



CONTRACTOR REGISTRATION APPLICATION 2021

California Uniform
Public Construction Cost
Accounting Act
(CUPCCAA)

What is CUPCCAA?

The California Uniform Public Construction Cost Accounting Act is under the umbrella of the California Uniform Public Construction Cost Accounting Commission (CUPCCAC) and provides for alternative bidding procedures when an agency performs public project work by contract.

(a) Public projects of \$60,000 or less may be performed by negotiated contract or by purchase order (PCC22032(a)).

(b) Public projects of \$200,000 or less may be let to contract by the informal procedures set forth in the Act (PCC22032(b)).

(c) Public projects of more than \$200,000 shall be let to contract by formal bidding procedures (PCC 22032(c)).

Each year, participating Districts place an ad in various construction trade journals inviting all licensed contractors to submit the name of their firm to the District for inclusion on the District's list of bidders for the following calendar year.

The Bel Marin Keys Community Services District (BMKCSD) has completed all the necessary requirements to participate in this alternative bidding process and solicits your firm to register.

CONTRACTOR REGISTRATION APPLICATION

California Uniform Public Construction Cost Accounting Act

The Bel Marin Keys Community Services District (BMKCSD) has elected to become subject to the California Uniform Public Construction Cost Accounting Procedures. The District is inviting all licensed contractors to submit information for inclusion on the District's list of qualified bidders for the **2021** calendar year.

This notice requires contractors complete sections 1 through 5

1. Insert below the name and complete address, to which a Notice To Contractors or Proposal should be mailed:	
Legal Name of Contractor or Vendor:	<input type="text"/>
Name of Requestor	<input type="text"/>
Address:	<input type="text"/>
City / State / Zip	<input type="text"/>
2. Insert below all contact information and web address.	
Telephone	<input type="text"/>
Fax:	<input type="text"/>
Email:	<input type="text"/>
Web Address	<input type="text"/>
3. The Class of Contractor's License(s) held and Contractor License Number(s) are to be provided on the following page.	
<input type="text"/>	
4. The type(s) of work in which the Contractor is interested and currently licensed to perform are to be indicated on the following page.	
<input type="text"/>	
5. Additional Information:	
Taxpayer Identification Number	<input type="text"/>
Social Security Number OR	<input type="text"/>
Employer Identification Number	<input type="text"/>
<input type="text"/>	

PWC Registration Number (DIR – SB854)	
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Service Categories

Contractor: (List all current license classes & descriptions)

Note: You MUST have a current and active contractor’s license to do business as a contractor with the BMKCS.

Example: License Class License Number Description
 C20 **CA123456** **Warm Air Heating, Ventilation & A/C**

<u>License Class</u>	<u>License Class</u>	<u>License Number</u>	<u>Description</u>

- Asbestos Removal Certification
- Hazardous Substance Removal Certification
- Other: Not Listed Above (specify)

NOTE: Contractor SHALL supply proof of registration for each category listed.

<input type="checkbox"/> Boiler, Hot Water Heating	<input type="checkbox"/> Ornamental Metals
<input type="checkbox"/> Building, Moving, Demolition	<input type="checkbox"/> Painting & Coatings
<input type="checkbox"/> Cabinet, Mill Work, & Finished Carpentry	<input type="checkbox"/> Parking & Road Improvement
<input type="checkbox"/> Computer System/Networks	<input type="checkbox"/> Pipeline
<input type="checkbox"/> Concrete Work	<input type="checkbox"/> Playground Equipment & Installation
<input type="checkbox"/> Construction Zone Traffic Control	<input type="checkbox"/> Plumbing
<input type="checkbox"/> Drywall	<input type="checkbox"/> Refrigeration
<input type="checkbox"/> Earthwork/site Work & Paving	<input type="checkbox"/> Roofing
<input type="checkbox"/> Electrical (General)	<input type="checkbox"/> Sanitation System
<input type="checkbox"/> Electrical (Signs)	<input type="checkbox"/> Sheet Metal
<input type="checkbox"/> Fencing	<input type="checkbox"/> Solar
<input type="checkbox"/> Fire Protection	<input type="checkbox"/> Steel, Reinforcing
<input type="checkbox"/> Flooring & Flood Control	<input type="checkbox"/> Steel Structural
<input type="checkbox"/> Glazing	<input type="checkbox"/> Street Light Maintenance
<input type="checkbox"/> Insulation & Acoustical	<input type="checkbox"/> Swimming Pool
<input type="checkbox"/> Landscaping	<input type="checkbox"/> Temporary Labor

