

## DISABLED VETERAN BUSINESS RESOURCES

San Diego Unified requires a minimum of three percent disabled veteran business (DVB) participation on all its construction projects. Therefore, it is important for prime contractors to have access to a wide range of disabled veteran subcontractors and suppliers. Several organizations offer multi-faceted business support resources for DVB owners and assistance to contractors in meeting bid requirements for DVB participation.

- U.S. Veteran Business Alliance: [www.gousvba.org](http://www.gousvba.org)
- VIB Network: [www.vibnetwork.org](http://www.vibnetwork.org)

To gain a full understanding of San Diego Unified's disabled veteran business program, review the DVBE Tip Sheet: [www.sandiegounified.org/DVBE](http://www.sandiegounified.org/DVBE).

## LABOR COMPLIANCE

A vendor performing construction, alteration, demolition, installation, or repair work under a contract and paid for in whole or in part with public funds is performing "public works" and is responsible for compliance with the California Labor Code. Responsibilities under the code include paying prevailing wages, maintaining and submitting payroll records, and utilizing apprentices. Strict compliance with these requirements is critical and penalties for non-compliance can be severe. Penalties can include monetary assessments, prohibition from working on future public works projects, and, in extreme cases, criminal conviction.

The Department of Industrial Relations (DIR) monitors and enforces compliance on public works projects. For more information about public works, prevailing wages, labor compliance, and more, please refer to the DIR website: [www.dir.ca.gov/Public-Works/PublicWorks.html](http://www.dir.ca.gov/Public-Works/PublicWorks.html).

## CONTRACTOR REGISTRATION

The Department of Industrial Relations (DIR) administers and enforces prevailing wage requirements through its contractor registration program for bond-funded and other public works projects.


Contractors are subject to a non-refundable registration and annual renewal fee of \$400. Registration must be renewed annually, effective July 1 each year, regardless of the original date of registration.


Contractors and subcontractors must have a DIR number to bid or work on San Diego Unified new construction and/or maintenance projects valued at more than \$25,000 and \$15,000, respectively.

For more information: [www.dir.ca.gov/Public-Works/Contractor-Registration.html](http://www.dir.ca.gov/Public-Works/Contractor-Registration.html).

## KEY LINKS

- **Business Outreach** [www.sandiegounified.org/business-outreach](http://www.sandiegounified.org/business-outreach)
- **Business Outreach Database** [tinyurl.com/sdusd-dform](http://tinyurl.com/sdusd-dform)
- **Contractor Prequalification** [prequal@sandi.net](mailto:prequal@sandi.net)  
[www.sandiegounified.org/contractor-prequalification](http://www.sandiegounified.org/contractor-prequalification)
- **PlanetBids (Bids & Solicitations)** [tinyurl.com/SDUSD-PlanetBids](http://tinyurl.com/SDUSD-PlanetBids)
- **Planroom (view plans by trade)** [www.crispingm.com](http://www.crispingm.com)  
> Click the PlanWell tab and click GO under Public Planroom  
> Type "SDUSD" in Find field and click on project name
- **Project Schedule** <https://go.boarddocs.com/ca/sandi/Board.nsf/Public#>  
> Click on library icon (far right top) and click on Independent Citizens' Oversight Cmte (ICOC)  
> Click the most recent meeting/date, click "View the Agenda"  
> Scroll down to Construction Subcommittee  
> Click on Management Report (Stanford), open pdf

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## WE ARE HERE FOR YOU!

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# DOING BUSINESS WITH SAN DIEGO UNIFIED SCHOOL DISTRICT

Watch for upcoming bids and solicitations at PlanetBids:  
[tinyurl.com/SDUSD-PlanetBids](http://tinyurl.com/SDUSD-PlanetBids)

BUSINESS OUTREACH PROGRAM • Facilities Planning & Construction  
4860 Ruffner Street, Room 9 • San Diego, CA 92111-1522  
[www.sandiegounified.org/business-outreach](http://www.sandiegounified.org/business-outreach)



**San Diego Unified** SCHOOL DISTRICT  
Facilities Planning & Construction



## INTRODUCTION

Thank you for your interest in doing business with San Diego Unified School District. This brochure is designed to help you understand the requirements, policies, and processes involved before you bid your first project.



The San Diego Unified School District's Facilities Planning and Construction (FPC) Department's Business Outreach Program engages with small, diverse businesses with the goal of increasing participation in district construction projects. XBE is a non-specific term encompassing a broad variety of diverse business ownership. Formerly "EBE," for Emerging Business Enterprise, XBE is an umbrella term that includes small business and minority, woman, and disabled veteran-owned business enterprises.

San Diego Unified has only one XBE participation requirement; however, all XBE goals are taken seriously and are rigorously pursued. The three percent requirement for disabled veteran participation is consistently exceeded year after year.

Business opportunities are made available through San Diego Unified's three capital improvement bonds, Propositions S and Z, and Measure YY. Together, S/Z/YY provide about \$8.4 billion to design and construct clean, safe, environmentally friendly facilities that encourage successful teaching and learning at schools throughout the district.

