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**MT. SAN ANTONIO COLLEGE DISTRICT**  
**INFORMAL BIDDING – LESS THAN \$220,000**  
**QUALIFICATIONS APPLICATION INSTRUCTIONS**

Mt. San Antonio College District (“District”) has adopted the California Uniform Construction Cost Accounting Procedures pursuant to Public Contract Code §22000. The District has also implemented Informal Bidding procedures pursuant to Public Contract Code §22034 and AB 2249. The following provide bidders with a description of the Informal Bidding procedures adopted by the District, the building trades subject to Informal Bidding procedures and instructions for completing the accompanying Qualifications Application.

**1 Uniform Construction Cost Accounting and Informal Bidding.**

1.1 Accounting Procedures. By action of the District’s Board of Trustees on December 17, 2008, the District elected to become subject to the procedures established by the California Uniform Construction Cost Accounting Commission (“Commission”) in the Cost Accounting Policies and Procedures Manual (“Accounting Procedures”). These procedures include specific requirements for maintaining records of labor and materials costs incurred by the District for projects completed by the District’s internal employee staff and for projects completed by contractors to the District. **The Accounting Procedures impose certain requirements on the District with respect to specific methods for maintaining cost records, but no extraordinary requirements are imposed on bidders/contractors to the District performing work under the Informal Bidding procedures.**

1.2 Informal Bidding. By adopting the Accounting Procedures, the District is authorized by Public Contract Code §22034 to enact specific procedures to implement the Informal Bidding permitted under Section 22034. Informal Bidding procedures were enacted by action of the District’s Board of Trustees on December 17, 2008.

1.2.1 Projects Subject to Informal Bidding Procedures. Pursuant to Public Contract Code §22034, AB 2249, and the Informal Bidding procedures enacted by the District, the projects subject to Informal Bidding procedures will be those designated by the District with an estimated construction cost value of \$220,000 or less. The foregoing notwithstanding, the District may, in the District’s discretion, award separate contracts under the Informal Bidding procedures for performance of portions of a project with an estimated construction cost value of greater than \$220,000, provided that each such contract for such a project awarded through the Informal Bidding procedure is for an estimated construction cost value of \$220,000 or less.

1.2.2 Informal Bidding Qualifications. Under the Informal Bidding procedures enacted by the District, the District will annually engage in a qualifications process by: (a) establishing categories of trade contracting services for the ensuing calendar year; (b) soliciting bidders’ responses to the Qualifications Application; and (c) placement of bidders deemed qualified, in accordance with applicable standards set forth in the Qualifications Application, in categories of trade contracting services.

1.2.3 Notice of Informal Bidding. Over the ensuing calendar year, as the District develops a project suitable for the Informal Bidding procedures by Bidders deemed qualified to participate in the Informal Bidding procedures, the District will provide such Bidders with notice of the availability of such a project for Informal Bidding. Notices of Informal Bidding will conform to the requirements set forth in Public Contract Code §22034 and AB 2249, including a description of

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the project in general terms, how to obtain additional information relating to the project and the date/time/place for submission of bid proposals.

## **2 Qualifications Application.**

2.1 Purpose of Qualifications Application (“Application”). The Application is a part of the process for the District’s selection of Bidders in specific trade categories to provide construction services for projects bid under the District’s Informal Bidding procedures. Timely submitted Responses to the Application will be evaluated by the District.

2.2 Public Records. Except for materials deemed Trade Secrets (as defined in California Civil Code §3426.1) and materials specifically marked “Confidential” or “Proprietary,” all materials submitted in response to the Application are deemed property of the District and public records upon submission to the District.

2.3 Errors/Discrepancies/Clarifications to the Application. If a Respondent encounters errors or discrepancies in the Application or portions thereof, the Respondent shall immediately notify the District’s, Purchasing Department, in writing, of such error or discrepancy.

## **3 Response to the Application.**

3.1 Submission of Response to the Application.

3.1.1 Location for Submission of Response to the Application. Responses to the Application shall be emailed to [purconstruction@mtsac.edu](mailto:purconstruction@mtsac.edu).

