



California Uniform Public Construction Cost  
Accounting Act  
“CUPCAA”  
Public Contract Code §20655

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SMALL BUSINESS CONTRACTING  
OPPORTUNITIES WORKSHOP  
EL CAMINO COMMUNITY COLLEGE  
DISTRICT

# What is the CUPCCAA?

Authority for public agencies adopting CUPCCAA to complete “public works projects” by alternative bidding procedures – promoting business efficiency.

Public Agencies **without** CUPCCAA:

Public projects above \$15,000 must be via formal competitive bidding process

- Newspaper of general circulation and trade journal – once a week for two weeks
- Job site walk (optional)
- Requests for Information
- Issue addenda
  - If additional Request for Information is required, issue another addenda
- Extend bid submission deadline as needed

# Public Works Project & Maintenance Defined

## ➤ Public Project; Public Contract Code §22002(c)

“Public Works” means any of the following:

- (1) Construction, reconstruction, erection, alteration, renovation, improvement, demolition, and repair work involving any publicly owned, leased, or operated facility.
- (2) Painting or repainting of any publicly owned, leased, or operated facility.

## Public Project & Maintenance Defined (Con't)

### ➤ Maintenance; Public Contract Code §22002(d)

- For purposes of this section, “maintenance work” includes all of the following:

- (1) Routine, recurring, and usual work for the preservation or protection of any publicly owned or publicly operated facility for its intended purposes.
- (2) Minor repainting.
- (3) Resurfacing of streets and highways at less than one inch.
- (4) Landscape maintenance, including mowing, watering, trimming, pruning, planting, replacement of plants, and servicing of irrigation and sprinkler systems.
- (5) Work performed to keep, operate, and maintain publicly owned water, power, or waste disposal systems

# With CUPCCAA

- Alternative Bidding Procedures based on dollar value
  - Projects \$60,000 or less: no bidding/proposal process
  - Projects above \$60,000 and up to \$200,000: informal bidding procedures (minimum 2 to 3 bids)
  - Projects Greater than \$200,000: use typical formal bidding procedures

# CUPCCAA Projects for \$60K or less

- For projects \$60K or less – no need to competitively bid
- District can assign the work to any “qualified” contractor in the list without asking for bids
- Depending on the Scope of Work, District may ask more than one qualified contractor to provide pricing

# HOW TO BECOME A QUALIFIED CONTRACTOR FOR PROJECTS \$60K AND BELOW

## 1. Become a licensed contractor

- a) For information on how to become a licensed contractor, please visit the California Contractor's State Licensing Board at <http://www.cslb.ca.gov/>
- a) Obtain a contractor's license on one or more of the Contractor Trade Categories

Requested Trade Category	Trade Category Description	Required CLSB Contractors' License Classification
<input type="checkbox"/>	Engineering Construction	A
<input type="checkbox"/>	General Building	B
<input type="checkbox"/>	Insulation and Acoustical	C-2
<input type="checkbox"/>	Boiler, Hot-Water and Steam Fitting	C-4
<input type="checkbox"/>	Framing and Rough Carpentry	C-5
<input type="checkbox"/>	Cabinet, Millwork and Finish Carpentry	C-6
<input type="checkbox"/>	Low Voltage Systems	C-7
<input type="checkbox"/>	Concrete	C-8
<input type="checkbox"/>	Drywall	C-9
<input type="checkbox"/>	Electrical	C-10
<input type="checkbox"/>	Elevator	C-11
<input type="checkbox"/>	Earthwork and Paving	C-12
<input type="checkbox"/>	Fencing	C-13
<input type="checkbox"/>	Flooring and Floor Covering	C-15
<input type="checkbox"/>	Fire Protection	C-16
<input type="checkbox"/>	Glazing	C-17
<input type="checkbox"/>	Warm-Air Heating, Ventilating and Air-Conditioning	C-20
<input type="checkbox"/>	Building Moving/Demolition	C-21
<input type="checkbox"/>	Ornamental Metal	C-23
<input type="checkbox"/>	Landscaping	C-27
<input type="checkbox"/>	Lock and Security Equipment	C-28
<input type="checkbox"/>	Masonry	C-29