## PLANS AND SPECIFICATIONS

Any contractor can obtain plans and specs from Crisp Imaging at 8375 Camino Santa Fe, Suite B, San Diego, CA 92121. Each bid set will have a refundable deposit of \$200-\$700 depending on the size of the project (Crisp does not deliver plans under its contract with the district). Bid packages in good condition returned to Crisp within 10 days of the release of the final bid tabulation will be fully refunded.

**Online Planroom:** Plans and specs are also posted online two weeks prior to bid due dates.

- > Go to [www.crispimg.com](http://www.crispimg.com), click on the PlanWell tab
- > Click GO under Public Planroom. In the FIND field type in "SDUSD"
- > Click on project name (underlined), click the + signs to expand subfolders
- > Click on the folders to view the document list, and click on the sheet number to open a preview

Email [planwell@crispimg.com](mailto:planwell@crispimg.com) for an entire digital project (\$25, plus tax) or a free set of digital specifications.

## CONTRACTOR PREQUALIFICATION

Prequalification is required for construction projects valued at over \$1 million, regardless of the value of the prime and/or subcontractor's work on the project. Project needs differ and so do the prequalification requirements to work on San Diego Unified projects. The table below provides a quick guide to whether or not your company will need to get prequalified.

San Diego Unified School District Project Type	Primes	MEP* Subs	Non-MEP Subs	Painter** Primes	Painter Subs
Hard Bid Projects Estimated Under \$1M					
Hard Bid Projects Estimated Over \$1M	●	●			
Lease-Leaseback (LLB) Projects	●	●	●		●
Job Order Contracting (JOC) Projects	●	●		●	
Hard Bid Painting-only Projects				●	●

\* Mechanical, Electrical, Plumbing; includes C-4, C-7, C-10, C-16, C-20, C-34, C-36, C-38, C-42, C-43, C-46 licenses and any A or B licensee performing MEP work.  
 \*\* Painters include all C-33 prime and subcontractors, and B licensed prime contractors who will self-perform painting work.

### Reference Requirements for Prequalification

1. All prime contractors must have references for three completed projects of \$1M or more where the company was the prime contractor.
2. All mechanical, electrical and plumbing (MEP) subcontractors must have references for three completed contracted or subcontracted projects for a public agency in California within the past five years.
3. All Lease-Leaseback (LLB) and Job Order Contracting (JOC) subcontractors must have references for two completed subcontracts for which they self-performed at least 90% of the value for a public agency in California within the past five years.

Approved prequalification packages must be on file with San Diego Unified in order to bid. Go to the following link to learn more about contractor prequalification and/or to obtain a list of prequalified contractors:  
[www.sandiegounified.org/contractor-prequalification](http://www.sandiegounified.org/contractor-prequalification).

## PROJECT STABILIZATION AGREEMENT

San Diego Unified and local construction unions entered into a Project Stabilization Agreement (PSA) to promote the involvement of district residents in the S/Z/YY construction program, and to ensure these projects are free of lockouts, strikes, slowdowns, interruptions, or disruptions. The PSA applies to construction projects funded by capital improvement bonds and/or state school construction bonds valued at more than \$1 million. For more information see: [www.sandiegounified.org/PSA](http://www.sandiegounified.org/PSA).

## SURETY BONDS ARE REQUIRED

Surety bonds protect the tax dollars used to fund public works projects. Surety bonds are required of contractors to guarantee the contractor will perform a construction project per its contract and pay the associated bills. In the event these obligations are not met, the third party (owner or general contractor) recovers its losses via the bond. Most bonds are issued by a surety agent upon approval from an insurance company; the insurance company is the party that remedies the default.

Prime contractors interested in San Diego Unified projects will need to be bonded in order to perform work at district facilities. The most common bonds are bid, performance and payment bonds and are described here.

- A **Bid Bond** assures bids are submitted in good faith, and guarantees the contractor will meet the bid price and provide the required performance and payment bonds upon being awarded a contract.
- A **Performance Bond** protects against financial loss if the contractor defaults or fails to complete the job according to the contract.
- A **Payment Bond** guarantees that the contractor will pay certain laborers, suppliers and subcontractors associated with the project.

**Bonding Resources:** San Diego Unified's community partner provides assistance with the bonding needs of emerging contractors.  
**Surety Association of San Diego:** [www.suretysandiego.org](http://www.suretysandiego.org)

## BIDS AND SOLICITATIONS

San Diego Unified School District uses PlanetBids for bids and solicitations. In order to receive bid notifications and in order to bid, all companies must be registered on the district's PlanetBids vendor portal: [tinyurl.com/SDUSD-PlanetBids](http://tinyurl.com/SDUSD-PlanetBids). Be sure to list each and every product and service that you offer. Being registered in PlanetBids is the very best way to learn about and track San Diego Unified bids and solicitations.

## WHERE WE ADVERTISE

San Diego Unified advertises bids, solicitations and other information in the following publications:

- *Asian Journal*
- *Black EOE Journal*
- *Contractor News & Views*
- *Professional Woman's Magazine*
- *The Daily Transcript (legal publication of record)*
- *U.S. Veterans Magazine*
- *Voice & Viewpoint*