

**NOTICE INVITING PROPOSALS FOR
FULL SERVICE ARCHITECTURAL AND
ENGINEERING SERVICES**

The San Bernardino City Unified School District (“District”) Facilities Management Department is requesting proposals from qualified firms and individuals for architectural and engineering services for various modernization and new construction projects (greater than \$5 million each) for the District’s Facilities Capital Improvement Program. Copies of the Request for Proposals (“RFP”) are available by e-mail, in person at the address below, or from the District’s web site: www.sbcusdfacilities.com In order to be considered, one (1) original and two (2) copies of the proposal must be received at the address indicated below by personal delivery or U.S. Mail on or before **October 1, 2007, 4:00 P.M. Pacific Time.** All qualified local providers of services described in the RFP are encouraged to participate in this procurement and to submit proposals. The District will monitor this participation by requiring all prospective consultants to complete and submit a registration form for the District’s Business Outreach Program. The form is included in the RFP and is available on line at www.sbcusdfacilities.com. The District at its sole discretion reserves the right to reject any proposal not responsive to the RFP and/or received after the deadline stated herein. Proposals must be submitted in a sealed envelope, addressed as indicated below, with firm name and address in the upper left corner of the envelope under which should be clearly printed: PROPOSAL FOR FULL SERVICE ARCHITECTURAL AND ENGINEERING SERVICES

SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT
Facilities Management Department
Susan de Leon, Manager, Business Outreach
777 North “F” Street
San Bernardino, California 92410
Tel: 909-381-1238
susan.deleon@sbcsd.k12.ca.us



**REQUEST FOR PROPOSALS
FOR
FULL SERVICE ARCHITECTURAL AND ENGINEERING
SERVICES
OF
VARIOUS SCHOOL FACILITIES CONSTRUCTION AND
MODERNIZATION PROJECTS
GREATER THAN \$5 MILLION**

**SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT
FACILITIES MANAGEMENT DEPARTMENT**

SEPTEMBER 10, 2007

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**REQUEST FOR PROPOSALS
FOR
FULL SERVICE ARCHITECTURAL AND ENGINEERING SERVICES
OF
VARIOUS CONSTRUCTION AND MODERNIZATION PROJECTS
GREATER THAN \$5 MILLION**

**SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT
FACILITIES MANAGEMENT DEPARTMENT**

SEPTEMBER 10, 2007

1. REQUEST FOR PROPOSALS

The San Bernardino City Unified School District (“District”) requests proposals and statements of qualifications from qualified entities and individuals to provide professional full service architectural and engineering services (“Services”) for various new construction and modernization projects with an estimated construction cost greater than \$5,000,000.

2. PROPOSALS DUE DATE AND TIME

In order for proposals to be considered by the District, one (1) original and two (2) copies of the proposal must be received by the District at the address stated in Paragraph 3 herein below by personal delivery or by U.S. Mail by the following date and time:

October 1, 2007, 4:00 P.M., Pacific Time

The District reserves the right to reject any proposal received after the deadline stated above.

PLEASE NOTE: The District has retained all proposals received from firms that previously submitted proposals in response to the District’s On-Call Architectural and Engineering Services Request for Proposals (RFP) may choose to only submit additional information as needed to conform to this full services architecture and engineering RFP.

3. CONTACT PERSON AND ADDRESS FOR SUBMISSION OF PROPOSALS

Interested entities and individuals (collectively referred to as “Consultant”) are invited to submit proposals to the following contact person and address:

Susan De Leon, Manager, Business Outreach
Facilities Management Department
SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT
777 North “F” Street , San Bernardino, California 92410
Tel: 909-381-1238 * Fax: 909-885-4218
susan.deleon@sbcusd.k12.ca.us

4. SEALED ENVELOPE, CLEARLY MARKED

Proposals shall be submitted in a sealed envelope, addressed to the contact person and address indicated in Paragraph 3 above, with the legible name and address of the Consultant in the upper, left corner under which shall be clearly printed: PROPOSAL FOR FULL SERVICE ARCHITECTURAL AND ENGINEERING SERVICES

5. FACILITIES CAPITAL IMPROVEMENTS PROGRAM

The District's Facilities Capital Improvements Program consists of new construction and modernization projects of various sizes and scopes of work for K-12 school facilities totaling \$700,000,000 to \$889,000,000 in estimated construction costs over the next five (5) years.

