

*****This is a Registration Packet***
Not a Pre-Qualification Packet**

**ROMOLAND SCHOOL DISTRICT
Business Services Department
25900 Leon Road, Homeland, CA 92548**

**NOTICE TO CONTRACTORS TO REGISTER FOR PUBLIC
WORKS PROJECTS FOR “CALENDAR YEAR 2019” IN
ACCORDANCE TO PCC22036**



ROMOLAND SCHOOL DISTRICT
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**NOTICE TO CONTRACTORS TO REGISTER FOR PUBLIC WORKS PROJECTS
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On February 13, 2018, the Board of Education approved a resolution to adopt the State of California Uniform Construction Cost Accounting Procedures. Pursuant to the provisions of Public Contract Code Section 22036, the Uniform Public Construction Cost Accounting Act, the Romoland School District is inviting **licensed contractors** to be included in the Agency's list of registered bidders. Disabled Veteran Contractors are encouraged to submit applications.

The Romoland School District reminds all contractors and subcontractors of the enactment of SB 854. Contractors and subcontractors who work or bid on a public works project are encouraged to ensure they are familiar with the recently enacted requirements under the new California Department of Industrial Relations (DIR) public works contractor registration program. Specifically, contractors and subcontractors who bid or work on a public works project must register with the DIR in accordance with Labor Code section 1725.5. In accordance with SB 854, beginning on March 1, 2015, the District will require all contractors and subcontractors to be registered with the DIR in accordance with Labor Code section 1725.5 prior to submitting a bid on any public works project.

As of **April 1, 2015**, no contractor or subcontractor may work on a public works project unless registered with DIR. For additional information on these new requirements, please visit the California Department of Industrial Relations website.

**PROCEDURE FOR ESTABLISHMENT AND MAINTENANCE
OF LIST OF REGISTERED CONTRACTORS
PER SECTION 22034 OF THE PUBLIC CONTRACT CODE**

1. During November each year, each public Agency which has elected to become subject to the Uniform Public Construction Cost Accounting Procedures shall mail a written notice to all construction trade journals designated for that Agency under Section 22036, inviting all licensed contractors to submit the name of their firm to the Agency for inclusion on the Agency's list of bidders for the following calendar year.
2. The notice shall require that the contractor provide the name and address to which a Notice to Contractors or Proposal should be mailed, a phone number at which the contractor may be reached, the type of work in which the contractor is interested and currently licensed to do (earthwork, pipelines, electrical, painting, general building, (etc.) together with the class of contractor's license(s) held and contractor license number(s).
3. The Public Agency may create a new contractor list starting January 1st of each year. The Agency may include any contractor names it so desires on the list, but the list must include, at a minimum, all contractors who have properly provided the Agency with the information required under #2 above, either during the calendar year in which the list is valid or during November or December of the previous year.

4. A contractor may have his firm added to Agency's contractors list at any time by providing the required information.

5. The Romoland School District reminds all contractors and subcontractors of the enactment of SB 854. Contractors and subcontractors who work or bid on a public works project are encouraged to ensure they are familiar with the recently enacted requirements under the new California Department of Industrial Relations (DIR) public works contractor registration program. Specifically, contractors and subcontractors who bid or work on a public works project must register with the DIR in accordance with Labor Code section 1725.5. In accordance with SB 854, beginning on March 1, 2015, the District will require all contractors and subcontractors to be registered with the DIR in accordance with Labor Code section 1725.5 prior to submitting a bid on any public works project. Further, as of April 1, 2015, no contractor or subcontractor may work on a public works project unless registered with DIR. For additional information on these new requirements, please visit the California Department of Industrial Relations website.

6. The District is requesting contractors to provide (attach) their DIR registration as part of this packet. Since the District has been approved for Measure "M" bond and ERP (emergency repair projects) and will need to be bid ERP in the coming months.

7. Please note this is **not** a pre-qualification packet, this is a registration packet and will be placed on the contractors' bidders list and the bidders on the list will receive "Notices Inviting Bids" for all maintenance and construction bids. The NIB received will give strict instructions on pre-qualification guidelines to bid on projects.

8. If firm is already registered, this District is just updating its records and is requesting that firm provide the registration packet.

Romoland School District

Please attach the following to your completed application:

- Copy of your business card
- Copy of qualified license classification (s)
- The District may follow Uniform Public Construction Cost Accounting Program according to Public Contract Code 22032
- List of references from other school districts
- Website address
- Letter of introduction with list of products and/or services your company provides.

Public Works Project Requirements:

- Prevailing wage according to Labor Code 1170-1777
- Active Contractors license for EACH fiscal year
- Bid Bond for formal bids. Performance and Payment Bonds will be required for any projects over \$25,000 (It is vendor/contractor responsibility to review requirements of each project)
- Copy of registration from the Department of Industrial Relations (DIR).
- Review Insurance Requirements. They will be listed on all bids.