Requested Trade Category	Trade Category Description	Required CLSB Contractors' License Classification
<input type="checkbox"/>	Construction Zone Traffic Control	C-31
<input type="checkbox"/>	Parking and Highway Improvement	C-32
<input type="checkbox"/>	Painting and Decorating	C-33
<input type="checkbox"/>	Pipeline	C-34
<input type="checkbox"/>	Lathing and Plastering	C-35
<input type="checkbox"/>	Plumbing	C-36
<input type="checkbox"/>	Refrigeration	C-38
<input type="checkbox"/>	Roofing	C-39
<input type="checkbox"/>	Sanitation System	C-42
<input type="checkbox"/>	Sheet Metal	C-43
<input type="checkbox"/>	Electrical Sign	C-45
<input type="checkbox"/>	Solar	C-46
<input type="checkbox"/>	General Manufactured Housing	C-47
<input type="checkbox"/>	Reinforcing Steel	C-50
<input type="checkbox"/>	Structural Steel	C-51
<input type="checkbox"/>	Swimming Pool	C-53
<input type="checkbox"/>	Tile (Ceramic and Mosaic)	C-54
<input type="checkbox"/>	Water Conditioning	C-55
<input type="checkbox"/>	Well Drilling	C-57
<input type="checkbox"/>	Welding	C-60
<input type="checkbox"/>	Awnings	C-61/D-03



Requested Trade Category	Trade Category Description	Required CLSB Contractors' License Classification
<input type="checkbox"/>	Central Vacuum Systems	C-61/D-04
<input type="checkbox"/>	Concrete-Related Services	C-61/D-06
<input type="checkbox"/>	Elevated Floors	C-61/D-10
<input type="checkbox"/>	Synthetic Products	C-61/D-12
<input type="checkbox"/>	Hardware, Locks and Safes	C-61/D-16
<input type="checkbox"/>	Machinery and Pumps	C-61/D-21
<input type="checkbox"/>	Metal Products	C-61/D-24
<input type="checkbox"/>	Doors, Gates and Activating Devices	C-61/D-28
<input type="checkbox"/>	Paperhanging	C-61/D-28
<input type="checkbox"/>	Pile Driving/Pressure Foundation Jacking	C-61/D-30
<input type="checkbox"/>	Pole Installation and Maintenance	C-61/D-31
<input type="checkbox"/>	Prefabricated Equipment	C-61/D-34
<input type="checkbox"/>	Pool and Spa Maintenance	C-61/D-35
<input type="checkbox"/>	Sand and Water Blasting	C-61/D-38
<input type="checkbox"/>	Scaffolding	C-61/D-39
<input type="checkbox"/>	Siding and Decking	C-61/D-41
<input type="checkbox"/>	Non-Electrical Sign Installation	C-61/D-42
<input type="checkbox"/>	Tree Service	C-61/D-49
<input type="checkbox"/>	Suspended Ceilings	C-61/D-50
<input type="checkbox"/>	Window Coverings	C-61/D-52
<input type="checkbox"/>	Trenching	C-61/D-56
<input type="checkbox"/>	Hydroseed Spraying	C-61/D-59
<input type="checkbox"/>	Air and Water Balancing	C-61/D-62
<input type="checkbox"/>	Construction Cleanup	C-61/D-63
<input type="checkbox"/>	Non-Specialized	C-61/D-64
<input type="checkbox"/>	Weatherization and Energy Conservation	C-61/D-65

# ADDITIONAL REQUIREMENTS

## If a Public Works Project

- Between \$1,000.00 and \$25,000.00
  - California State Prevailing Wage Applies
  - Insurance Required
- Above \$25,000.00 and up to \$60,000.00
  - California State Prevailing Wage Applies
  - Department of Industrial Relations (DIR) Registration Required
  - Bonding Required (Bid, Performance & Payment)
  - Certified Payroll Records Required
  - Insurance Required