3.1.2 Application Response Costs. All costs and expenses incurred by a Respondent to prepare and submit a Response to the Application shall be borne solely and exclusively by the Respondent.

3.2 Application Response Contents/Format.

3.2.1 Response to the Application. All materials submitted in response to the Application shall be on 8 ½” x 11” paper, preferably in portrait orientation. Each Response to the Application must conform to the following described format and must include the content described below. Failure of a Respondent to submit its Response to the Application in a format and with content conforming to the following requirements will be a basis for the District’s rejection of such Response to the Application for non-responsiveness.

3.2.2 Additional Materials. Respondents are not prohibited, but are discouraged, from submitting materials in addition to those specifically responding to the matters noted in the Application. If a Respondent elects to submit materials with its Response to the Application which are in addition to the matters described in Paragraph 3.2.5 below, the Respondent shall separately bind all such additional materials from the Response to the Application addressing the matters set forth in Paragraph 3.2.5 below.

## **4 NOTIFICATION OF PRE-QUALIFICATION RESULTS**

Bidders timely submitting Responses to the Application will be notified by telephone and or by email of their pre-qualification within thirty (30) calendar days after the latest date for submission of responses to the Application.

**MT. SAN ANTONIO COLLEGE COMMUNITY COLLEGE DISTRICT  
 QUALIFIED BIDDERS LIST APPLICATION  
 PROJECTS LESS THAN \$220,000**

Licensed Contractors wishing to be included in the District's Qualified Bidders List to bid projects less than \$220,000 under the California Uniform Public Construction Cost Accounting Act ("CUPCCA") must fully complete this application. Completed applications should be email to [purconstruction@mtsac.edu](mailto:purconstruction@mtsac.edu).

Contractor: \_\_\_\_\_

*(as name appears on license)*

Contact Person: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_  
*(Street Address)*

\_\_\_\_\_  
*(City, State, Zip Code)*

Phone: (\_\_\_\_) \_\_\_\_\_

Fax: (\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

License No. \_\_\_\_\_

**Contractor Trade Categories**

The Contractor is currently licensed to perform and is interested in performing the following trade category(ies) of informally bid projects. By submitting this Application, the Contractor certifies to the District that the Contractor is currently licensed to perform the work of the trade categories for which the Contractor indicates interest in performing.

Requested Trade Category	Trade Category Description	Required CLSB Contractors' License Classification
<input type="checkbox"/>	Engineering Construction	A
<input type="checkbox"/>	General Building	B
<input type="checkbox"/>	Insulation and Acoustical	C-2
<input type="checkbox"/>	Boiler, Hot-Water and Steam Fitting	C-4
<input type="checkbox"/>	Framing and Rough Carpentry	C-5
<input type="checkbox"/>	Cabinet, Millwork and Finish Carpentry	C-6
<input type="checkbox"/>	Low Voltage Systems	C-7
<input type="checkbox"/>	Concrete	C-8
<input type="checkbox"/>	Drywall	C-9
<input type="checkbox"/>	Electrical	C-10
<input type="checkbox"/>	Elevator	C-11
<input type="checkbox"/>	Earthwork and Paving	C-12
<input type="checkbox"/>	Fencing	C-13
<input type="checkbox"/>	Flooring and Floor Covering	C-15
<input type="checkbox"/>	Fire Protection	C-16
<input type="checkbox"/>	Glazing	C-17
<input type="checkbox"/>	Warm-Air Heating, Ventilating and Air-Conditioning	C-20
<input type="checkbox"/>	Building Moving/Demolition	C-21
<input type="checkbox"/>	Ornamental Metal	C-23
<input type="checkbox"/>	Landscaping	C-27
<input type="checkbox"/>	Lock and Security Equipment	C-28