6. REQUESTS FOR INFORMATION

Direct all inquiries regarding this Request for Proposal ("RFP") process or the District's Facilities Capital Improvement Program to the contact person and address indicated in Paragraph 3.

7. SCOPE OF SERVICES

Services will include but not necessarily be limited to comprehensive full service architectural engineering services required of the District Facilities Capital Improvement Program projects.

8. SELECTION PROCESS AND SCHEDULE

8.1 Selection Process

The District intends, through this RFP, at the sole discretion of the District, to establish a shortlist of numerically ranked Consultants eligible to provide Services for various construction projects as determined by the District. The selection and rank will be based on review of the proposals and scoring of the firms in accordance with the District's AE Criteria Scoring Matrix (Attachment A). If deemed necessary, the District may interview the respondents to this RFP before making the final selection.

9. DISTRICT POLICIES REGARDING SUBMISSIONS OF PROPOSALS

9.1 No Reimbursement. The District will not reimburse Consultants for time and/or costs that they incur in preparing their proposals.

9.2 Right to Request Additional Information. The District reserves the right to request additional information from Consultant and consultant's present and past clients in order to make a fully informed decision regarding the selection of Consultants.

9.3 Right to Reject Proposals. The District reserves the right to reject any and all proposals.

- 9.4 Independent Contractor.** Consultants hired by the District as a result of this RFP are independent contractors and are not employees of the District.
- 9.5 Insurance Requirements.** Consultant shall provide proof of insurance satisfactory to the District as a condition precedent to the District's execution of agreements with Consultants as delineated in Insurance Requirements (Attachment B).
- 9.6 Criminal Background Investigation.** As a condition precedent to the District's execution of agreements, Consultant shall submit a completed and signed District's Fingerprint and Criminal Background Check Certification form (Attachment C) in accordance with Department of Justice (DOJ) fingerprint and criminal background investigation requirements of Education Code Section 45125.1.
- 9.7 Disabled Veterans Business Enterprise.** In accordance with Education Code Section 17076.11, the District has a participation goal for disabled veteran business enterprises of at least three (3) percent per year of the overall dollar amount of funds allocated to the District by the State Allocation Board pursuant to Leroy F. Greene School Facilities Act of 1998 for construction or modernization of school facilities and expended each year by the District per Board of Education Policy Number 3323 (Attachment D). Prior to, and as a condition precedent for final payment under any contract for Services, Consultant shall provide documentation satisfactory to the District, identifying the amount of compensation paid to disabled veteran business enterprises in connection with Consultant's performance of the agreement.
- 10. REQUIRED PROPOSAL FORMAT AND CONTENT**
- 10.1 Prescribed Proposal Format.** Proposals submitted in formats other than the format described herein may be rejected at the sole discretion of the District.
- 10.2 Proposal Format Requirements.** Proposals – one (1) original and two (2) copies shall be submitted in three-ring binders on 8 ½” by 11” paper, single-sided, with consecutive page numbers. Proposals not submitted in three-ring binders may be considered non-responsive. Sections of the proposals shall be divided by labeled tabs that correspond to the Table of Contents.
- 10.3 Emphasis of Proposals.** In addition to placing strong emphasis on Consultant's overall ability to provide comprehensive architectural engineering services, major factors for the District's consideration will be Consultant's successful experience on public works projects, more specifically, similar K-12 projects, with specific credentials and experience of the firm's principals and professionals including sub consultants listed who will be assigned to work on District's projects. Consultants submitting proposals shall include the qualifications and experience of the aforementioned individuals.
- 10.4 Content and Order of Proposal** Consultant proposals shall contain the following sections in the order and content prescribed below. Proposals that do not conform to the requirements set forth below may be considered non-responsive.

