



## MEASURE CC

BUILDING NEW OPPORTUNITIES FOR  
OUR STUDENTS & OUR COMMUNITY



# Session 2

## Small Contractor Boot Camp

May 12, 2021



# Agenda

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- Welcome & Introductions
- Preparing a Bid with SBCCD
- Procurement Technical Assistance Center
- UCCAP / Prequalification
- Q & A
- Meeting Closes



# Facilities, Emergency Management and Construction – SBCCCD

**Hassan Mirza, Facilities Project Manager**



**Point of Contact**

**Project Manager**  
Facilities, Emergency  
Planning and  
Construction

[hmirza@sbccd.edu](mailto:hmirza@sbccd.edu)

**(909) 388-6954**



**MEASURE CC**

BUILDING NEW OPPORTUNITIES FOR  
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# Preparing a Bid with SBCCD

## Bidding Process

- Advertisement
- Request for Proposal (RFP), NIB
- Job Walk
- Requests for Information (RFI)
- Addenda
- Bid Submittal
- Bid Opening Date/Time
- Notice of Intent to Award (NOITA)
- Board Approval
- Construction Contract and Purchase Order (PO)
- Notice to Proceed (NTP)



**SAN BERNARDINO COUNTY SUN**

473 E CARNEGIE DR #200, SAN BERNARDINO, CA 92408  
Telephone (909) 889-9666 / Fax (909) 884-2536

SHERRI LIEN GIFFIN  
SBCCD/AECOM  
550 E HOSPITALITY LANE STE 200  
SAN BERNARDINO, CA - 92048

**PROOF OF PUBLICATION**

(2015.5 C.C.P.)

State of California )  
County of SAN BERNARDINO ) ss

Notice Type: BID - NOTICE INVITING BIDS

Ad Description:

BID NO. CC02-3626-01 Exterior Lighting Improvements at Crafton Hills College

I am a citizen of the United States and a resident of the State of California; I am over the age of eighteen years, and not a party to or interested in the above entitled matter. I am the principal clerk of the printer and publisher of the SAN BERNARDINO COUNTY SUN, a newspaper published in the English language in the city of SAN BERNARDINO, county of SAN BERNARDINO, and adjudged a newspaper of general circulation as defined by the laws of the State of California by the Superior Court of the County of SAN BERNARDINO, State of California, under date 06/27/1952, Case No. 73081. That the notice, of which the annexed is a printed copy, has been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates, to-wit:

07/04/2020, 07/11/2020

Executed on: 07/14/2020  
At Riverside, California

This space for filing stamp only

SB #: 3376267

Notice is hereby given that the San Bernardino Community College District (SBCCD) located at 550 E Hospitality Lane #200, San Bernardino CA, 92408, acting by and through its Governing Board, is seeking bids from contractors who hold a California A, B, or C-10 contractor's license and are DIR registered that are interested in providing construction services for Exterior Lighting Improvements at Crafton Hills College (NIB# CC02-3626-01). Contractors may obtain the NIB document at <http://www.sbccd.org/Facilities Planning and Construction/Construction Bid Opportunities> Please address requests for information to Sherri Lien Giffin, at [sherri.lien.giffin@aecom.com](mailto:sherri.lien.giffin@aecom.com). There will be a non-mandatory Pre-bid Meeting to be held on July 8, 2020 at 8:00am PDT at 11711 Sand Canyon Road, Yucaipa CA 92399, BL1 Maintenance & Operations - Construction Offices. SUBMISSION will be in an electronic format ONLY in one single pdf file via PlanetBids by no later than July 31, 2020 at 2:00pm PDT. The bid opening information to be determined. See NIB for further details.  
7/4, 7/11/20