<input type="checkbox"/> Lathing & Plastering	<input type="checkbox"/> Tile (Ceramic & Mosaic)
<input type="checkbox"/> Lock & Security Equipment	<input type="checkbox"/> Warm Air Heating, Ventilating, & A/C
<input type="checkbox"/> Low Voltage Systems	<input type="checkbox"/> Water Conditioning
<input type="checkbox"/> Marine Construction/Maintenance	<input type="checkbox"/> Welding
<input type="checkbox"/> Masonry	<input type="checkbox"/> Well Drilling
<input type="checkbox"/> Mechanical System Maintenance (Hydraulic Navigation Locks)	<input type="checkbox"/> Other:

Contractors are welcome to submit, up to 20 pages, supplemental information regarding their work / project experience.

BMKCS D requires all contractors provide acceptable proof of insurance for awarded projects prior to the commencement of said project. In an effort to expedite the process, BMKCS D is requesting the following documents be on file with the District:

- a) Endorsed Certificate of Insurance stating under project description “All operations resulting from informally or formally quoted projects”; and
- b) Proof of Workers’ Compensation Insurance.

BMKCS D is requesting a completed W9 to be held on file with District.

Are Insurance Certificate and Proof of Workers’ Compensation included? Yes No

Is a completed W9 included? Yes No

Submission Information

Submit form via email to ncamargo@bmkcsd.us.

Alternatively, submissions can be mailed to the District office: 4 Montego Key, Novato, CA 94949;
Attn: CUPCAA Contractor Registration Application

**INSURANCE INSTRUCTIONS
FOR
Contractor Registration Application**

A. **Comprehensive General Liability and Automobile Insurance.** Without limiting Contractor's indemnification, it is agreed that Contractor shall maintain in force at all times during the performance of this agreement the policies of insurance hereinafter described.

Contractor shall secure and maintain in force during the term of this agreement:

- Bodily Injury and Property Damage Combined Single Limit from any cause \$1,000,000 per occurrence;
- Automobile Liability for owned and non-owned vehicles \$500,000 per person, \$1,000,000 per occurrence
- Umbrella / Excess Liability coverage \$2,000,000
- Longshoreman & Harbor Workers coverage – if applicable to contractor
- Pollution Liability – if applicable to contractor

BEL MARIN KEYS COMMUNITY SERVICES DISTRICT, AND ITS EMPLOYEES AND AGENTS shall be named as an additional insured on the policies by separate endorsement that shall be attached to the contract as proof of insurance. Insurance Accord shall state *"All operations resulting from informally or formally quoted projects"*. Written notification by the carrier to the District at least thirty (30) days prior to cancellation, failure to renew, or other termination, is required.

Insurance afforded under the contractor's policy is primary and any insurance maintained by the District shall apply, if required by law, in excess of, and not contributory with, insurance required under the terms of this contract.

Contractor will, at his own expense maintain coverage in conformance with above requirements. Certificates of insurance evidencing the existence of coverage shall be filed with the District prior to commencement of work no later than seven (7) calendar days from date of notification of award.

The District reserves the right to increase insurance coverage requirements and or add additional coverage requirements based on work / scope of project.

B. **Workers' Compensation.** Contractor shall maintain a policy of workers' compensation insurance as required by Labor Code Section 3200 et. seq. A certificate evidencing this coverage shall be filed with the District prior to the commencement of work under this agreement and will become part of the contract. Notification by the carrier to the District at least 30 days prior to cancellation, failure to renew, or other termination, is required.

C. **Delivery of Insurance Documents.** Insurance Accord and endorsements may be emailed or mailed to: Noemi Camargo Jepsen, BMKCS D District Manager
4 Montego Key, Novato, CA 94949
NCamargo@bmkcsd.us