General Information

The prospective vendor shall furnish the following information. "You" or "your" as used in this document refers to the proposer’s firm and any of its officers, directors, shareholders, parties or principals. The District will accept the information on other formats prepared by proposer.

1. Firm name and address:

____________________________________
____________________________________
____________________________________

2. Telephone: _______________________
   Fax: ______________________________
   Email: __________________________

3. Main Contact Person (name & title):

____________________________________________________________________________

4. Contractor’s License:

   Classification___________ Number:_____________ Expiration Date:______________

Trades/Categories to be included on Informal Bid List

List categories of work you are interested in and currently licensed to perform (general contractor, earthwork, electrical, painting, etc.)

_________________________________________  __________________________________________
_________________________________________  __________________________________________
_________________________________________  __________________________________________

Menlo Park City School District
CUPCCA Contractor/Vendor Information
Page 1 of 2
Minimum Eligibility Criteria to Bid on Work

Licensed, in good standing, in the State of California  
Five years of experience, supported by references  
Insurance at a minimum level of one million dollars  
Current registration with DIR per SB854

Surety Bonds for Projects Exceeding $25,000

Performance and Payment Bonds will be required on all contracts exceeding $25,000, unless otherwise stipulated by the District.

Prevailing Wages

In accordance with the provisions of section 1771 of the Labor Code, all public works contracts in excess of $1,000 shall be subject to prevailing wages. The payment of prevailing wages may be monitored by third parties or under a District initiated labor compliance program. Current prevailing wage rates and pertinent information can be obtained from the following link:  
http://www.dir.ca.gov/.

Fair Employment Non-Discrimination Practices

It is the policy of the District that for all work performed under purchasing contracts there be no discrimination against any prospective or active employee because of race, color, ancestry, national origin, sex or religious creed. Contractors shall also require like compliance from any subcontractors employed on District projects.

Return completed forms to:

Menlo Park City School District  
c/o RGM Kramer, Inc.  
3230 Monument Way  
Concord, CA 94518  
Attn: Susan Kettlewell  
Email: SusanK@rgmkramer.com  
Phone: 925.671.7717

Please be advised that this is not an offer to contract.