



# University of California, Los Angeles



## Construction Contractor Profile Form

To be completed by all firms or individuals proposing to do business with the University of California, Los Angeles

COMPANY NAME:		CONTACT PERSON: (Indicate Ms., Mr., etc.)							
DBA (IF APPLICABLE):									
STREET ADDRESS:									
MAILING ADDRESS (if different from street address):									
TELEPHONE NO.:		TOLL FREE NO.:			FAX NO.:				
E-MAIL:				TAX IDENTIFICATION NUMBER:					
Indicate dollar range of projects you would be interested in bidding: (Be realistic; i.e., if your firm is located <b>several miles</b> from the work site, what is the smallest dollar size job you would be interested in bidding.) <b>Check all that apply.</b>									
<input type="checkbox"/> UP TO \$50,000		<input type="checkbox"/> \$50,000-\$100,000		<input type="checkbox"/> \$100,000-\$250,000		<input type="checkbox"/> \$250,000-\$500,000	<input type="checkbox"/> \$500,000-\$1,000,000		
<input type="checkbox"/> \$1,000,000-\$5,000,000		<input type="checkbox"/> Over \$5,000,000							
California Contractor's License Number(s): _____									
Check <b>ALL</b> License Classifications <b>Codes</b> for trades you wish to bid. SPECIALTIES: (List <b>only</b> work categories you are licensed to perform.)									
<b>LICENSE CLASSIFICATION CODES</b>									
If you select Asbestos or Hazardous license, provide Certification Number here: _____									
<input type="checkbox"/> A General Engineering Contractor <input type="checkbox"/> ASB Asbestos <input type="checkbox"/> B General Building Contractor <input type="checkbox"/> C-2 Insulation and Acoustical <input type="checkbox"/> C-4 Boiler, Hot-Water Heating and Steam Fitting <input type="checkbox"/> C-5 Carpentry <input type="checkbox"/> C-6 Cabinet and Millworks <input type="checkbox"/> C-7 Low Voltage Systems <input type="checkbox"/> C-8 Concrete <input type="checkbox"/> C-9 Drywall <input type="checkbox"/> C-10 Electrical (General) <input type="checkbox"/> C-11 Elevator <input type="checkbox"/> C-12 Earthwork and Paving <input type="checkbox"/> C-13 Fencing <input type="checkbox"/> C-14 Metal Roofing		<input type="checkbox"/> C-15 Flooring and Floor Covering <input type="checkbox"/> C-16 Fire Protection <input type="checkbox"/> C-17 Glazing <input type="checkbox"/> C-20 Warm-Air Heating, Ventilating and Air Conditioning <input type="checkbox"/> C-21 Building Moving/Demolition <input type="checkbox"/> C-23 Ornamental Metal <input type="checkbox"/> C-26 Lathing <input type="checkbox"/> C-27 Landscaping <input type="checkbox"/> C-29 Masonry <input type="checkbox"/> C-32 Parking and Highway Improvement <input type="checkbox"/> C-33 Painting and Decorating <input type="checkbox"/> C-34 Pipeline <input type="checkbox"/> C-35 Plastering <input type="checkbox"/> C-36 Plumbing			<input type="checkbox"/> C-39 Roofing <input type="checkbox"/> C-42 Sanitation System <input type="checkbox"/> C-43 Sheet Metal <input type="checkbox"/> C-45 Electrical Sign <input type="checkbox"/> C-46 Solar <input type="checkbox"/> C-47 General Manufactured Housing <input type="checkbox"/> C-50 Reinforcing Steel <input type="checkbox"/> C-51 Structural Steel <input type="checkbox"/> C-53 Swimming Pool <input type="checkbox"/> C-54 Tile (Ceramic and Mosaic) <input type="checkbox"/> C-55 Water Conditioning <input type="checkbox"/> C-57 Well Drilling <input type="checkbox"/> C-60 Welding <input type="checkbox"/> C-61 Limited Specialty <input type="checkbox"/> HAZ Hazardous				
<b>OWNERSHIP OF BUSINESS:</b> (Check One) <input type="checkbox"/> Corporation State _____									
<input type="checkbox"/> Partnership <input type="checkbox"/> Individual/Sole Proprietorship <input type="checkbox"/> Joint Venture Year Established _____									
Owner Status - Business is at least <b>51%</b> Owned, Controlled, and Actively Managed by (check all business categories that apply, see Page 2 for definitions):									
<input type="checkbox"/> LBE		<input type="checkbox"/> SBE		<input type="checkbox"/> DBE		<input type="checkbox"/> WBE	<input type="checkbox"/> DVBE		
Ownership Status Categories: (Place an "X" in the boxes that best describes your firm's ownership)									
Type of Business		Asian/Indian Asian/Pacific American	Black African American	Hispanic American	Native American Indian	White Caucasian American	Other	Disabled Veteran	Socially & Economically Disadvantaged
LARGE BUSINESS	Woman Owned								
	Male Owned								
SMALL BUSINESS	Woman Owned								
	Male Owned								