## ADDITIONAL REQUIREMENTS (Con't)

### If a Maintenance/Repair Project

- Between \$1,000.00 and \$15,000.00
  - California State Prevailing Wage Applies
- Between \$15,000.00 and \$25,000.00
  - California State Prevailing Wage Applies
  - Department of Industrial Relations (DIR) Registration Required
  - Certified Payroll Records Required
  - Insurance Required
- Above \$25,000.00 and up to \$60,000.00
  - California State Prevailing Wage Applies
  - Department of Industrial Relations (DIR) Registration Required
  - Certified Payroll Records Required
  - Insurance Required
  - Bonding Required (Bid, Performance & Payment)

# INSURANCE REQUIREMENTS

- **All contractors must have the ability to be insured (no exceptions)**
- **Insurance Minimum Coverage Limits.** Minimum coverage limits for policies of insurance the Contractor is required to maintain during the Project are as follows:

Policy of Insurance	Minimum Coverage Limit
Workers' Compensation Insurance	In accordance with Laws
Employer's Liability Insurance	One Million Dollars (\$1,000,000)
Commercial General Liability and Property Insurance.	Per Occurrence: One Million Dollars (\$1,000,000)
	Aggregate: Two Million Dollars (\$2,000,000)
Automobile Liability Insurance	One Million Dollars (\$1,000,000)
Contractor Pollution Liability Insurance	Per Occurrence: One Million Dollars (\$1,000,000)
	Aggregate: Two Million Dollars (\$2,000,000)
Builder's Risk "All-Risk" Insurance	Full Insurable Value of Work, Without Seismic Coverage

\* Note: Proof of Insurance must be provided at time of signing a contract; Certificate of Insurance must be in a ACORD 25 Form naming El Camino Community College as an additional insured



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MMDDYYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:		
	PHONE:		FAX:
	EMAIL:		AG-NO:
	ADDRESS:		
	INSURER(S) AFFORDING COVERAGE		NAIC #
INSURED	INSURER A:		
	INSURER B:		
	INSURER C:		
	INSURER D:		
	INSURER E:		
	INSURER F:		

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

NRK	TYPE OF INSURANCE	ADDITIONAL INFO	POLICY NUMBER	POLICY EFF DATE	POLICY EXP DATE	LIMITS
LINE		INSURER		(MMDDYY)	(MMDDYY)	
	GENERAL LIABILITY					EACH OCCURRENCE \$
	COMMERCIAL GENERAL LIABILITY					DAMAGE TO RENTED PREMISES (EA occurrence) \$
	CLAIMS-MADE <input type="checkbox"/> OCCUR <input type="checkbox"/>					MED EXP (Any one person) \$
						PERSONAL & ADV INJURY \$
	GEN'L AGGREGATE LIMIT APPLIES PER:					GENERAL AGGREGATE \$
	POLICY <input type="checkbox"/> PRO- DUCT <input type="checkbox"/> LOC <input type="checkbox"/>					PRODUCTS - COMP/OP AGG \$
	AUTOMOBILE LIABILITY					COMBINED SINGLE LIMIT (EA accident) \$
	ANY AUTO					BODILY INJURY (Per person) \$
	ALL OWNED AUTOS <input type="checkbox"/>					BODILY INJURY (Per accident) \$
	SCHEDULED AUTOS <input type="checkbox"/>					PROPERTY DAMAGE (Per accident) \$
	HIRED AUTOS <input type="checkbox"/>					EA OCCURRENCE \$
	NON-OWNED AUTOS <input type="checkbox"/>					AGGREGATE \$
	UMBRELLA LIAB <input type="checkbox"/>					AGGREGATE \$
	EXCESS LIAB <input type="checkbox"/>					AGGREGATE \$
	RETENTIONS \$					
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY					W/ STAT'L COST LIMITS <input type="checkbox"/> OR <input type="checkbox"/>
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICERS/MEMBERS EXCLUDED? <input type="checkbox"/>	Y/N				E.L. EACH ACCIDENT \$
	(Mandatory in NH)	<input type="checkbox"/>	N/A			E.L. DISEASE - EA EMPLOYEE \$
	If yes, describe under DESCRIPTION OF OPERATIONS below					E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 151, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER CANCELLATION