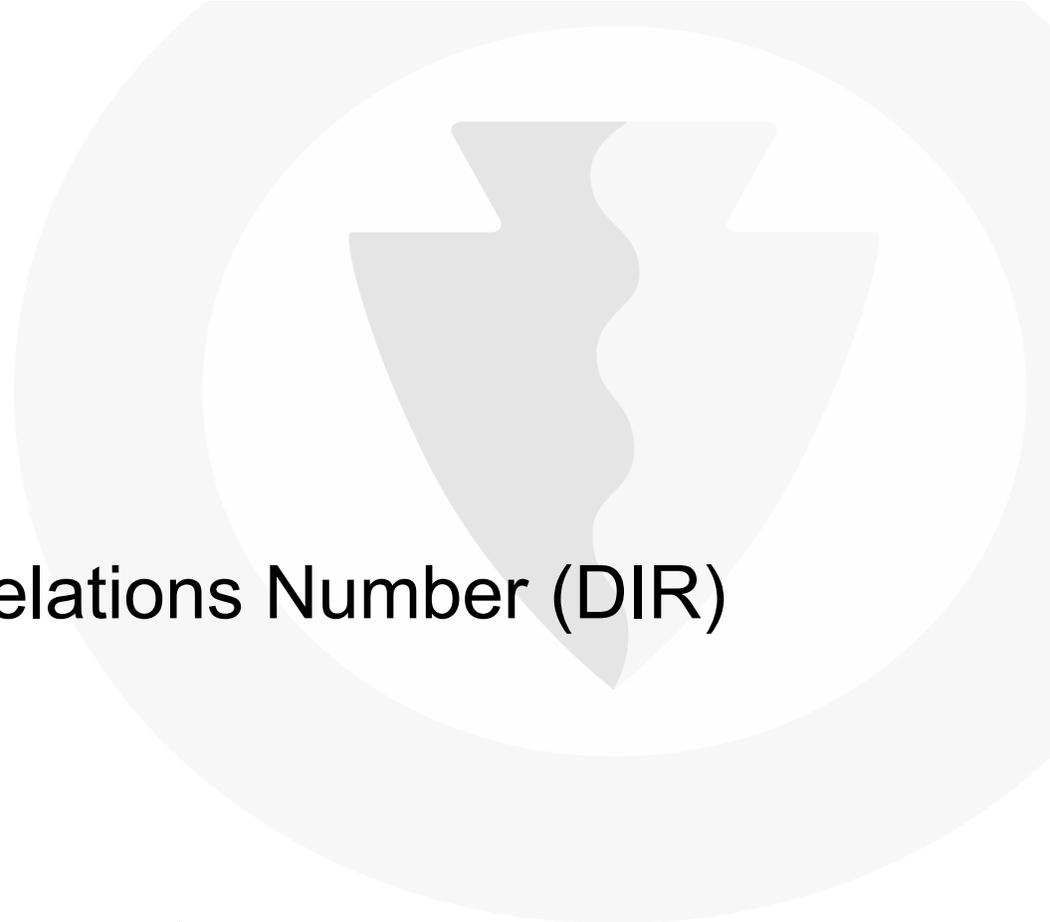
SBS-3376267#



# Bid Package

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- Bid Alternatives
- Required License
- Allowance
- License and Department of Industrial Relations Number (DIR)
- Scope of Work
- Time Schedule
- Subcontractors
- Public Works Reforms (SB 854) Requirements
- Prevailing Wage Requirements
- Bonds (Separate Payment and Performance Bonds)
- Notice of Inviting Bids (NIB) Exhibits





**BIDDING DOCUMENTS**  
**FOR THE**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

550 E. Hospitality Lane, Suite 200  
San Bernardino, CA 92408

**FOR**  
**CRAFTON HILLS COLLEGE**  
**EXTERIOR LIGHTING IMPROVEMENTS**

NIB # CC02-3626.01  
Project No. CC02-3626-01

**NIB RELEASED: 07/04/2020**

**Pre-Bid Meeting (nonmandatory): 8:00 AM PDT on 07/08/2020**

**REQUESTS FOR INFORMATION DUE: on July 15, 2020**

**FINAL ADDENDUM ISSUED: July 22, 2020**

**PROPOSALS DUE: 2:00 PM PDT July 31, 2020**

**PROPOSALS Opened on July 31, 2020**

Submit Requests for Information to:

Sherri Lien Giffin, Measure CC Bond Program, Program Controls Analyst

Email: [sherri.lien.giffin@aeocom.com](mailto:sherri.lien.giffin@aeocom.com)

Submit Proposals To: PlanetBids.com

<https://www.planetbids.com/portal/portal.cfm?CompanyID=29414>.

Bidders must be a registered vendor with SBCCD in PlanetBids to submit.