Section and Title

Section 1 Letter of Interest
Section 2 Table of Contents
Section 3 Consultant Firm Data
Section 4 Commitment and Availability
Section 5 Resumes of Assigned Professional Staff
Section 6 Professional Awards
Section 7 Professional Fees
Section 8 Philosophy and Approach
Section 9 Civil Litigation History
Section 10 Equal Employment Opportunity Policy
Section 11 Local Business Outreach Program Registration

Section 1: Letter of Interest

The proposal shall be introduced with a Letter of Interest that presents information which Consultant deems to be of key relevance to the scope of comprehensive full service architectural engineering services required in accordance with District Facilities Capital Improvement Program projects.

Section 2: Table of Contents

The Table of Contents shall reflect the order stated herein and shall include section titles.

Section 3: Consultant Firm Data

The following shall be stated:

- A. Name of Consultant, address, telephone/fax numbers and email address
- B. Contact person name, title, California's Architects License and expiration date
- C. Type of business organization;(i.e., sole proprietorship, partnership, corporation and identify the state in which incorporated)
- D. Organization chart
- E. Number of current employees by office location including management, and list each office separately
- F. Number of years in business
- G. Consultant and Sub consultant firms Statements of Qualifications

Section 3.1: Consultant Firm Experience

The following shall be stated:

- A. Most recent five year work experience on public works projects
- B. Most recent five year work experience on K-12 capital improvement projects of more than \$5,000,000 in construction costs
- C. Contact information for all of the most recent five years public works and K-12 projects

Section 4: Commitment and Availability

The following shall be stated:

- A. Consultant's ability to provide comprehensive architectural engineering services exclusively and in a timely manner for the District
- B. Consultant's commitment to providing personnel assigned to District projects

Section 5: Professional Resumes

Consultant shall submit a resume for each principal, professional and sub consultant staff that the Consultant may assign to the District's projects. Disciplines that might be included are civil, structural, mechanical, plumbing, electrical, and landscape architecture. Each resume shall include but not be limited to the following information:

- A. Education
- B. Years of relevant experience
- C. Professional registrations, certifications and affiliations
- D. Project-specific experience with focus on public projects and emphasis on K-12 projects providing comprehensive architectural engineering services, include, dates and durations for each project listed and name of firm where employed

Section 6: Professional Awards

The Consultant shall list professional design awards received during the most recent ten (10) years for public works and K-12 related projects.

Section 7: Professional Fees

Provide a schedule of fees for basic and additional services for new construction and modernization projects. Specify preferred method of payment (i.e. lump sum, percentage of construction cost, cost plus fee, etc.).

Section 7.1 Hourly Rates

Provide a schedule of fully burdened hourly rates of all proposed prime consultants and sub consultant's personnel including names and titles.

Section 7.2: Reimbursable Expenses

Consultant shall provide a table of all reimbursable expenses and applicable markups, if any.

Section 8: Philosophy and Approach

Consultant shall state its philosophy and approach to providing architectural and engineering services and agency approvals as it relates to the highest efficiency in time and cost.

Section 8.1: Bid vs. Estimate History

Consultant shall provide the firm's history of cost estimates versus bid amounts in providing architectural and engineering services in the most recent five (5) years.

Section 8.2: Change Order History

Consultant shall provide the firm's history of change orders in providing architectural and engineering services in the most recent five (5) years.

Section 9: Civil Litigation History

Consultant shall state all construction-related litigation in the last five (5) years, filed either by an owner, owner's consultants or contractors against the Consultant or Consultant's employees. Include the beginning and end date, or anticipated end date, of each lawsuit, and the judgment or resolution or the anticipated judgment or resolution.

Consultant shall state whether the Consultant has or has not filed a petition for bankruptcy. If the Consultant has filed a petition for bankruptcy, Consultant shall provide the date the petition was filed and identify the jurisdiction in which the petition was filed.

Section 9.1: Insurance Claims History

Consultant shall describe the outcome of design and construction-related claims, if any, filed against Consultant's general liability or professional liability or automobile liability insurance carriers during the most recent five (5) years.

Consultant shall disclose complaints, if any, that has been lodged against Consultant with any local public, state agency, and professional organization and describe the nature of the complaint(s) and its outcome or its anticipated outcome.

Section 10: Equal Employment Opportunity

Consultant shall describe its equal employment opportunity policy.

Section 10.1: U.S. Legal Residency

Consultant shall state whether or not Consultant and Sub consultants and the employees that each such Consultant or Sub consultant may assign to the District's projects are legal residents of the United States of America.

