HARTNELL COMMUNITY COLLEGE DISTRICT INFORMAL BIDDING - CONTRACTOR APPLICATION FORM – 2017

INSTRUCTIONS: Hartnell College has adopted the California Uniform Public Construction Act, (Public Contract Code Section 22000 et seq.) This Act is commonly referred to as “The Informal Bidding Act”. In accordance with the Act, Hartnell College will maintain a list of qualified contractors who will be asked to informally bid on any public works project of less than $125,000 that pertains to their area of expertise. In order to be included on this list, you must fully complete this application and return it as a scanned e-mail attachment (preferred method) to Marc Riggillo <mriggillo@hartnell.edu> or by mail to Hartnell College Purchasing Department at the address below (application also available at www.hartnell.edu):

Attn: Purchasing Department
Hartnell Community College District
411 Central Ave.
Salinas, CA 93901
Phone: 831-755-6950

1. Contractor Information

1.1. **Company Name:**

1.2. **Address (physical office/shop location):**
   
   Street Address:  

   City, State and Zip Code:

1.3. Mailing Address (if different than address above):

   Street Address or PO Box:

   City, State and Zip Code:

1.4. **Phone:** (____) ______________________ Fax: (____) ______________________

1.5. **Web Address:**

1.6. **Federal Tax ID No:**

1.7. **Contractor’s principal contacts:**

   Name: ___________________________ Title: ___________________________

   Phone: (____) ______________________ Fax (____) ______________________
   
   E-Mail: ___________________________  

   Name: ___________________________ Title: ___________________________

   Phone: (____) ______________________ Fax (____) ______________________
   
   E-Mail: ___________________________

1.8. **Length of time firm has been in business:** ___________ years

2. **Contractor Licenses:** List all your current licenses by classification below. If you need additional space, provide an attachment.

<table>
<thead>
<tr>
<th>Trade Category</th>
<th>Classification #</th>
<th>License #</th>
</tr>
</thead>
</table>

Hartnell Community College District
Contractor Qualification Application -2017
3. **Non-Contractor Licenses**: If you are not a construction contractor, provide type of business and business license number:

<table>
<thead>
<tr>
<th>Type of Business</th>
<th>Business License #</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

4. **Bonding, Insurance and Banking Information:**

4.1. **Bonds and Insurance:**

4.1.1. **Surety:**

Surety Company: __________________________________________

Surety Contact: __________________________________________

Surety Address: __________________________________________

Surety Telephone No.: (____) ____________________________

Surety Fax No.: (____) ____________________________

4.1.2. **Surety Broker.**

Broker Company: __________________________________________

Broker Contact: __________________________________________

Broker Address: __________________________________________

Broker Telephone No.: (____) ____________________________

Broker Fax No.: (____) ____________________________

4.1.3. **Commercial General Liability Insurance**

Insurer: __________________________________________

Current Policy No.: __________________________________________

General Liability Insurance Broker:

Address: __________________________________________

Telephone No.: __________________________________________
Fax No.: ________________________________
Contact Name: __________________________

4.1.4. **Workers’ Compensation Insurance.**

Insurer: __________________________________________

Current Workers’ Compensation Insurance Policy No.:

Workers’ Compensation Insurance Broker:

Address: _______________________________________
Telephone No.: ________________________________
Fax No.: ________________________________________
Contact Name: _________________________________

4.2. **Banking**

Bank Name: _____________________________________
Address: _______________________________________
Contact Person: ___________________ Phone: __________

5. **Reference (2 required by category):**

<table>
<thead>
<tr>
<th>Material Suppliers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplier Name</td>
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<tr>
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<table>
<thead>
<tr>
<th>Public Agency Owners</th>
</tr>
</thead>
<tbody>
<tr>
<td>(K-12 school districts or community college districts preferred)</td>
</tr>
<tr>
<td>Owner Name</td>
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6. **Qualification Questionnaire:**

**6.1. Essential Requirements.** A Contractor will not be deemed qualified to participate in the Informal Bid Process if the answers to any of questions 7.1.1 through 7.1.3 is “no.”
6.1.1. Contractor possesses a valid and currently in good standing California Contractors’ license for the trade categories checked in Paragraph 2 above.

_________ Yes ____________ No

6.1.2. Contractor maintains a commercial general liability insurance policy with a coverage amount of at least $1,000,000 per occurrence and $2,000,000 aggregate.

_________ Yes ____________ No

6.1.3. Contractor has a current workers’ compensation insurance policy as required by the Labor Code or is legally self-insured pursuant to Labor Code § 3700.

_________ Yes ____________ No

_________ Contractor is exempt from this requirement, because it has no employees.

7. **Accuracy and Authority:**

The undersigned declares and certifies that he/she is duly authorized to execute this Informal Bidding Qualification Application under penalty of perjury on behalf of the above-identified Contractor. 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 Contractor acknowledges and agrees that if the District determines that any response herein is false or misleading or contains misstatements of fact, the Contractor 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)

______________________________
(Typed or printed name)