

CONTRACTORS ASSISTANCE CENTER RESOURCE GUIDE



San Francisco
**Water
Power
Sewer**

Services of the San Francisco
Public Utilities Commission

**Contractors
Assistance
Center**

Access. Compete. Perform.

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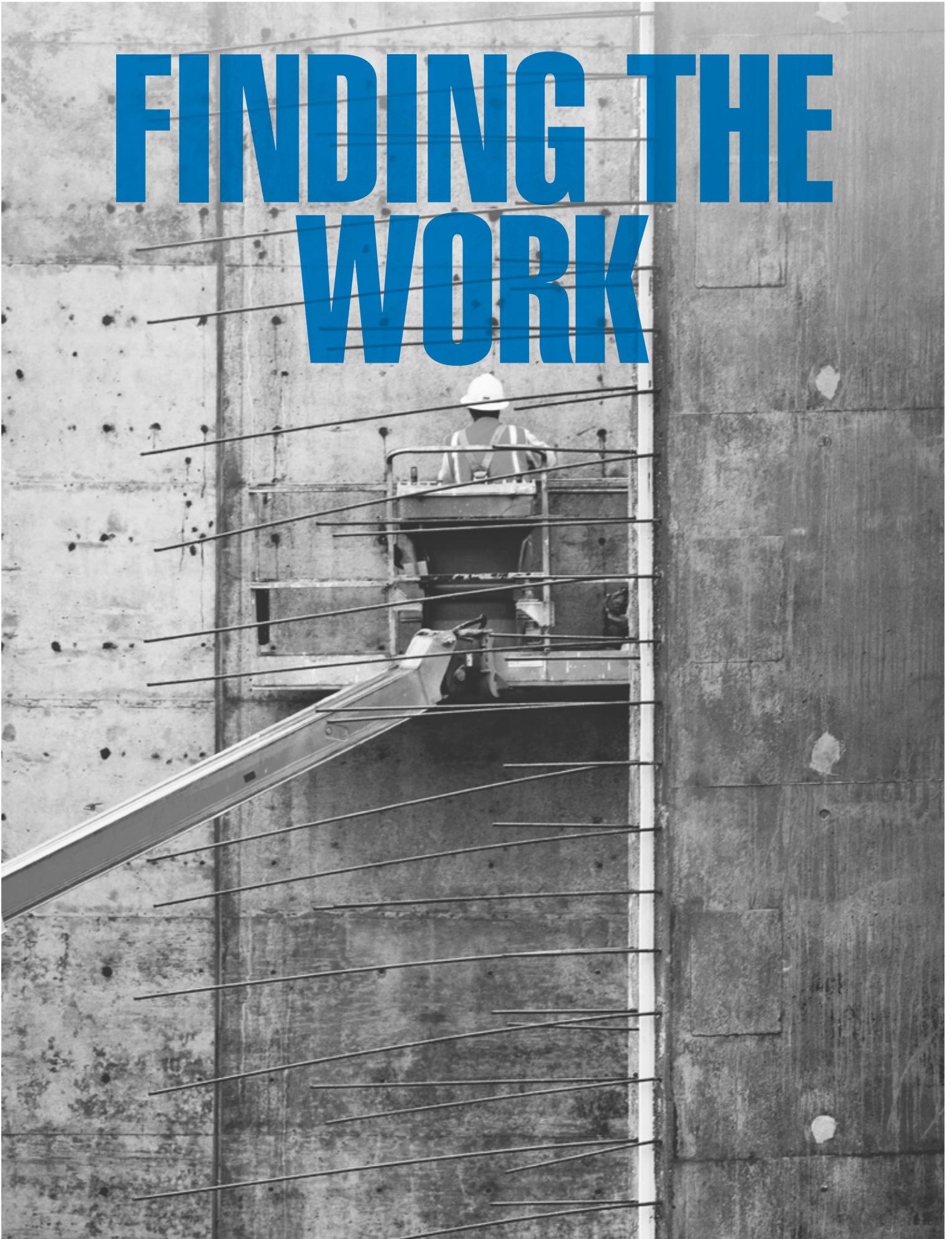
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Surety Bond & Contractor Development Program



The Center is an integral part of the City and County of San Francisco's efforts to support economic, workforce and business development. The SFPUC will manage the Center and work closely with other City departments and City contract awarding agencies.