Section 11: Local Business Outreach Program Registration. Consultants and Sub consultants are requested to submit the Business Outreach Program (BOP) registration form (Attachment E).

CATEGORY / CRITERIA	Max. weighting points possible	A/E FIRM'S NAME HERE			Average
A) COMPLETENESS OF RESPONSES TO RFP	9				
B) CAPABILITY/ QUANTITY OF ASSIGNED PROFESSIONAL STAFF	16				
C) FIRM'S DESIGN AWARDS IN THE LAST 10 YEARS	5				
D) NUMBER OF COMMISSIONED K-12 PROJECTS IN THE LAST 5 YEARS	5				
E) PERCENTAGE OF K-12 OF ALL PROJECTS OF ASSIGNED OFFICE	5				
F) INFORMATION RECEIVED FROM OTHER DISTRICTS/CLIENTS	14				
G) APPROACH TO PROVIDING PROFESSIONAL SERVICES AND AGENCY APPROVALS IN A COST/TIME/EFFECTIVE MANNER	10				
H) BID COSTS vs. ESTIMATED COSTS	10				
I) CHANGE ORDER HISTORY	12				
J) CIVIL LITIGATION, CRIMINAL PROSECUTION AND INSURANCE CLAIMS	9				
K) PROFESSIONAL FEES AND PREFERRED METHOD OF COMPENSATION	5				
TOTAL	100				

EXHIBIT "E"
INSURANCE REQUIREMENTS

1.1 COMPLIANCE WITH LAWS, WORKERS COMPENSATION INSURANCE, HOLD DISTRICT HARMLESS

Workers Compensation Insurance Required for this Agreement: Yes **No**

The CONSULTANT shall comply with all applicable federal, state and local laws, rules, regulations and ordinances, including workers compensation insurance laws. The CONSULTANT understands that, as an independent contractor, CONSULTANT is not covered by any type of DISTRICT insurance, including workers compensation insurance. The CONSULTANT shall provide, through insurance policies or self-insurance, workers compensation insurance coverage for its employees who provide services hereunder. The DISTRICT understands that the CONSULTANT may use independent contractors, volunteers or others not covered by the CONSULTANT's workers compensation coverage to provide services hereunder. The CONSULTANT shall advise such persons providing services hereunder at the direction of the CONSULTANT that workers compensation insurance is not provided by the DISTRICT, and the CONSULTANT shall hold the DISTRICT harmless from any and all claims for damages that may be asserted by such persons.

1.2 SELF-EMPLOYMENT, RESPONSIBILITY FOR MEDICAL INSURANCE AND COSTS

Medical Insurance for Self-Employed Required for this Agreement: Yes **No**

If the CONSULTANT is a self-employed individual, the CONSULTANT agrees to arrange, in lieu of workers compensation insurance, for insurance for or financial responsibility for any and all medical and related treatment, and to pay the cost of such treatment, including emergency treatment that may be provided that the CONSULTANT did not arrange for which may be required due to any injuries of any type that may be sustained by the CONSULTANT while performing services under this AGREEMENT. The CONSULTANT shall, prior to commencing services herein, provide the DISTRICT with satisfactory evidence of medical coverage as set forth in Paragraph 11.5, below. Cancellation or lack of medical coverage for the CONSULTANT shall not relieve the CONSULTANT of CONSULTANT's financial responsibility for the cost of medical and related treatment.

1.3 COMPREHENSIVE GENERAL LIABILITY

Comprehensive General Liability Insurance Required for this Agreement: Yes **No**

The CONSULTANT shall carry and maintain during the term of this AGREEMENT a policy of comprehensive General Liability with a limit of not less than \$500,000 per occurrence. The DISTRICT reserves the right to waive this General Liability insurance requirement and if so waived, the CONSULTANT shall hold the DISTRICT harmless from any and all claims for damages.

1.4 AUTO LIABILITY

Auto Liability Insurance Required for this Agreement: Yes **No**

The CONSULTANT shall confirm that all individual inspection staff shall carry and maintain personal Auto Liability for owned, hired and non-owned vehicles, for injury, damage and loss, including, but not limited to, premises and operations, contractual liability and personal injury that may arise from and in connection with the performance or nonperformance of CONSULTANT's services herein. The CONSULTANT shall hold the DISTRICT harmless from any and all claims for injury, damage, and loss.

