



## QUALIFIED CONTRACTORS LIST FOR 2017 CALENDAR YEAR

The Saddleback Valley Unified School District has adopted the Uniform Construction Cost Accounting Procedure under Public Contract Code §22000 et seq. In accordance with the State of California Uniform Public Construction Cost Accounting Commission, the District is inviting all interested licensed contractors to submit their company for inclusion on the District's list of qualified contractors for calendar year 2017. **You must resubmit to be included on the 2017 list even if your company has submitted an application in prior years.** Per California Public Contract Code 22032, any Public Works Project that is estimated to be \$175,000 or less is subject to the Informal Bidding Procedures set forth by the State of California Uniform Construction Cost Accounting Commission and only the contractors who submit a complete and valid application and are placed on the District's Qualified Contractor List will be eligible to bid on these Informally Bid Projects. All trade categories are subject to Informal Bidding Procedures and the Qualified Contractor List requirement. **Contractors that are interested in being on the 2017 Qualified List are required to have a current license and are subject to verification through the Contractors State License Board at all times.** If the District determines any information provided on an application is incorrect, incomplete, or false, the District may either reject the application or remove an already admitted contractor from the Qualified List at any time. Once placed on the Qualified List, all contractors are responsible for informing the District immediately if any information provided on the Qualified List has changed and may be subject to removal for failure to timely notify the District.

**Contractors must be currently registered with the Department of Industrial Relations (DIR) and meet the requirements of Labor Code section 1725.5 to qualify for any District project and therefore all contractors must provide a current and valid DIR registration number on their applications, where indicated below. Contractors must maintain valid registration with DIR throughout the current year and must provide proof of current DIR registration when bidding for any District project. Even if a contractor is placed on the Qualified Contractor List, the contractor cannot perform any work on any District project without a current and valid DIR registration.** Contractor shall be solely responsible for ensuring compliance with Labor Code section 1725.5 as well as any requirement implemented by DIR applicable to its services or its subcontractors throughout its work on any District project. Contractor shall also furnish certified payroll records as required pursuant Labor Code section 1776 directly to the Labor Commissioner in accordance with Labor Code section 1771.4 and in a format prescribed by the Labor Commissioner throughout any District project. By submitting an application to be included on the District's Qualified Contractor List, contractor confirms that it is in compliance with all applicable DIR regulations and has the capacity to maintain compliance throughout the calendar year and during any District project.

If you or your company would like to be placed on the District's 2017 Qualified Contractor List, please complete the District's Contractors Letter of Interest Application and return it to Maria Ortenburger at the address below, via email to [cupcca@svusd.org](mailto:cupcca@svusd.org) or FAX (949) 472-4107. All contractors are responsible for ensuring their application is received by the District.

**SADDLEBACK VALLEY UNIFIED SCHOOL DISTRICT  
25631 Peter A. Hartman Way  
Mission Viejo, CA 92691**

Suzy Volpe  
Purchasing Supervisor



**CONTRACTORS LETTER OF INTEREST APPLICATION FOR 2017**

Date: \_\_\_\_\_

Firm Name: \_\_\_\_\_

Business Contact Name: \_\_\_\_\_

Business Mailing Address: \_\_\_\_\_  
Street City/State Zip Code

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Website: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Specify if your business is:

- 1. Small Business Enterprise (SBE) Yes [ ] No [ ]
- 2. Women Owned Business Enterprise (WBE) Yes [ ] No [ ]
- 3. Minority Owned Business Enterprise (MBE) Yes [ ] No [ ]
- 4. Disabled Veteran Business Enterprise (DVBE) Yes [ ] No [ ]
- 5. Disadvantaged Business Enterprise (DBE) Yes [ ] No [ ]

Note: *If yes, please submit a copy of certification with this application. The criteria for Business Enterprises are available on the following pages.*

Indicate Work or Services Your Company is interested in (electrical, grading, painting, etc.):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Specify the project values and categories MOST applicable to your firm:

<u>Project Value</u>		<u>Project Categories</u>	
Up to \$999.99	[ ]	Maintenance and Repair	[ ]
\$1,000 - \$14,999	[ ]	New Improvements	[ ]
\$15,000 - \$45,000	[ ]	Major Renovation	[ ]
\$45,001 - \$175,000	[ ]	New Construction	[ ]
\$175,000 +	[ ]		

DIR Registration Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

(Contractor & subcontractor cannot perform any work on any District project without a current and valid DIR registration number.)

California Licenses:

<u>CLASS/CERT</u>	<u>DESCRIPTION</u>	<u>LICENSE #</u>	<u>EXPIRATION DATE</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Number of Years in Business: \_\_\_\_\_ Tax ID No.: \_\_\_\_\_

Type of Business (ex. Corporation): \_\_\_\_\_ Bonded:      Yes      No

Name and Address of Insurance Company: \_\_\_\_\_

Are you currently doing business with the District:      Yes      No

If Yes, where was your most recent project: \_\_\_\_\_

Please attach at least five (5) references including any schools/colleges, districts or government entities with whom you do business. Include the name, address, phone number and a contact person. If space above is not adequate to provide the needed information, attachments may be included with your submission.

Return completed application form to Maria Ortenburger at the address below, via email [cupcca@svusd.org](mailto:cupcca@svusd.org) or FAX (949) 472-4107.

SADDLEBACK VALLEY UNIFIED SCHOOL DISTRICT  
 2561 Peter A. Hartman Way  
 Mission Viejo, CA 92691

For District Use Only	
Information Verified (Initial): _____	Date and Time Submitted by Contractor: _____