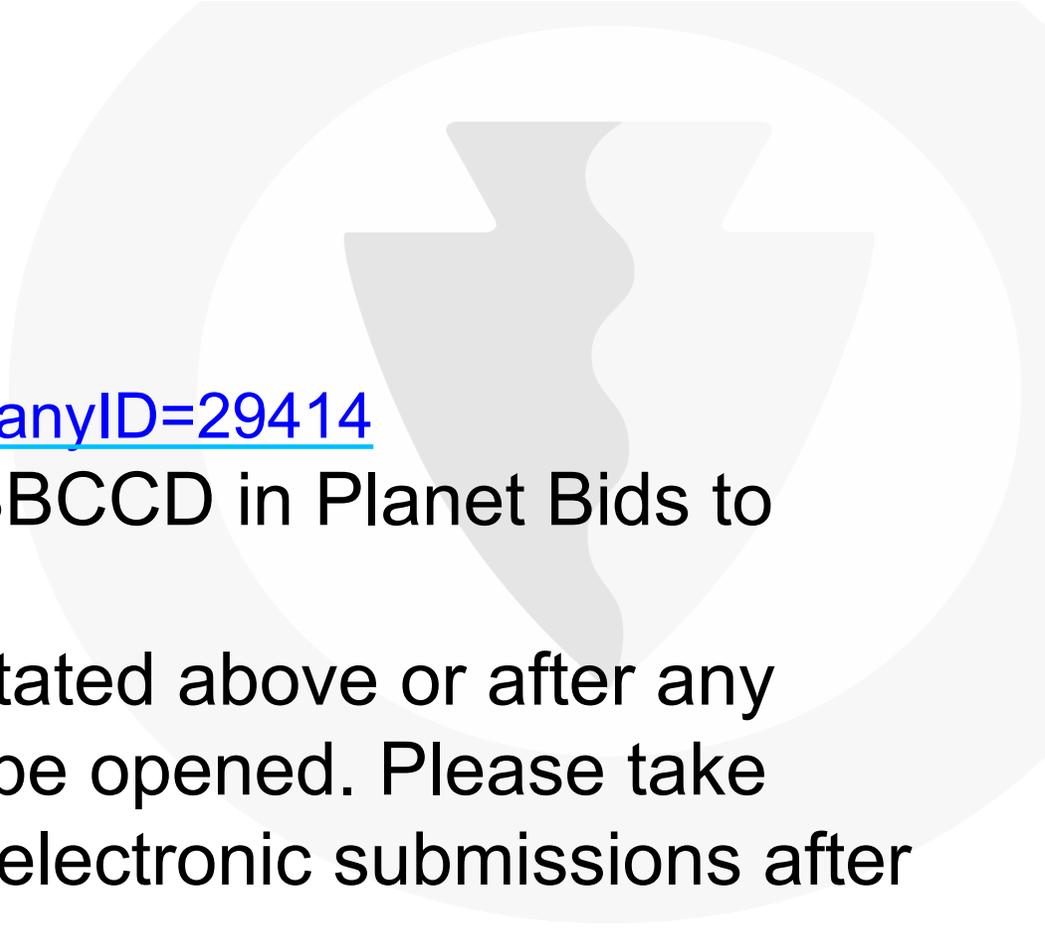
# Procurement Schedule (Example)

- NIB Issued
- Pre-proposal Meeting: 8:00 am PST
- Requests for Clarifications (“RFCs”)
- Due prior to: 2:00 pm PST
- Final Addendum Issued
- Bid Due prior to: 2:00 pm PST
- Bids Opened on:
- Anticipated Start 30 to 45 Days

Saturday	July 4, 2020
Wednesday	July 8, 2020
Wednesday	July 15, 2020
Wednesday	July 22, 2020
Friday	July 31, 2020
Friday	July 31, 2020