	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

ACORD 25 (2010/05)

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# MINORITY OWNED BUSINESS ENTERPRISES

- El Camino Community College District is committed to providing contracting opportunities to women-owned, minority-owned and other under represented groups
- If you are a certified WBE/MBE/DBE, etc., indicate in the application form
  - Include a copy of your certification in the application form

# RESOURCES

- To become a licensed contractor
  - ✓ Contact the California Contractors State License Board: [www.cslb.gov](http://www.cslb.gov)
  - ✓ Take the Contractors State License Board Exam Preparation Course offered at El Camino College Community Education:  
[www.eccommunityed.com](http://www.eccommunityed.com)
- To register with the Department of Industrial Relations: [www.dir.ca.gov](http://www.dir.ca.gov)
- For bonding information, you are encouraged to conduct an Internet search for: *“California Public Works Construction Bonding Requirements”*
- For California Prevailing Wage Rates, visit: [www.dir.ca.gov/Public-Works/Prevailing-Wage.html](http://www.dir.ca.gov/Public-Works/Prevailing-Wage.html)
- For Certified Payroll Reporting, visit: [www.dir.ca.gov/Public-Works/Certified-Payroll-Reporting.html](http://www.dir.ca.gov/Public-Works/Certified-Payroll-Reporting.html)
- To get insurance coverage, please contact a general business insurance broker; indicate that the proof of insurance must be in a ACORD 25 Form (sample included in handout)

## HOW TO APPLY TO BECOME AN EL CAMINO COMMUNITY COLLEGE QUALIFIED CONTRACTOR FOR CUPCAA PROJECTS BELOW \$60K

- ✓ Become a licensed contractor
- ✓ Register with the California Department of Industrial Relations
- ✓ Visit the El Camino College Purchasing Website at:  
<http://www.elcamino.edu/about/depts/purchasing/>
- ✓ Click “BELOW \$60,000 – SMALL PROJECTS (APPLICATION INFO)”. Click and complete the application under “CONTRACTOR APPLICATION FOR SMALL PROJECTS \$60,000 AND BELOW”, then complete the “CHECKLIST – PUBLIC WORKS PROJECTS” and “CHECKLIST – MAINTENANCE/REPAIR PROJECTS”



## HOW TO APPLY TO BECOME AN EL CAMINO COMMUNITY COLLEGE QUALIFIED CONTRACTOR FOR CUPCCAA PROJECTS BELOW \$60K

- ✓ View the Sample Contracts in the Purchasing website
- ✓ Ensure that you are able to comply with all the additional requirements  
(see Slides 10 to 13)
- ✓ Obtain a Federal IRS W9 and State of California Franchise Tax Board Form 590 (forms are available online in the Purchasing website)

**Purchasing Division**

**Mon-Fri:** 7:45 a.m.-4:30 p.m.,  
Closed Fridays during the summer

**To assist you in reaching the appropriate Purchasing staff member, please call:**

Purchasing Assistant:  
310-660-3593, Ext. 3376

— or —

Purchasing and Risk Management  
Administrative Assistant:  
310-660-3593, Ext. 3375  
310-660-3378 Fax

**To register as a vendor, complete the Vendor Registration Form -**  
[click here](#)  
(PDF).

**For assistance with vendor invoices and payments, you may contact the Accounts Payable Department:**  
Local Accounting Technicians:  
310-660-3593, Ext. 6197  
Director of Purchasing and Risk Management:  
310-660-3593, Ext. 3374

## Purchasing

### CUPCAA PreQualification

On April 15, 2019, the El Camino Community College District's Board of Trustees passed a resolution to become subject to the California Uniform Public Construction Cost Accounting Act (CUPCAA).

