



**SAN DIEGO
COMMUNITY COLLEGE
DISTRICT**

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College of Continuing Education

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 ("CUPCAA"). In accordance with CUPCAA 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 <https://www.sdccd.edu/about/departments-and-offices/operations-enterprise-services-and-facilities/Bid-and-Contract-Opportunities.aspx> 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



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Step-by-Step Instructions

Step 1: Log into your PlanetBids vendor account and select “Vendor Profile”.

<https://vendors.planetbids.com/portal/57760/portal-home>

The screenshot shows the Vendor Portal interface for C TEST COMPANY. At the top, the San Diego Community College District logo and name are visible, along with a dropdown menu for the company name. The main section is titled "Vendor Portal" and contains several tiles: "Vendor Profile" (circled in red), "Bid Opportunities", "My Contracts" (UNAVAILABLE), "Certified Vendors", "Contracts" (UNAVAILABLE), and "My Insurance". Below the tiles, there is a "More from PlanetBids" section featuring the "VENDORLINE" logo and the text "Effortless Bidding Awaits. Manage all of your agencies with just one profile. [Learn More >](#)".

Step 2: Select the “Prequalification” tab.

The screenshot shows the Vendor Profile page for C TEST COMPANY. The page header includes the San Diego Community College District logo and name. The main content area displays "Welcome, C TEST COMPANY!". On the left side, there is a navigation menu with three tabs: "VENDOR PROFILE HOME", "VENDOR DETAILS", and "PREQUALIFICATION" (circled in red). On the right side, there are two buttons: "Change Password" (with a lock icon and three asterisks) and "Change Email" (with an @ icon).

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

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C TEST COMPANY ▾

Would you like to apply for contractor prequalification? *

Yes No

San Diego Community College District ("District") has adopted the California Uniform Public Construction Cost Accounting Act ("CUOPCAA") and invites all interested licensed contractors to submit their company for inclusion on the District's Informal Bidding Contractors List.

Per California Public Contract 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 Contractors State License Board. Additionally, pursuant to Senate Bill (SB) 854, no contractor or subcontractor may be listed on a bid 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.

If you or your company would like to be placed on the District's Informal Bidding Contractors List, please select "Yes" and complete the questions

Cancel Save As Draft Submit

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Prequalification Status

Current Status: Submitted

Contractor Licenses EDIT

Licenses

A General Engineering
B General Building

License # *
1234567

Exp. 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.

is subject to the requirements of this chapter; and that the Contractor is or will be so registered with the Department of Industrial Relations at the time the Contractor submits a Statement of Qualifications that is the subject of this procurement.

Contractor acknowledges the above and agrees to comply. *

Yes No

Certify

I certify and declare that I have read all the foregoing answers to this questionnaire and know their contents. The matters stated in the questionnaire answers are true of my own knowledge and belief, except as to those matters stated on information and belief, and as to those matters, I believe them to be true. I declare under penalty of perjury under the laws of the State of California, that the foregoing is correct. *

Cancel Save As Draft **Submit**

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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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