# Bid Submissions



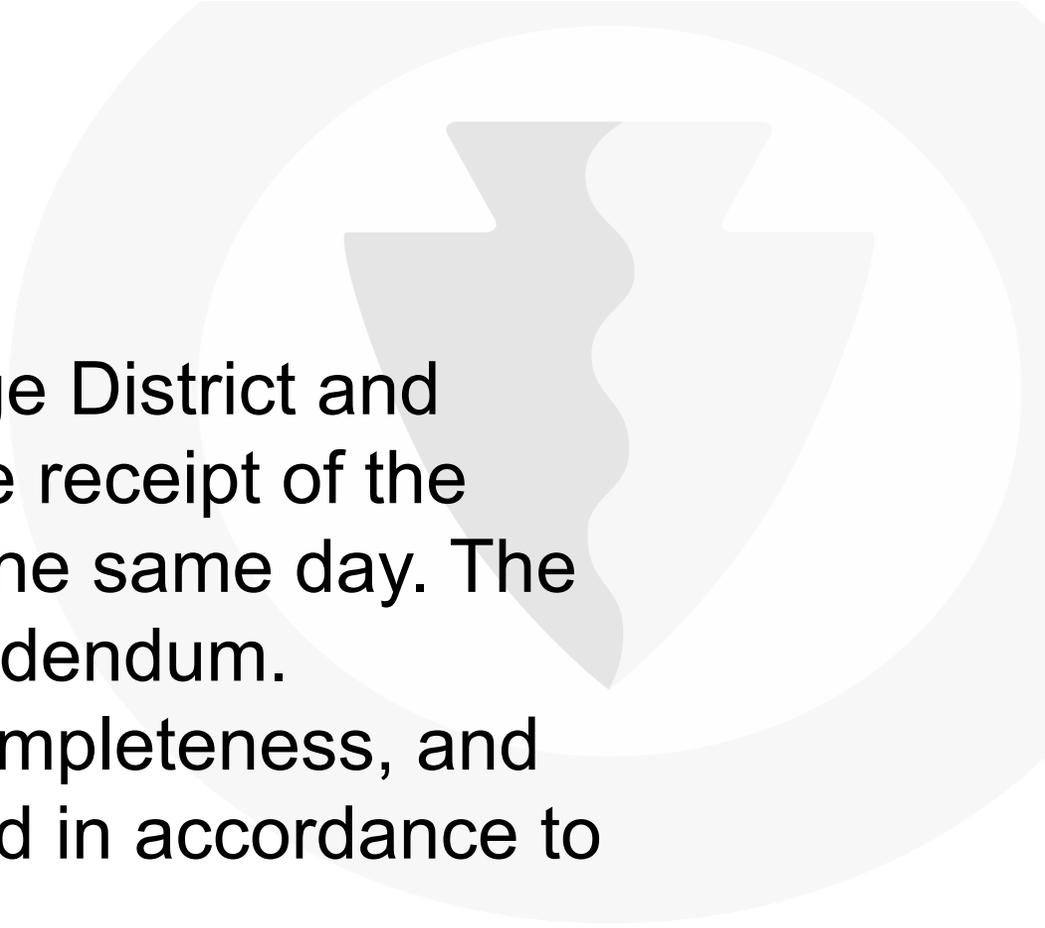
- Submit Proposals To: PlanetBids.com

<https://www.planetbids.com/portal/portal.cfm?CompanyID=29414>

- Bidders must be a registered vendor with SBCCCD in Planet Bids to submit.
- Any bids received after the time and date stated above or after any extensions due to material changes will not be opened. Please take notice that PlanetBids' system will not allow electronic submissions after 2:00 PM PDT.
- The proposals shall be submitted by the bidders through PlanetBids Sealed Envelope electronic system



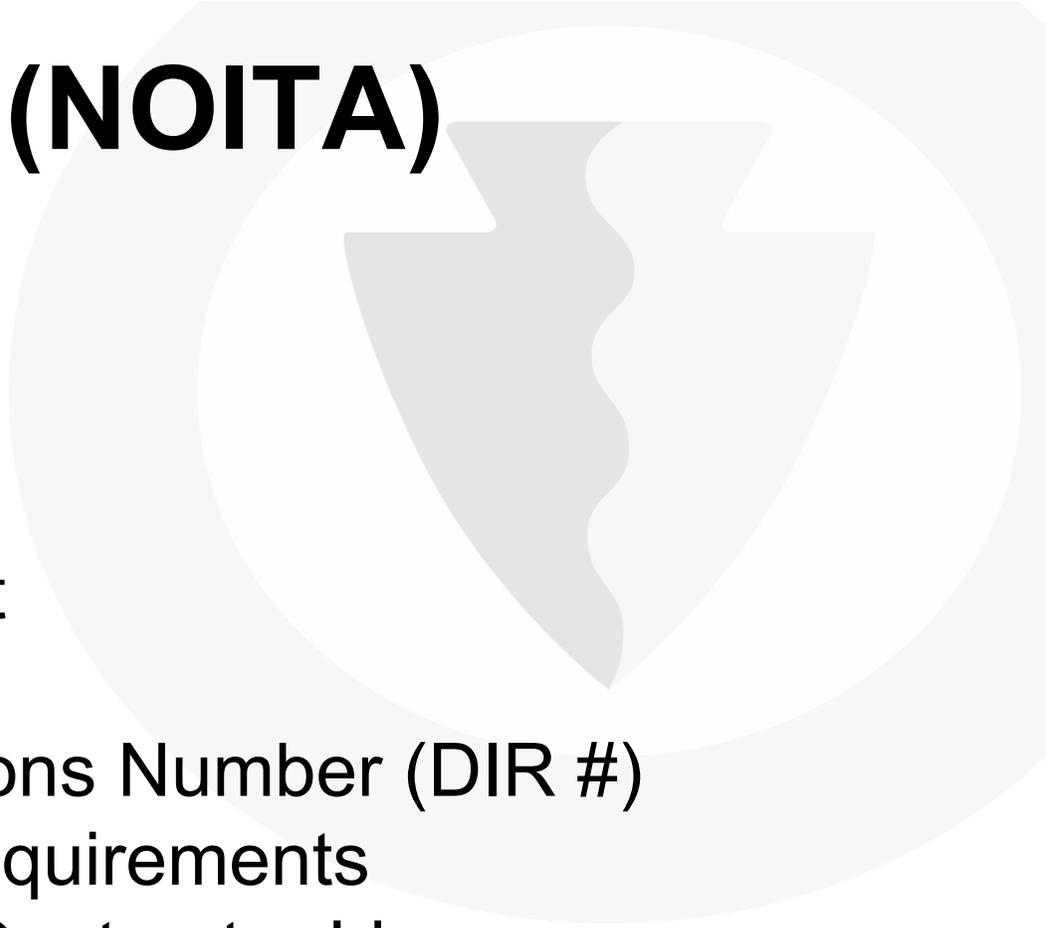
# Bid Opening



- San Bernardino Unified Community College District and PMT will hold a bid opening shortly after the receipt of the bids and “UNSEAL” the electronic bids on the same day. The details of this will be provided in a future Addendum.
- The bids will be tabulated, analyzed for completeness, and assurance that all forms have been received in accordance to the instructions to bidders
- Lump Sum bid will be awarded to the Lowest Responsible Bidder, the successful bidder will receive a notification of intent to award



# Notice of Intent to Award (NOITA)



## Requirements

- Two sets of Contract Agreement
- Performance and Payment Bonds
- Other Forms of Construction Agreement
- Completed W-9
- Proof of Department of Industrial Relations Number (DIR #)
- Certificate of Insurance per Contract Requirements
- California Proof of Active Construction Contractor License
- Completed Supplier Information Form