<input type="checkbox"/>	Masonry	C-29
<input type="checkbox"/>	Construction Zone Traffic Control	C-31
<input type="checkbox"/>	Parking and Highway Improvement	C-32
<input type="checkbox"/>	Painting and Decorating	C-33
<input type="checkbox"/>	Pipeline	C-34
<input type="checkbox"/>	Lathing and Plastering	C-35
<input type="checkbox"/>	Plumbing	C-36
<input type="checkbox"/>	Refrigeration	C-38
<input type="checkbox"/>	Roofing	C-39
<input type="checkbox"/>	Sanitation System	C-42
<input type="checkbox"/>	Sheet Metal	C-43
<input type="checkbox"/>	Electrical Sign	C-45
<input type="checkbox"/>	Solar	C-46
<input type="checkbox"/>	General Manufactured Housing	C-47
<input type="checkbox"/>	Reinforcing Steel	C-50
<input type="checkbox"/>	Structural Steel	C-51
<input type="checkbox"/>	Swimming Pool	C-53
<input type="checkbox"/>	Tile (Ceramic and Mosaic)	C-54
<input type="checkbox"/>	Water Conditioning	C-55
<input type="checkbox"/>	Well Drilling	C-57
<input type="checkbox"/>	Welding	C-60
<input type="checkbox"/>	Awnings	C-61/D-03
<input type="checkbox"/>	Central Vacuum Systems	C-61/D-04
<input type="checkbox"/>	Concrete-Related Services	C-61/D-06
<input type="checkbox"/>	Elevated Floors	C-61/D-10
<input type="checkbox"/>	Synthetic Products	C-61/D-12
<input type="checkbox"/>	Hardware, Locks and Safes	C-61/D-16
<input type="checkbox"/>	Machinery and Pumps	C-61/D-21
<input type="checkbox"/>	Metal Products	C-61/D-24
<input type="checkbox"/>	Doors, Gates and Activating Devices	C-61/D-28
<input type="checkbox"/>	Paperhanging	C-61/D-28
<input type="checkbox"/>	Pile Driving/Pressure Foundation Jacking	C-61/D-30
<input type="checkbox"/>	Pole Installation and Maintenance	C-61/D-31
<input type="checkbox"/>	Prefabricated Equipment	C-61/D-34
<input type="checkbox"/>	Pool and Spa Maintenance	C-61/D-35
<input type="checkbox"/>	Sand and Water Blasting	C-61/D-38
<input type="checkbox"/>	Scaffolding	C-61/D-39
<input type="checkbox"/>	Siding and Decking	C-61/D-41
<input type="checkbox"/>	Non-Electrical Sign Installation	C-61/D-42
<input type="checkbox"/>	Tree Service	C-61/D-49
<input type="checkbox"/>	Suspended Ceilings	C-61/D-50
<input type="checkbox"/>	Window Coverings	C-61/D-52
<input type="checkbox"/>	Trenching	C-61/D-56
<input type="checkbox"/>	Hydroseed Spraying	C-61/D-59
<input type="checkbox"/>	Air and Water Balancing	C-61/D-62
<input type="checkbox"/>	Construction Cleanup	C-61/D-63
<input type="checkbox"/>	Non-Specialized	C-61/D-64
<input type="checkbox"/>	Weatherization and Energy Conservation	C-61/D-65

## Accuracy and Authority

The undersigned is duly authorized to execute this Informal Bidding Qualification Application under penalty of perjury on behalf of the above-identified Bidder. The undersigned warrants and represents that he/she has personal knowledge of each of the responses to this Informal Bidding Qualification Application and/or that he/she has conducted all necessary and appropriate inquiries to determine the truth, completeness and accuracy of responses to this Informal Bidding Qualification Application.

The undersigned declares and certifies that the responses to this Informal Bidding Qualification Application are complete and accurate; there are no omissions of material fact or information that render any response to be false or misleading and there are no misstatements of fact in any of the responses. The above-identified Bidder acknowledge and agree that if the District determines that any response herein is false or misleading or contains misstatements of fact, the Bidder will not be deemed qualified to participate in the District's Informal Bidding procedures.

Executed this \_\_\_ day of \_\_\_\_\_ 20\_\_ at \_\_\_\_\_  
(City and State)

I declare under penalty of perjury under California law that the foregoing is true and correct.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print name)