Please note:

The District will use registration packet from contractors to update the Bidders List for public works on Uniform Public Construction Cost Accounting Program according with Public Contract 22032 or 20111(supplies, equipment, services) Contractors are responsible to update company information yearly (November) to the Business Services Department.

District requires insurance endorsements based on type of services for professional, automobile, general and worker's compensation.

The list of products/services is very important, as it will be used to determine companies to send notifications for specific bids or commodity quotes.

If your company receives a bid packet or request to quote three (3) times and does not respond, this is cause for removal from the District vendor/bidders list. Always respond with a no-bid/quote.

You may contact the Director of Maintenance, Operations, Transportation and Facilities Department during regular business hours at telephone number 951-926-9244 ext.1236.

Thank you for your interest in Romoland School District.

Romoland School District
References from Other School Districts

Please submit with application.

EXAMPLE: Your references should be listed in the following format (facts are example only)

- (a) Work for X Y Z School District
- (b) Phone # (222) 123-4567
- (c) 999 Holly Drive, L. A., CA 92000
- (d) Contact: J. Q. Jones III at above #

Reference #1

District: _____
Phone#: _____
Address: _____
Name of Contact: _____

Reference #2

District: _____
Phone #: _____
Address: _____
Name of Contact: _____

Reference #3

District: _____
Phone #: _____
Address: _____
Name of Contact: _____

Reference #4

District: _____
Phone #: _____
Address: _____
Name of Contact: _____

Reference #5

District: _____
Phone #: _____
Address: _____
Name of Contact: _____

CONTRACTOR'S PRE-REGISTRATION APPLICATION

California Uniform Public Construction Cost Accounting Act Informal Bidding Process

The Contractor listed below requests to be included in the Romoland School District 2018 List of Registered Contractors to receive Notices Inviting INFORMAL and FORMAL BIDS:

Name of Company: _____	
Address: _____	
Telephone: _____	Fax: _____
E-mail: _____	Contact Name: _____
<u>CA CONTRACTOR'S LICENSE NUMBER(S):</u> _____	<u>CLASS OF CONTRACTOR LICENSE(S) HELD:</u> _____
DIR REGISTRATION NUMBER: _____	

Please check the box/boxes of the categories of work in which you would be interested in participating in an informal contracting project with the Romoland School District:

<i>General Engineering (Class A)</i>		<input type="checkbox"/>	<i>General Engineering (Class B)</i>		<input type="checkbox"/>
Boiler, Hot Water Heating & Steam Fitting	C4	<input type="checkbox"/>	Masonry	C29	<input type="checkbox"/>
Building Moving, Demolition	C21	<input type="checkbox"/>	Ornamental Metals	C23	<input type="checkbox"/>
Cabinet, Mill Work & Finish Carpentry	C5	<input type="checkbox"/>	Painting & Decorating	C33	<input type="checkbox"/>
Concrete	C8	<input type="checkbox"/>	Parking & Highway Improvement	C32	<input type="checkbox"/>
Construction zone	C31	<input type="checkbox"/>	Pipeline	C34	<input type="checkbox"/>
Drywall	C9	<input type="checkbox"/>	Plumbing	C36	<input type="checkbox"/>
Earthwork & Paving	C12	<input type="checkbox"/>	Refrigeration	C38	<input type="checkbox"/>
Electrical (General)	C10	<input type="checkbox"/>	Roofing	C39	<input type="checkbox"/>
Electrical (Signs)	C45	<input type="checkbox"/>	Sanitation System	C42	<input type="checkbox"/>
Elevator Installation	C11	<input type="checkbox"/>	Sheet Metal	C43	<input type="checkbox"/>
Fencing	C13	<input type="checkbox"/>	Solar	C46	<input type="checkbox"/>
Fire Protection	C16	<input type="checkbox"/>	General Manufactured Housing Contractor	C47	<input type="checkbox"/>
Flooring & Floor Control	C15	<input type="checkbox"/>	Steel, Reinforcing	C50	<input type="checkbox"/>
Glazing	C17	<input type="checkbox"/>	Steel, Structural	C51	<input type="checkbox"/>
Insulation & Acoustical	C2	<input type="checkbox"/>	Swimming Pool	C53	<input type="checkbox"/>
Landscaping	C27	<input type="checkbox"/>	Tile (Ceramic & Mosaic)	C54	<input type="checkbox"/>
Lathing & Plastering	C35	<input type="checkbox"/>	Heating, Ventilating & Air Conditioning	C20	<input type="checkbox"/>
Limited Specialty	C61	<input type="checkbox"/>	Water Conditioning	C55	<input type="checkbox"/>
Lock & Security Equipment	C28	<input type="checkbox"/>	Welding	C60	<input type="checkbox"/>
Low Voltage Systems	C7	<input type="checkbox"/>	Well Drilling	C57	<input type="checkbox"/>

Application Certification: I certify that to the best of my knowledge, the elements of information provided above are accurate and true, as of this date. I am properly licensed and skilled to perform the above work and I am able to secure bonds to perform the work. My company shall comply with all city, state, and federal requirements.