## NOTICE OF INTENT TO AWARD CONTRACT

Via Email  
September 4, 2020

Champion Electric Inc.  
3950 Gamer Road.  
Riverside, CA 92301

Attn: Pat Howard

Subject: San Bernardino Community College District (District)  
**Crafton Hills Exterior Lighting Project #CC02-3626.01**  
Construction Services NOITA-Revised

Please take notice, that pursuant to the Instructions for Bidders issued by the District in connection with the above referenced Project. This shall constitute the District's Notice of Intent to Award the Contract for the construction service for Crafton Hills Exterior Lighting Project #CC02-3626.01. The District intends to award the Contract for the Project in the amount of **\$834,900.00** to Champion Electric, Inc. as the responsible and responsive bidder. Award of the Contract for the Project will be considered by the District's Board of Trustees at the monthly meeting of the District's Board of Trustees on **October 8, 2020** beginning at 4:00 pm via conference video/call at Zoom Conference: <https://zoom.us/j/90066833> or (669) 900-6833. Champion Electric, Inc. is invited to attend.

It is the District's Intent to Award the Contract provided that all of the following requirements are complied. Please furnish the following documents to the District as soon as possible, no later than September 17, 2020 at 4:10 PM. (except items 2 and 8 below, see dates below)

1. Contractor Form Agreement with your signature for final execution. Please note that each page of the Contract Agreement needs to be filled out where applicable and signed in the lower right-hand corner as acknowledgment that you have read and agreed to all terms contained on that page and the Agreement, and corporate seal is required.
2. All Performance and Payment bonds for the above total awarded amount shall be executed



# Supplier Information Form Date: \_\_\_\_\_

Instructions: Please provide information about your company as indicated. Submit completed form by email to [businessservices@sbccd.org](mailto:businessservices@sbccd.org) with a completed IRS W-9 form

Please note this is a companion form to the IRS's form W-9, the Name on this form must match name on the W-9 companion form

<b>1. Company Name &amp; Mailing Address</b> (for quotes & purchase orders)		<b>2. Payment Mailing Address: (if different from previous)</b>	
Name: _____	Address: _____	Name: _____	Address: _____
City: _____	City: _____	State: _____	State: _____
State: _____	Zip Code: _____	State: _____	Zip Code: _____
County/Parish: _____	County/Parish: _____	Phone Number: _____	Phone Number: _____
Phone Number: _____	Fax Number: _____	Fax Number: _____	E-mail Address: _____

### Optional

**3. Electronic Payment Information - For direct deposit of payments. Must include a copy of Canceled Check or letter from your Banking Institution**

Name of Financial Institution: \_\_\_\_\_

Account Number: \_\_\_\_\_ Routing Number: \_\_\_\_\_

**4. On the Submitted W9, is Supplier listed as Individual/Sole Proprietor or Single-Member LLC?**  Yes  No

If No, Please skip to section 5.

If Yes, please complete the following: This information is **required** by the State of California Employment Development Department

Owners Name: \_\_\_\_\_

Owners Social Security number: \_\_\_\_\_

**5. For all Public Works Suppliers: i.e. work on public buildings or landscape over \$1,000; repair, maintenance, construction, etc.**

This field is required, only for Public Works Suppliers. (If not a public works suppliers, please skip to section 6.)

Department of Industrial Relations Number if Applicable (DIR#) \_\_\_\_\_

The Name of the Supplier DIR Number is listed under \_\_\_\_\_

General Contractor's License Number: \_\_\_\_\_

**6. Persons authorized to sign bids, offers and contracts:**

Name: \_\_\_\_\_ Position: \_\_\_\_\_ Phone: \_\_\_\_\_

**7. Person to contact regarding sales or services:**

Name: \_\_\_\_\_ Position: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_



## Request for Taxpayer Identification Number and Certification

**Give Form to the requester. Do not send to the IRS.**

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type See specific instructions on page 3.	<p><b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p> <p><b>2</b> Business name/disregarded entity name, if different from above</p> <p><b>3</b> Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.</p> <p><input type="checkbox"/> Individual/sole proprietor or single-member LLC    <input type="checkbox"/> C Corporation    <input type="checkbox"/> S Corporation    <input type="checkbox"/> Partnership    <input type="checkbox"/> Trust/estate</p> <p><input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____</p> <p><b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</p> <p><input type="checkbox"/> Other (see Instructions) ▶ _____</p>	<p><b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p><small>(Applies to accounts maintained outside the U.S.)</small></p>
	<p><b>5</b> Address (number, street, and apt. or suite no.) See instructions.</p> <p><b>6</b> City, state, and ZIP code</p> <p><b>7</b> List account number(s) here (optional)</p>	<p>Requester's name and address (optional)</p>

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

<b>Social security number</b>	<b>Employer identification number</b>								
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**Part II Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	Signature of U.S. person ▶ _____	Date ▶ _____
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**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*







