Procedure Register for the SBCCD UCCAP Program

<u>Step 1</u>: Click on the following registration link:

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

<u>Step 2:</u> If you are a New Vendor, create your account by clicking on the vendor profile. If you are an existing vendor, log in to your profile and move on to step 3.

San Bernardino Community College District Vendor Portal NEW VENDOR REGISTRATION **BID OPPORTUNITIES** Create a new vendor record. Search and bid electronically on opportunities If you wish to view or edit an existing vendor, with this agency, download documents, and simply Log In. become a prospective bidder. LOGIN REQUIRED LOGIN REQUIRED CERTIFIED VENDORS MY CONTRACTS Manage your awarded contracts, record Find Certified Prequalified Businesses payments, add subcontractors, produce reports LOGIN REQUIRED CONTRACTS **MY INSURANCE** View public information regarding agency requirements.

<u>Step 3:</u> Once initial registration is completed, log-in to your profile and select "PREQUALIFICATION" from the left side of the screen.

		Welcome, Pla	netBids Test!
VENDOR PROFILE HOME VENDOR DETAILS PREQUALIFICATION	4	***	@
	C	hange Password	Change Email

<u>Step 4:</u> Select "UCCAP/CUPPCA" from the drop-down:

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	Uniform Construction Cost Accounting Program (UCCAP), also known as CUCCAC, Informal Bidder program for projects with construction values up to \$200,000.		
	Please select and complete the type of pre-Qualification you are seeking. Please note that they are separate programs and each require its own application.		
	Prequalification Status		
	Current Status: Applying		
VENDOR PROFILE HOME	Turne of Despusible		
VENDOR DETAILS	Type of Prequalification		
PREQUALIFICATION	Select the type of prequalification you would like to apply for Types * UCCAP/CUPPCA Contractor Prepublification UCCAP/CUPPCA		
	Contractor Licenses		
	Licenses		
	B General Building		
	88		
	Exp. Date *		
	11/17/2016		
	Can	cel Save As Draft	kubmit

<u>Step 5:</u> Complete the entire form and hit submit.

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	a. Project Name b. Project Value c. Your contract amount (if not General Contractor) d. Total Value of Your Change Diders e. Were You Imolived In Any Claims On The Project? If "Yes," Describe Your Involvement f. Your Significant Contrinution(s) To The Success Of The Project g. For Subcontractors (C Licenses) Only – General Contractor Name, Contact Person, Contact Information (email and phone)			
	CERTIFICATE OF INSURANCE CO Workers' Compensation Insurance			
ENDOR PROFILE HOME	Bonding -	Title	Drag and drop a file here or Browse Files	
ENDOR DETAILS	Sureties *	Title	Drag and drop a file here or Browse Files	
REQUALIFICATION	Certificate of Insurance Coverage *	Title	Drag and drop a file here or Browse Files	
	Certify UNe hereby certify and declare under penalty of perjury that we have answered all of the above questions in a truthful, accurate and complete manner to assure that our answers are not in any respect false or misleading either by expressing ourselves in a misleading or ambiguous manner or omitting information. We also certify that all attachments submitted by us in connection with this prequalification are true, accurate, full information and full copies of the original documents that are in our possession. *			
			Can	Cel Save As Draft Sub

If you encounter any issues, please contact our PlanetBids at 818-992-1771.