacted a law that allows cities and other public agencies to require licensed contractors that wish to bid for public works contracts to “pre-qualify” for the right to bid on a specific public works project, or on public works projects undertaken by a public agency during a specified period of time.

DISCUSSION:

Public Contract Code (“PCC”) § 20101 has the relevant provisions related to pre-qualifications.

Section 20101 of the PCC authorizes, but does not require, cities and other public agencies to adopt a pre-qualification program. If a city or public agency chooses to adopt a pre-qualification program, Section 20101 requires the following: (i) the use of a “standardized questionnaire and financial statement in a form specified by the public entity” [Section 20101 (a)]; (ii) the adoption of a uniform system of rating bidders on objective criteria, on the basis of the completed questionnaires and financial statements [Section 20101(b)]; (iii) the creation of an appeal procedure, by which a contractor that is denied pre-qualification may seek a reversal of that determination [Section 20101(d)].

Section 20101 allows a city to establish two different types of pre-qualification procedures for public works projects: (i) pre-qualification of contractors on a project by project basis whereby the City Manager and/or Public Works Director would be authorized to select the projects to be pre-qualified [Section 20101(d)]; (ii) annual pre-qualification whereby a contractor may qualify to bid on public works projects which are put out for bid by a city for a period of one year after the date of initial pre-qualification [Section 20101(c)]. If the City decides to adopt the procedure contained in subsection (c), it must give contractors an opportunity to pre-qualify on a quarterly basis. The Public Contracts Code does not limit the City to adopting only one procedure. Actually, if the City chooses to do so, it may adopt both procedures and tailor them according to the type and size of the public works project to be put out for bid.

The proposed resolution would allow for pre-qualification on a project-by-project basis. If the City chooses at a later date to adopt a pre-qualification procedure whereby contractors are pre-qualified for one-year, additional action would be required. The adoption of this resolution will assist the City in the following ways: (i) streamline bidding procedures, (ii) provide a uniform and objective system of rating bidders in order to ensure that taxpayers are receiving the best value for their tax dollar, and (iii) better identify unqualified contractors.

Alternative Actions

The City Council could reject the proposed resolution. The City Council's rejection of the proposed resolution will result in no change to the City's current practice of soliciting bids and awarding public works contracts.

FISCAL IMPACT:

There is no fiscal impact to adopting this Resolution.

ATTACHMENTS:

[Resolution](#)

[Exhibit B Scoring Sheet.pdf](#)

[Exhibit A - Pre-Qualification Questionnaire-.pdf](#)