INLAND EMPIRE  
**PTAC**  
PROCUREMENT TECHNICAL  
ASSISTANCE CENTER

# Let's Talk Government Contracting

May 2021

[RCCDPTAC.COM](http://RCCDPTAC.COM)

Julie Ann Padilla  
Director, PTAC  
[Julie.padilla@rccd.edu](mailto:Julie.padilla@rccd.edu)

# Procurement Technical Assistance Center (PTAC)

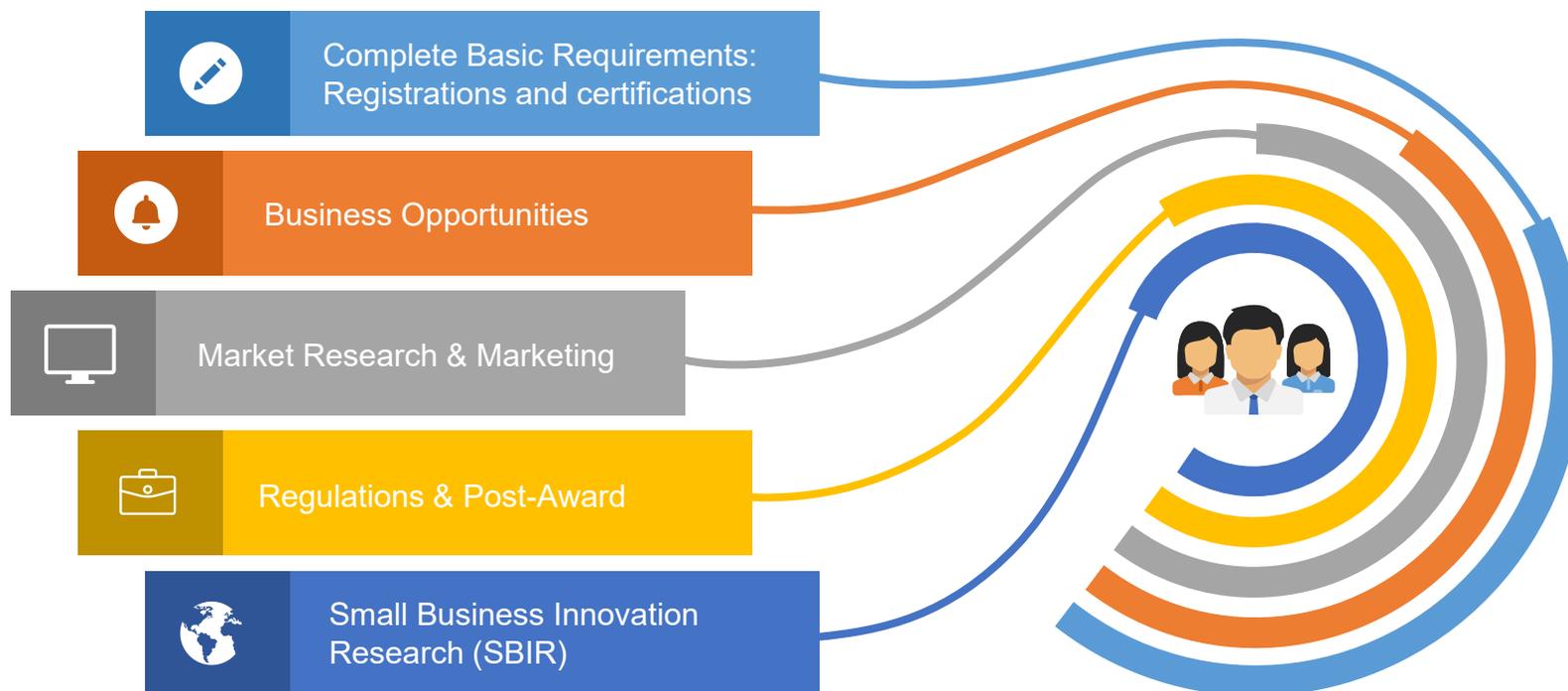
This procurement technical assistance center is funded in part through a cooperative agreement with the Defense Logistics Agency.

## Services

- \* Procurement hands-on counseling and technical support
- \* Full service bid matching via e-mail; automatic searches every business day for customized “key words” pertaining to your business
- \* Regular workshops on doing business with government agencies and related topics



# Hands-on counseling and technical support



# Outreach events

- How to become a GSA contractor
- Doing business with the government(webinar)
- Doing business with the State of California
- Government Capability Statement (Online Training)

In-person | Webinar | Online Training



[WWW.RCCDPTAC.COM](http://WWW.RCCDPTAC.COM)



[www.aptac-us.org](http://www.aptac-us.org)

<http://www.dla.mil/SmallBusiness/PTAP/>

# PTAC Client's Requirements

- Have a business
- Business location: Riverside or San Bernardino counties
- Minimum \$25K in sales in the private sector and/or government.
- Customer base that demonstrates past performance
- Computer literacy
- Respond to our two surveys:
  - Contract awards – quarter report
  - Annual Customer Satisfaction Survey