1.5 PROFESSIONAL LIABILITY INSURANCE

Professional Liability Insurance Required for this Agreement: Yes **No**

The CONSULTANT shall carry and maintain during the term of this AGREEMENT a policy of professional liability insurance, with limits of not less than One Million Dollars (\$1,000,000.00) per occurrence and Two Million Dollars (\$2,000,000.00) in the aggregate.

1.6 EVIDENCE OF COVERAGE, CANCELLATION OR MATERIAL CHANGES

Not later than ten (10) calendar days after the date of execution of this AGREEMENT and, in any case, prior to commencement of any of the CONSULTANT's services herein, the CONSULTANT shall furnish certificates of insurance evidencing the insurance coverage required above, including endorsements, to the DISTRICT Department administering the Agreement, which certificates shall provide that such insurance shall not be terminated or expire or be materially changed without thirty (30) calendar days written notice to the Department, and CONSULTANT shall maintain such insurance from the time that the CONSULTANT commences performance of services hereunder until CONSULTANT's completion of such services. Within sixty (60) calendar days of the commencement of this Agreement, the CONSULTANT shall furnish certified copies of the policies and all endorsements.

1.7 ADDITIONAL NAMED INSUREDS

All insurance policies, except for Workers Compensation shall contain additional endorsements naming the DISTRICT and its officers, employees, agents and volunteers as additional named insureds with respect to liabilities arising out of the performance of services hereunder.

1.8 WAIVER OF SUBROGATION RIGHTS

The CONSULTANT shall require the carriers of the coverages required above to waive all rights of subrogation against the DISTRICT, its officers, employees, agents, volunteers, contractors and subcontractors.

1.9 POLICIES PRIMARY AND NONCONTRIBUTORY

All policies required above shall be primary and noncontributory with any insurance or self-insurance programs carried or administered by the DISTRICT.

1.10 INSURANCE REVIEW

The above insurance requirements are subject to periodic review by the DISTRICT. The DISTRICT's Risk Manager is authorized, but not required, to reduce or waive any of the above insurance requirements whenever the Risk Manager determines that any of the above insurance is not available, is unreasonably priced, or is not needed to protect the interests of the DISTRICT. In addition, if the Risk Manager determines that heretofore unreasonably priced or unavailable types of insurance coverage or coverage limits become reasonably priced or available, the Risk Manager is authorized, but not required, to change the above insurance requirements to require additional types or insurance coverage or coverage limits, provided that any such change is reasonable in light of past claims against the DISTRICT, inflation, or any other item reasonably related to the DISTRICT's risk. Any such reduction or waiver for the entire term of the Agreement and any change requiring additional types or insurance coverage or higher coverage limits shall be made by amendment to this Agreement. The CONSULTANT agrees to execute any such amendment with thirty (30) calendar days of receipt.

CONSULTANT's Initials _____

Business Services

Accounting Services Fiscal Services Payroll

Purchasing Warehouse

“Quality Work by Quality People”

To: All Principals and Department Heads

Bulletin No. 05-019

From: Mohammad Z. Islam
Assistant Superintendent
Business and Finance

July 29, 2005

Subject: **Department of Justice Fingerprint and Criminal Background Investigation Requirements** (Ed Code Section 45125.1)

No *Course of Study activity* (Services or performances for student assemblies, classroom lectures or presentations which enhance student educational programs), *Non-Classified Expert* (Individuals or groups that provide a service for District staff) or *Consultant* services will be approved or should take place at your site until a **(DOJ) Fingerprint and Criminal Background Investigation form** has been filled out and submitted along with your request for services for approval to Business Services. Please plan ahead, as this must be **completed** and **approved** no less than three weeks prior to a regularly scheduled Board meeting to ensure Board approval before the date of service. **NO EXCEPTIONS.**

A photocopy of the form will be returned to your site with approval or denial.

For further clarification, please call 381-1164.

