Notice to Contractors

Notice is hereby given that Ontario-Montclair School District invites all licensed Contractors to be included on the District's construction bid list for informal bidding for the 2027 year. This follows the provisions of the Uniform Construction Accounting Procedures CA PCC 22030. Each licensed contractor should submit the following information:

- Contractor name & address to where bid notices should be mailed
- Telephone # where contractor may be contacted
- Facsimile # where contractor may be contacted
- E-mail address
- Type of work that contractor is interested and currently licensed to do
- Class of contractor's license(s) held
- Contractor's license number(s) for each type of work
- DIR registration number

A list of contractors shall be developed and maintained in accordance with the provisions of Section 22034 of the California Public Contract Code and criteria promulgated from time to time by the California Uniform Cost Accounting Commission. The list shall set forth the different categories of trade work that each listed contractor is qualified to perform on behalf of the District.

Where a public project is to be performed which is subject to the provisions of this policy, a notice inviting formal bids (which shall describe the project in general terms and how to obtain more detailed information about the project, and state the time and place for submissions of bids) shall be emailed or faxed to (1) all contractors for the category of work to be bid, as shown on the list of contractors developed pursuant to this Resolution above, or (2) all construction trade journals specified by the California Uniform Cost Accounting Commission for San Bernardino County in accordance with Section 22036 of the California Public Contract Code, or (3) both such contractors and such trade journals. The decision as to whom to mail notices of the bid pursuant to the preceding sentence shall be made at the discretion of the Chief Business Official. All mailing of notices to the contractors and/or trade journals described above shall be completed not less than 10 calendar days prior to the date that bids are due. Additional contractors and/or construction trade journals may be notified at the discretion of the Assistant Superintendent, Business Services; provided that:

(1) If there is no list of qualified contractors maintained by the District for the particular category of work to be performed, the notice inviting bids shall be sent to the construction trade journals specified by the Commission and such other contractors and trade journals as the Assistant Superintendent, Business Services may determine; and

(2) If the product or service is proprietary in nature such that it can be obtained only from a certain contractor or contractors, the notice inviting informal bids may be sent exclusively to such contractor or contractors.

Please direct all correspondence to:

Ontario-Montclair School District
Angie Redelsperger, Director of Purchasing and Print Production
950 W. D Street
Ontario, CA 91762

The Public Agency may create a new contractors list starting January 1st of each year. The Agency may include any contractors' names they so desire on the list, but the list must include at a minimum all contractors who have properly provided the Agency with the information requested above, either during the calendar year in which the list is valid or during November or December of the previous year.

The Commission recommends that the Agency automatically include the names of all contractors who submitted one or more valid bids to the Agency during the proceeding calendar year.

A contractor may have his firm added to an Agency's contractors list at any time by providing the required information. If at any time the contractor has a change of contact information it is the contractor's responsibility to inform the district purchasing office.