# Government vs Commercial

- Regulations
- Competition
- Cost breakdown
- Disclosure of customers and contracts
- Disclosure of operational system
- Labor Laws
- Audits

## Benefits of doing business with the government

- Diversify your business
- Increase sales



# Potential New Customers



- Federal Government
- State Government
- Local Government
  - Cities
  - Counties
  - School Districts
- Government Prime Contractors

# Contracts All Types & Sizes

## FCC Butner Catholic Priest Services

The Federal Bureau of Prisons, Federal Correctional Complex, at Butner, NC intends to issue a combined

Contract Oppor

Notice ID  
15B10620Q2000

Contract Date 0

## Janitorial Services

The Navy Exchange Service Command is in need of commercially-based janitorial services and supplies at the NEX Barber Shop and Mini

Contract Op

Notice ID  
N00250-19-C

## Z--Painting for Main Interior Building

The contractor will providing painting as described in the enclosed

Contract

Notice ID  
N160500

## Strategic Communications and Engagement Plan

Bid#: 0

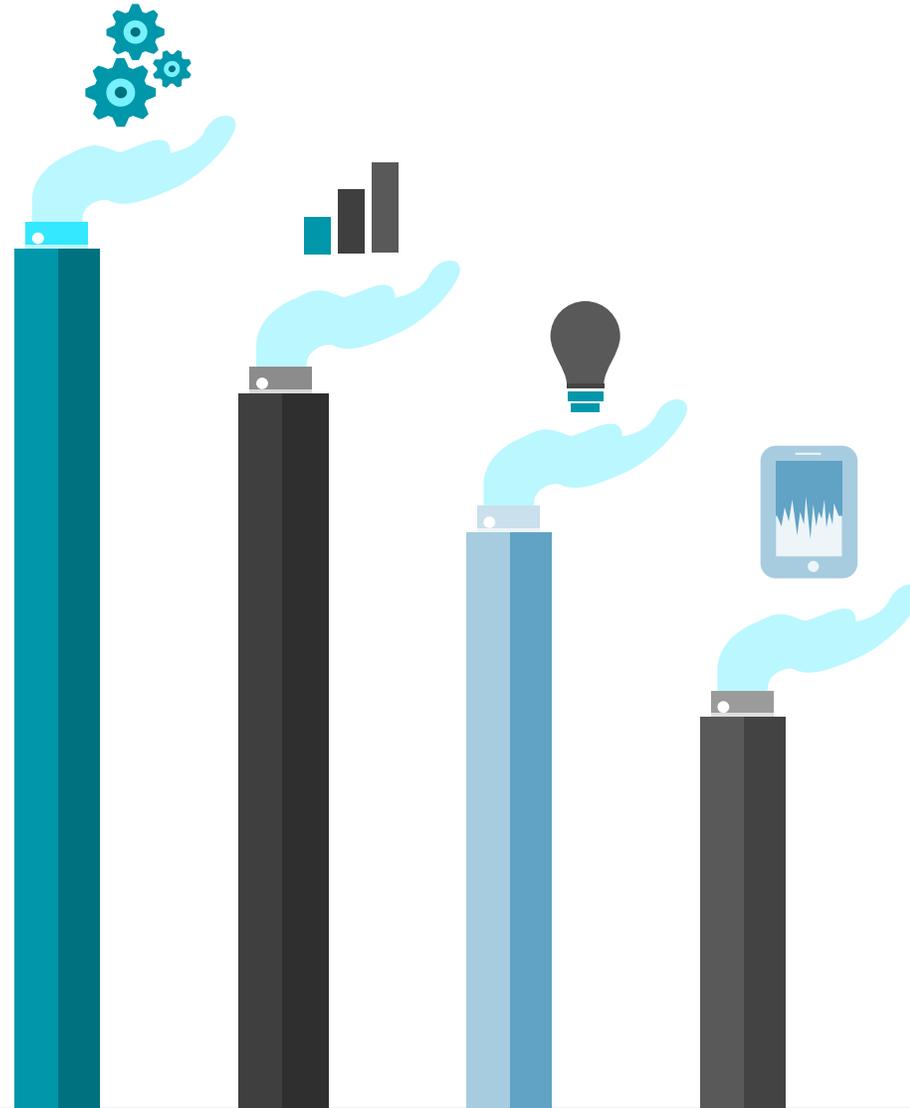
Type:Bid

## Marketing Services

Bid#: WDARC-015 ([More Details](#))

# How to get started

- Self-assessment
- Market research
- Basic requirements
- Business opportunities
- Marketing



# Thank you!



Telephone: 951-571-6459

Email: [ptac@rccd.edu](mailto:ptac@rccd.edu)