Attachment

San Bernardino City Unified School District
777 N. F Street, San Bernardino, CA, 92410

Fingerprint and Criminal Background Check Certification

In accordance with Department of Justice (DOJ) fingerprint and criminal background investigation requirements of Education Code section 45125.1 et seq.

With respect to the Agreement dated _____, between the **San Bernardino City Unified School District "DISTRICT"** and the individual, company, or contractor named _____ "VENDOR," for provision of _____ services,
Please check all appropriate boxes and sign below:

REQUIREMENTS MET:

A)

The VENDOR hereby certifies to the DISTRICT's governing board that it has completed the criminal background check requirements of Education Code (EC) section 45125.1 and that none of its employees that may come into contact with DISTRICT students have been convicted of a violent felony listed in Penal Code section 667.5(c) or a serious felony listed in Penal Code section 1192.7(c).

List below, or attach, all employee names that have successfully completed the fingerprinting and criminal background check clearance in accordance with the law.

SERVICES MAY BEGIN AFTER A PURCHASE ORDER (P.O.) IS ISSUED TO THE VENDOR.

~*O R*~

REQUEST FOR WAIVER:

IF YOU ARE REQUESTING A WAIVER, BE ADVISED THAT NO SERVICES ARE TO BE PROVIDED UNTIL SUCH WAIVER IS APPROVED BY THE DISTRICT AND A P.O. IS ISSUED.

B) The VENDOR requests a waiver of the Department of Justice(DOJ) fingerprint and criminal background investigation for the following reason(s) permitted by Education Code section 45125.1 et seq.

- The VENDOR and its employees will have NO CONTACT with pupils. (No school-site services will be provided.)
- The VENDOR and its employees will have LIMITED CONTACT with pupils. (Attach information about length of time on school grounds, proximity of work area to pupil areas, whether VENDOR/its employees will be working by themselves or with others, and any other factors that substantiate limited contact.) [EC 45125.1(c)]
- The VENDOR and its employees WILL HAVE OTHER THAN LIMITED CONTACT with pupils but will assure that ONE(1) OR MORE of the following methods are utilized to ensure pupil safety. [EC 45125.2(a)]
-- Check all methods to be used:
 - 1) Installation of a physical barrier at the worksite to limit contact with pupils
 - 2) Continual supervision and monitoring of all employees of the VENDOR by an employee of the VENDOR who has not been convicted of a serious or violent felony as ascertained by the DOJ
 - 3) Surveillance of employees of the VENDOR by school personnel
- The services provided by the VENDOR are for an "EMERGENCY OR EXCEPTIONAL SITUATION, such as when pupil health or safety is endangered or when repairs are needed to make school facilities safe and habitable" [EC 45125.1(b)]

By signing below, under penalty of perjury, I certify that the information contained on this certification form and attached employee list(s) is accurate. I understand that it is the VENDOR's sole responsibility to maintain, update and provide the District with current "Fingerprint and Criminal Background Check Certification", along with the employee list, throughout the duration of VENDOR provided services.

Authorized VENDOR Signature _____ Printed Name _____ Title _____ Date _____

BOTH DISTRICT APPROVALS SHOWN BELOW ARE REQUIRED:

Office use only	WAIVER REQUEST: APPROVED--- <input type="checkbox"/> DENIED--- <input type="checkbox"/> By: _____ Date _____ <i>Mohammad Z. Islam, Business Administrator, Business Services Division OR Other Authorized District Agent</i>
	WAIVER REQUEST: APPROVED--- <input type="checkbox"/> DENIED--- <input type="checkbox"/> By: _____ Date _____ <i>Harold Vollkommer, Asst. Superintendent, Human Resources Division OR Other Authorized District Agent</i>

DISABLED VETERAN PARTICIPATION GOALS ARE ESTABLISHED

Military and Veterans Code §999.2 provides that contracts awarded by any state agency (including school districts when they are expending state funds for construction and professional services) shall have statewide participation goals of not less than 3 percent for disabled veteran business enterprises. This measure establishes definitions and requirements for certification as a disabled veteran business enterprise. Section 999.9 makes it a crime to participate in falsely obtaining certification or contracts as a disabled veteran business enterprise. Section 10115.9 is added to the Public Contract Code to enable a limited liability company to be certified as a disabled veteran business enterprise. Statutes of 2003, Chapter 632, SB 1008, Machado, effective January 1, 2004.