Please return this form to University of California, Los Angeles, Capital Programs, Contracts Administration, 1060 Veteran Ave., Los Angeles, CA 90095-1395. If you have any questions, please call Contracts Administration at (310) 825-7015.

\_\_\_\_\_  
Signature Title Date



# Self-Certification

## Check the Business Categories That Apply:

- LARGE BUSINESS ENTERPRISE (LBE):** A firm whose annual average receipts, computed from the gross receipts for the last 3 fiscal years, exceed the amount listed in the **MAXIMUM RECEIPTS TABLE** below. The average annual receipt is computed by taking the sum of the gross receipts of the prior 3 fiscal years and dividing by 3.
- SMALL BUSINESS ENTERPRISE (SBE):** An independently owned and operated concern certified, or certifiable, as small business by the Federal Small Business Administration (SBA). (Size standards by Standard Industrial Classification codes may be found in the Federal Acquisition Regulations, Section 19.102. The University may rely on written representation by the vendors regarding their status.) Annual average receipts, computed from the gross receipts for the last 3 fiscal years, do not exceed the amount listed in the **MAXIMUM RECEIPTS TABLE** below. The average annual receipt is computed by taking the sum of the gross receipts of the prior 3 fiscal years and dividing by 3.

MAXIMUM RECEIPTS TABLE	
CONTRACTOR'S LICENSE CLASSIFICATION	AVERAGE ANNUAL RECEIPTS (Preceding 3 Years)
Class "A" – General Engineering	\$17,000,000
Class "B" – General Building	\$17,000,000
Class "C" – Specialty	\$ 7,000,000

- DISADVANTAGED BUSINESS ENTERPRISE (DBE):** A business concern which is at least 51% owned by one or more socially and economically disadvantaged individuals or, in the case of any publicly owned business, at least 51% of the stock of which is owned by such individuals and whose management and daily business operations are controlled by one or more such individuals. Socially disadvantaged individuals are those who have been subjected to racial or ethnic prejudice or cultural bias because of their identity as members of a group without regard to their individual qualities. Economically disadvantaged individuals are those socially disadvantaged individuals whose ability to compete in the free private enterprise system has been impaired due to diminished capital and credit opportunities as compared to others in the same business area who are not socially disadvantaged. Business owners who certify that they are members of named groups (**Asian-Indian Americans, Asian-Pacific Americans, Black Americans, Hispanic Americans, Native Americans**) are to be considered socially and economically disadvantaged.
- WOMEN-OWNED BUSINESS ENTERPRISE (WBE):** A business that is at least 51% owned by a woman or women who also control and operate it. "Control" in this context means exercising the power to make policy decisions. "Operate" in this context means being actively involved in the day-to-day management.
- DISABLED VETERAN BUSINESS ENTERPRISE (DVBE):** A business that is at least 51% owned by one or more disabled veterans or, in the case of any publicly owned business, at least 51% of the stock of which is owned by such individuals and whose management and daily business operations are controlled by one or more such individuals. A Disabled Veteran is a veteran of the military, naval, or air service of the United States with a service-connected disability who is a **resident of the State of California**. To qualify as a veteran with a service connected disability, the person must be currently declared by the United States Veterans Administration to be 10% or more disabled as a result of service in the armed forces