## \$60,000 - \$200,000 INFORMAL BIDDING (APPLICATION INFO)

"Please submit by October 31, 2019 for the first review; application submission shall be ongoing until adequate applications are received."

**NOTICE OF INFORMAL BIDDING QUALIFIED BIDDERS LIST** ▾

## BELOW \$60,000 - SMALL PROJECTS (APPLICATION INFO)

### Board Resolution Permitting Cooperative Purchasing:

Providing the agency with whom the District wants to do business has a reciprocal agreement, the District may "piggyback" onto active bids for the acquisition of materials and services from other colleges/school districts as well as state and other public agencies.

### Pre-bid Contact with District Personnel:

Vendors will occasionally expend considerable time in presenting or designing a product in hopes of making a sale. If you do this, remember that the purchase will eventually be made to the lowest responsive and responsible bidder meeting the specifications, terms, and conditions. Your investment of time and/or expenditures for design, demonstrations, layouts, etc., does not guarantee award to your company or preferential treatment of any kind.

### Hazardous Materials:

**Purchasing Division**

Mon-Fri: 7:45 a.m.-4:30 p.m.,  
Closed Fridays during the summer

To assist you in reaching the  
appropriate Purchasing staff member,  
please call:

Purchasing Assistant:  
310-660-3593, Ext. 3376  
-or-  
Purchasing and Risk Management  
Administrative Assistant:  
310-660-3593, Ext. 3375  
310-660-3378 Fax

To register as a vendor, complete the  
Vendor Registration Form -  
[click here](#)  
(PDF).

For assistance with vendor invoices and  
payments, you may contact the  
Accounts Payable Department:  
Lead Accounting Technician:  
310-660-3193, Ext. 4197  
Director of Purchasing and Risk  
Management:  
310-660-3593, Ext. 3374

## BELOW \$60,000 - SMALL PROJECTS

To Become A Qualified Contractor For CUPCCAA Projects Valued Below \$60,000:

- Contractor Application for Small Projects \$60,000 and Below
- Complete W9 IRS Tax Form
- Complete 590 IRS Tax Form
- Obtain Certificate of Insurance (see sample Acord 25 form)

For Public Works Projects:

- **Checklist Public Works Projects**
- View Sample Contracts 1
- View Sample Contracts 2

For Maintenance/Repair Projects:

- **Checklist Maintenance/Repair Projects**
- View Sample Contracts

CUPCCAA Workshop Powerpoint

**INFORMATION**

Accreditation  
Board Agents

**ACADEMICS**

Admissions  
Catalog

**STUDENT RESOURCES**

All 540 information  
Athletics

STAY CONNECTED



# HOW TO APPLY TO BECOME AN EL CAMINO COMMUNITY COLLEGE QUALIFIED CONTRACTOR FOR CUPCCAA PROJECTS BELOW \$60K (con't)

- ✓ Submit Application and Signed Checklists:
  - ❖ By online through the El Camino College Purchasing website <http://www.elcamino.edu/about/depts/purchasing/>, or
  - ❖ By email: [mopascual@elcamino.edu](mailto:mopascual@elcamino.edu), or
  - ❖ By mail: El Camino Community College District  
CUPCCAA Project Below \$60K  
Attention: Michael Pascual  
Director, Purchasing and Risk Management  
16007 Crenshaw Blvd.  
Torrance, CA 90506
  
- ✓ Submission Deadline: As Soon As Possible or No Later Than  
November 15, 2019

# Questions?

By email: [mopascual@elcamino.edu](mailto:mopascual@elcamino.edu) (preferred)

Indicate in Email Subject Line: “Below \$60,000 – Small Projects”

By voice-mail: 310-660-3126