SBCUSD BUSINESS OUTREACH REGISTRATION						
Company Information			Contact Information			
Company Name and Address			Name Title/Position			
			Cell phone - -			
			Office phone - - Fax - -			
Corporate Address (if different than local)			E-mail			
			Web Address			
Ownership Type <small>(check type)</small>	Employee Count	Gross Receipts	Small Business Certification <small>(check type, attach documentation)</small>			
<input type="checkbox"/> Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Nonprofit <input type="checkbox"/> Other: (describe)		\$/yr	<input type="checkbox"/> SB <input type="checkbox"/> DVBE <input type="checkbox"/> other: <input type="checkbox"/> none Name on Certification: _____ _____ Certifying Agency: _____ _____			
Services, Business Goods						
<small>(Check all that apply and circle or note specialty)</small>						
<input type="checkbox"/> Planning	<input type="checkbox"/>	General Contracting (00)	<input type="checkbox"/>	Doors and Windows (08)	<input type="checkbox"/>	Electrical (16)
<input type="checkbox"/> Architect/Engineering	<input type="checkbox"/>	General Requirement (01)	<input type="checkbox"/>	Finishes (09)	<input type="checkbox"/>	Utilities
<input type="checkbox"/> Construction Mgmt	<input type="checkbox"/>	Site work (02) Demo/remediation	<input type="checkbox"/>	Specialties (10)	<input type="checkbox"/>	Communications/ IT
<input type="checkbox"/> Legal	<input type="checkbox"/>	Concrete (03)	<input type="checkbox"/>	Equipment (11)	<input type="checkbox"/>	Landscape/Irrigation
<input type="checkbox"/> Real Estate/Appraisal/CEQA	<input type="checkbox"/>	Masonry (04)	<input type="checkbox"/>	Furniture (12)	<input type="checkbox"/>	Inspection DSA certified: <input type="checkbox"/> I <input type="checkbox"/> II <input type="checkbox"/> III <input type="checkbox"/> IP
<input type="checkbox"/> Administration	<input type="checkbox"/>	Metals (05)	<input type="checkbox"/>	Special Construction (13)	<input type="checkbox"/>	Security
<input type="checkbox"/> Accounting	<input type="checkbox"/>	Woods and plastics (06)	<input type="checkbox"/>	Conveying systems (14)	<input type="checkbox"/>	OTHER:(specify)
<input type="checkbox"/> Portable/modular facilities (lease/purchase)	<input type="checkbox"/>	Thermal and moisture (07)	<input type="checkbox"/>	Mechanical (15)	<input type="checkbox"/>	OTHER:(specify)
Business Outreach Profile						
To register your business on district vendor and contractor mailing lists: complete #1 and To qualify as a "local" business: complete #2 and To be designated as an "Ed Friendly" business: complete #3						
1a. All above Registration information filled out <input type="checkbox"/> yes						
b. Receive SBCUSD contract opportunities via: <input type="checkbox"/> USPS <input type="checkbox"/> E-mail <input type="checkbox"/> fax						
c. Heard about SBCUSD business outreach program via: <input type="checkbox"/> district contact <input type="checkbox"/> chamber <input type="checkbox"/> trade assoc <input type="checkbox"/> tv <input type="checkbox"/> radio <input type="checkbox"/> newspaper <input type="checkbox"/> mail other: _____						
2. Local Business Identification (check all that apply, specify city, attach documentation i.e. business license)						
<input type="checkbox"/> local business address <input type="checkbox"/> local resident <input type="checkbox"/> San Bernardino County/City: _____ <input type="checkbox"/> Riverside County/City: _____ <input type="checkbox"/> Non-local County: _____ City: _____						
3. "Ed Friendly" Designation (check all that apply)					Contact Name/Tel	School or Ed Friendly Partner
<input type="checkbox"/> As a business, support SBCUSD education programs (donate time, talent, treasure) <input type="checkbox"/> Partner/Subcontract with other local businesses who support SBCUSD ed programs <input type="checkbox"/> Interested in learning more about how to become "Ed Friendly"						