

## District's Informal Bidding Contractor's List Application Instructions

## Background

In January 2018, the San Diego Community College District ("District") adopted a resolution making the District subject to the California Uniform Public Construction Cost Accounting Act ("CUPCCAA"). In accordance with CUPCCAA and Public Contract Code 22032:

Public projects of \$60,000 or less may be performed by force account or by negotiated contract.

Public projects of \$200,000 or less may be let to contract by informal procedures set forth in the Act.

Public projects of \$200,000 or more require formal bids.

Contractors interested in bidding on District public works projects with an estimated cost of \$200,000 or less are required to complete and submit an Informal Bidding Contractors List Application in order to be placed on the District's Informal Bidding Contractor's List in effect from January 1, 2024 until December 31, 2024.

Please visit the District's Operations, Enterprise Services, and Facilities Department website at <u>https://www.sdccd.edu/about/departments-and-offices/operations-enterprise-</u> <u>services-and-facilities/Bid-and-Contract-Opportunities.aspx</u> for the Informal Bidding Contractors List Application. You may apply at any time; however, the District's annual Informal Bidding Contractors List is effective through December 31st.

## Step-by-step instructions on the next page.

Operations, Enterprise Services, and Facilities Management 3375 Camino del Rio, Suite 310, San Diego, CA 92116 Phone: 619-388-6546



## **Step-by-Step Instructions**

**Step 1:** Log into your PlanetBids vendor account and select "Vendor Profile". <u>https://vendors.planetbids.com/portal/57760/portal-home</u>

	San Diego Community College District $\rightarrow$	C TEST COMPANY 🗸			
Vendor Portal					
	Vendor Profile View the vendor profile of: C TEST COMPANY View C TEST COMPANY View C TEST COMPANY				
	My Contracts UNAVAILABLE Manage your awarded contracts, record payments, add subcontractors, produce reports and charts.				
	Contracts View public information regarding agency contracts. We wand fulfill insurance requests / requirements.				
Hore from PlaneBids Effortless Bidding Awaits. Manage all of your agencies with just one profile. Learn More >					

**Step 2:** Select the "Prequalification" tab.

San Diego Community College District					
VENDOR PROFILE HOME	Welcome, C TEST COMPANY!				
VENDOR DETAILS PREQUALIFICATION	***,				
	Change Password Change Email				

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**Step 3:** Read and answer the questionnaire according to the instructions provided.

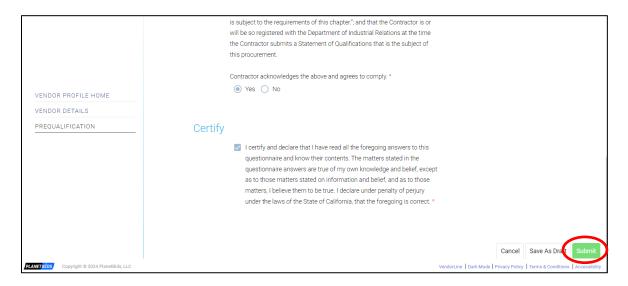
San Diego Comm	unity College District	C TEST COMPANY	~ 🏠
VENDOR PROFILE HOME VENDOR DETAILS PREQUALIFICATION	Would you like to apply for contractor prequalification?* <ul> <li>Yes</li> <li>No</li> </ul> San Diego Community College District ("District") has adopted the California Uniform Public Construction Cost Accounting Act ("CUPCCAA") and invites all interested licensed contractors to submit their company for inclusion on the District's Informal Bidding Contractors to submit their company for inclusion on the District's Informal Bidding Contractors Usits.         Per California Public Construct Code 22032, any Public Works project that is estimated to be below \$200,000 is subject to the Informal Bidding Procedures set forth by the State of California Uniform Construction Cost Accounting Commission.         Interested contractors are required to have a current license and are subject to verification through the Contractor or subcontractor may be listed on ald or awarded a contract for a public works project unless registered with the Department of Industrial Relations (DIR) per California Labor Code section 1725.5.         The District's Informal Bidding Contractors List will be used to notify contractors of upcoming informal public projects bids. You may apply at any time, however, the District's annual Informal Bidding Contractors List is effective through December 31st. Applications for the following year may be submitted beginning November 1st.	Cancel Save As Draft	Submit
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San Diego Comm	unity College District	C TEST COMPANY 🗸  🟠
	Prequalification Status	
	Current Status: Submitted	
	Contractor Licenses EDIT	
	Licenses	
VENDOR PROFILE HOME	A General Engineering B General Building	
VENDOR DETAILS	License # *	
PREQUALIFICATION	1234567	
	Esp. Date * 06/30/2025	
	General Questionnaire	
	Labor Code § 1725.5 states, in pertinent part that: "A contractor shall be	
	registered pursuant to this section to be qualified to bid/propose on, be listed	
	in a bid/proposal, subject to the requirements of Section 4104 of the Public	
	Contract Code, or engage in the performance of any public work contract that	

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**Step 4:** Click "Submit" after the application has been completed. Alternatively, you may save it as a draft.



The application will be reviewed by District staff. If you have any questions, please contact the Operations, Enterprise Services, and Facilities Department at 619-388-6546.

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