# Privacy Notifications

## STATE

The State of California Information Practices Act of 1977 (effective July 1, 1978) requires the University of California to provide the following information to individuals who are asked to supply information about themselves:

Furnishing all information requested on this form is mandatory; failure to provide all requested information will delay or may prevent evaluation of your firm's ability to do business with the University.

I hereby certify under penalty of perjury under the laws of the State of California that I have read this application and know the contents thereof, and that the business category and ethnicity indicated above reflect the true and correct status of the business in accordance with Federal Small Business Administration criteria and Federal Acquisition Regulations, FAR 19, pertaining to small, disadvantaged, woman, disabled veteran, small and disadvantaged, and small and woman-owned business enterprises. I understand that falsely certifying the status of this business, obstructing, impeding or otherwise inhibiting any University of California official who is attempting to verify the information on this form may result in suspension from participation in University of California business contracts for a period up to 5 years and the imposition of any civil penalties allowed by law. In addition, I understand that this business must notify the University of California in writing 30 days in advance of any changes in size, ownership, control, or operation which may affect this business's continued eligibility as a SBE, DBE, WBE, DVBE, SDBE, SWBE or SDVBE.

### INFORMATION FURNISHED BY:

(Print or Type Name of Owner and/or Principal)

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### NAME OF BUSINESS:

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NAME:

TITLE:

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SIGNATURE:

DATE:

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## Retain These Last Two Pages for Your Records

### INSURANCE REQUIREMENTS FOR CONTRACTOR FIRMS WORKING WITH THE UNIVERSITY OF CALIFORNIA

The University selects insurance requirements based on degree of risk, rather than the dollar value of the contract. The form and substance of all insurance policies required to be obtained by Contractor shall be subject to approval by University. All such policies shall be issued by companies with a Best Rating of A- or better, and a financial classification of VIII or better, or a rating by Standard & Poor of AA or better, or a Moody's rating of AA or better.

#### TYPES OF INSURANCE

- 1) **Comprehensive or Commercial Form General Liability:** Covering bodily injury, personal injury, property damage, and contractual liability (if on "claims made" basis, coverage shall survive not less than 3 years after termination of contract).
  - Each Occurrence - Combined Single limit for bodily injury and property damage.
  - Products – Completed Operations Aggregate
  - Personal and Advertising Injury
  - General Aggregate - Not applicable to Comprehensive Form
- 2) **Business Automobile Liability:** Covering owned, hired, leased, and non-owned automobiles, and providing bodily injury and property damage coverage. Limits of liability shall be per occurrence, combined single limit.
- 3) **Worker's Compensation and Employer's Liability:** (As required by Federal and State of California Law.)
- 4) **Builders Risk Property Insurance (For contracts over \$200,000):** University will provide builder's risk property insurance coverage as required by the contract documents, however, Contractor shall be responsible for the \$25,000 deductible amount in the event of losses.

#### OTHER INSURANCE REQUIREMENTS

- 1) Certificate of Insurance shall show the name of insured exactly in the manner under which the entity is licensed by the Contractor's State License Board.
- 2) If the insurance Company refuses to use UC Form, they must attach an endorsement to their form covering Special Provisions 1 through 4 on the UC Form.
- 3) Must name Regents as additional insured.
- 4) Must give 30-days notice of change or cancellation.
- 5) The insurance shall be Primary Insurance as respects to the Regents of the University of California, its officers, agents and employees. Any insurance or self-insurance maintained by the Regents of the University of California shall be excess of and non-contributory with this insurance.