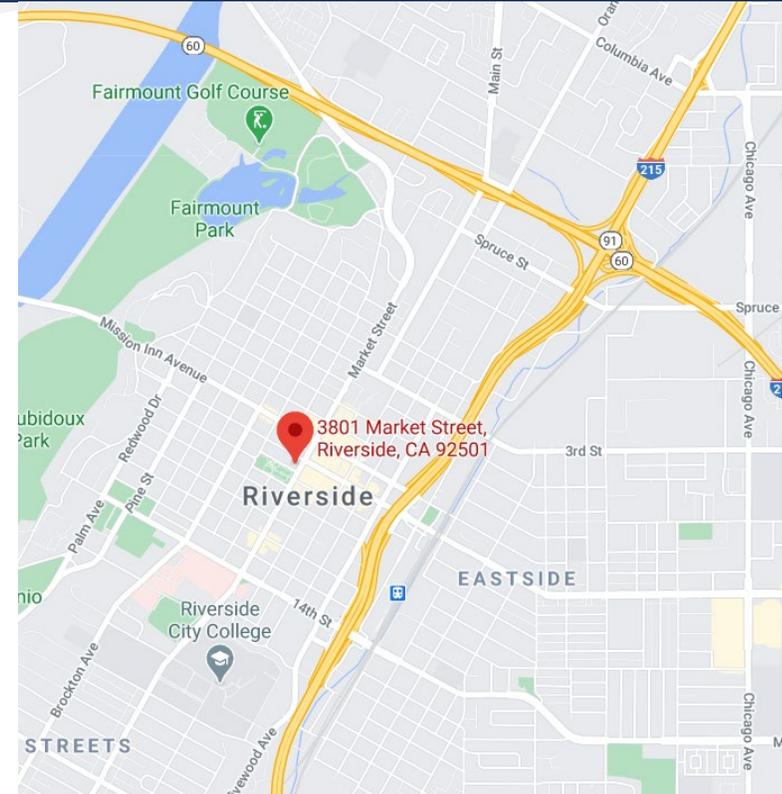
Website: [www.rccdptac.com](http://www.rccdptac.com)

LinkedIn: [www.linkedin.com/company/ieptac](http://www.linkedin.com/company/ieptac)

Facebook: [www.facebook.com/ieptac/](http://www.facebook.com/ieptac/)

Connect with us "Construction - Business  
Collaboration | IE PTAC

[www.linkedin.com/groups/13934654/](http://www.linkedin.com/groups/13934654/)



Riverside Community College District  
Office of Economic Development  
3801 Market Street  
Riverside CA 92501



# Local Business Outreach

**Ynez D. Canela**



**Point of Contact**

**Administrator**  
**Local Business**  
**Outreach**  
[ycanela@sbccd.edu](mailto:ycanela@sbccd.edu)  
**(909) 381-8427**

# Prequalification Programs

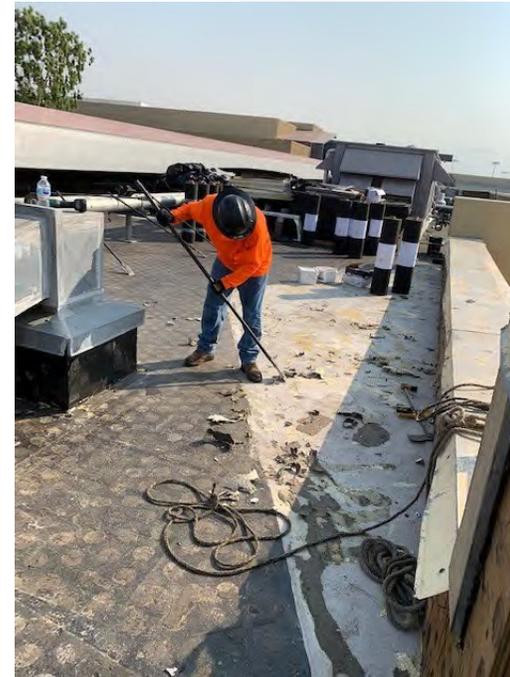
## UCCAP

- Informal Bidding process for award of construction contracts valued at \$200,000 or less.

## Prequalification

- Program will apply to construction projects between \$200,001 and \$3,000,000.
- Prequalified pools of general contractors (A and/or B licenses) and prequalified pools of subcontractor license classifications.

## How to Apply?



# How to Find Out About Bids



- Register with SBCCD:

<https://pbsystem.planetbids.com/portal/29414/portal-home>



## San Bernardino Community College District Vendor Portal

 <b>NEW VENDOR REGISTRATION</b> Create a new vendor record. If you wish to view or edit an existing vendor, simply Log In.	 <b>BID OPPORTUNITIES</b> Search and bid electronically on opportunities with this agency, download documents, and become a prospective bidder.
 <b>MY CONTRACTS</b> <small>LOGIN REQUIRED</small> Manage your awarded contracts, record payments, add subcontractors, produce reports and charts.	 <b>CERTIFIED VENDORS</b> <small>LOGIN REQUIRED</small> Find Certified Prequalified Businesses
 <b>CONTRACTS</b> <small>LOGIN REQUIRED</small> View public information regarding agency contracts.	 <b>MY INSURANCE</b> <small>LOGIN REQUIRED</small> View and fulfill insurance requests / requirements.



# Thank You!