Typed (or Printed) Name
Title
Signature

CONTRACTOR REGISTRATION APPLICATION

California Uniform Public Construction Cost

Accounting Act

The Romoland School District has elected to become subject to the California Uniform Public Construction Cost Accounting Procedures., The District is inviting all licensed contractors to submit information for inclusion on the District's list of registered bidders for the **2019** calendar year.

This notice requires contractors to provide the following information:

1. Company name
2. Company name and mailing address
3. Contact phone number, fax number, and email address
4. Type of work contractor is interested in performing
5. Type of work contractor is licensed to perform
6. Contractor's license and number
7. Insurance certificate
8. W9
9. DIR Registration Number

Company Name		Phone No.	Fax No.
Address		Contact Name	
City, State, Zip		Email Address	
Type of Work	License Classification(s)	License No.	
DIR Registration No.			

Information should be sent to:

Jon Parham, Director of Maintenance Operations, Transportation and Facilities
Romoland School District
25900 Leon Road, Homeland, CA 92548
Email: conreg18@romoland.net

The Romoland School District may create a new contractors list effective January 1st of each year and may include any contractor's name it desires on the contractors list, but must include, at a minimum, all contractors who have properly provided the School District with the required information, either during the calendar year in which the list is valid, or during November or December of the prior year. The list will automatically include all contractors who submitted one or more bids to the School District during the preceding year. A contractor may have their firm added to the School District's contractors list at any time by providing the required information.

Romoland School District
BUSINESS SERVICES DEPARTMENT

The Romoland School District is required to report W-9 information on a yearly basis. If your company is conducting business for the District you are required to complete a W-9 form. A contractor conducting business as a “DBA” or “Sole Proprietor” needs to supply the District with both a tax identification number and a social security number.

If you need assistance you may contact our Accounting Department at 951-926-9244 ext. 1241

Romoland School District
BUSINESS SERVICES DEPARTMENT

Education Code Section 45125.1 requires School Districts to request finger printing for vendors or contractors that may come in contact with students. Attached is a “Request for Authorization to Receive State Summary Criminal History Information” from the Department of Justice.

The District may require an entity providing school site services to supply fingerprints to ensure the safety of pupils. The District will make this determination on a case-by-case basis.

**THIS INFORMATION IS PROVIDED FOR YOUR REVIEW,
ONLY. THE DISTRICT WILL NOTIFY YOU OF
FINGERPRINT REQUIREMENTS IF YOU ARE SELECTED TO
PROVIDE SERVICE.**

Romoland School District

Sample of Insurance Requirements

All insurance requirements will be listed in each
Construction or maintenance bid.

Contractor shall take out and maintain and shall require all subcontractors, if any, whether primary or secondary, to take out and maintain:

- (1) Comprehensive General Liability Insurance with a combined single limit per occurrence of not less than \$2,000,000.00 or Commercial General Liability Insurance (including automobile insurance) which provides limits of not less than:

(a)	Per occurrence (combined single limit)	\$1,000,000.00
(b)	Project Specific Aggregate (for this project only)	\$1,000,000.00
(c)	Products and Completed Operations	\$1,000,000.00
(d)	Personal and Advertising Injury Limit	\$1,000,000.00

- (2) Insurance Covering Special Hazards

The following Special hazards shall be covered by riders or riders to above mentioned public liability insurance or property damage insurance policy or policies of insurance, in amounts as follows:

(a)	Automotive and truck where operated in amounts	\$1,000,000.00
(b)	Material Hoist where used in amounts	\$1,000,000.00
(c)	Explosion, Collapse and Underground (XCU) coverage	\$1,000,000.00

- (3) In addition, provide Excess Liability Insurance coverage in the amount of Two Million Dollars (\$2,000,000.00).

E. Workers' Compensation Insurance. During the term of this Contract, the Contractor shall provide workers' compensation insurance for all the Contractor's employees engaged in Work under this Contract on or at the Site of the Project and, in case any of the Contractor's Work is subcontracted, the Contractor shall require the Subcontractor to provide workers' compensation insurance for all the Subcontractor's employees engaged in Work under the subcontract. Any class of employee or employees not covered by a Subcontractor's insurance shall be covered by the Contractor's insurance. In case any class of employees engaged in Work under this Contract on or at the Site of the Project is not protected under the Workers' Compensation laws, the Contractor shall provide or cause a Subcontractor to provide adequate insurance coverage for the protection of those employees not otherwise protected. The Contractor shall file with the District certificates of insurance as required under Article 18.I and in compliance with Labor Code ' 3700.