### BONDING REQUIREMENTS FOR CONTRACTOR FIRMS WORKING WITH THE UNIVERSITY OF CALIFORNIA

The University requires Bonds at different dollar values of the contracts. All bonds shall be on the forms contained in the Contract Document.

#### TYPES OF BONDS

- 1) Projects over \$50,000 require a bid security in the amount of 10% of the Lump Sum Base Bid to be submitted with the Bid Form. Bid security shall be a **Bid Bond or a certified check** made payable to "The Regents of the University of California". When a Bond is used for Bid Security, failure to use University's Bid Bond Form will result in the rejection of the Bid. All Bid securities are held by the University until project is awarded.
- 2) Projects over \$25,000 a **Payment Bond**, covering the payment of obligations arising under the contract terms is required.
- 3) Projects over \$50,000 a **Performance Bond**, covering the faithful performance of the contract, is required.

#### OTHER BONDING REQUIREMENTS

- 1) Performance and Payment shall each be in the amount of the contract sum.
- 2) All premiums for bonds shall be paid by Contractor.
- 3) All such bonds shall be issued by surety companies listed in the latest published State of California; Department of Insurance, list of "Insurers Admitted to Transact Surety Insurance in this State."



# University of California Directory

**Berkeley Campus**

Planning, Design & Construction  
2000 Carleton Street  
Berkeley, CA 94720-1380  
(510) 643-5028 Fax 642-7271  
<http://www-pdc.berkeley.edu>

**Irvine Campus/Medical Center**

Design and Construction Services  
401 Berkeley Place, Suite 3500  
Irvine, CA 92697-2450  
(714) 856-7009 Fax 824-8096  
Hot Line (714) 824-8117

**Los Angeles Campus/Medical Center**

Capital Programs  
1060 Veteran Avenue, Room 125  
Los Angeles, CA 90095-1395  
(310) 825-7015 Fax 206-4247

**Office of the President**

Facilities Management & Construction  
300 Lakeside Drive, 12th Floor  
Oakland, CA 94612-3550  
(510) 987-9131 Fax 987-0752

**Riverside Campus**

Office of Planning, Design and  
Construction  
Bannockburn Office:  
3615A Canyon Crest Drive  
Riverside, CA 92507  
(951) 827-4201 Fax 787-3890

**San Diego Campus/Medical Center**

Facilities Design & Construction  
Construction Contracts Department  
9500 Gilman Drive, Mail Code 0916  
La Jolla, CA 92093-0916  
(619) 534-1984 Fax 534-4363  
<http://fdc.ucsd.edu>

**San Francisco Campus/Medical Center**

Affirmative Action/Equal Opportunity  
145 Irving Street, Suite 102  
San Francisco, CA 94143-0988  
(415) 476-1019 Fax 476-6299  
Hot Line (415) 476-4752

**San Francisco Campus**

Facilities Management  
P.O. Box 0894  
San Francisco, CA 94143-0894  
(415) 476-5343 Fax 502-5090

**Santa Barbara Campus**

Facilities Management  
Building 439  
Santa Barbara, CA 93106-1030  
(805) 893-3298 Fax 893-8592

**Santa Cruz Campus**

Physical Planning and Construction  
1156 High Street, Barn G  
Santa Cruz, CA 95064-1077  
(408) 459-2094 Fax 423-7436

**E.O. Lawrence Berkeley  
National Laboratory**

1 Cyclotron Road  
Building 69, Room 201  
Berkeley, CA 94720-0528  
(510) 486-4506 Fax 486-4380

**Lawrence Livermore  
National Laboratory**

P.O. Box 5012-L-650  
Livermore, CA 94551-9900  
(510) 424-5873 Fax 422-3253

**Los Alamos National Laboratory**

Business Operations Division  
P.O. Box 1663-Mail Stop P274  
Los Alamos, NM 87545-0045  
(505) 667-2015 Fax 667-9819  
Toll Free 1-800-472-9861

Contact above listed University location(s) with whom you wish to do business.