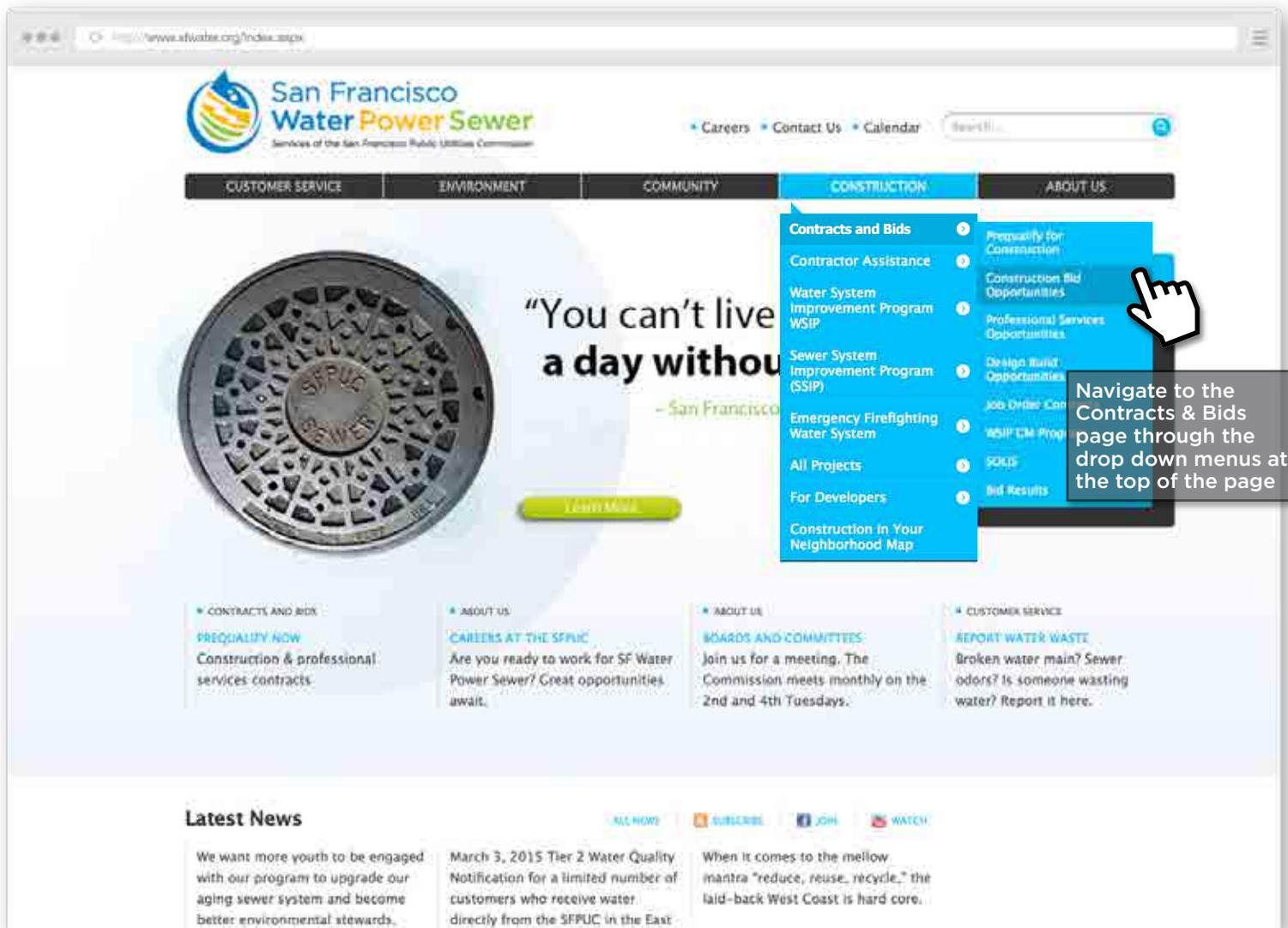
FINDING THE WORK



Finding the Work SFPUC's Website

SFPUC's HOME PAGE

To find contracting opportunities with the SFPUC, go to SFPUC's Home Page at www.sfwater.org. Click on the **Construction** tab, at the top of the page. Then click on **Contracts and Bids**, then select **Construction Bid Opportunities**.



 **DIRECT LINK TO CONTRACT OPPORTUNITIES PAGE**
<http://www.sfwater.org/contracts>

Finding the Work SFPUC's Website

MAIN CONSTRUCTION CONTRACTS & BIDS PAGE

Projects are listed here starting at advertisement. Additional information specific to the project is available by clicking on the individual projects.

The screenshot shows the website interface for San Francisco Water Power Sewer. The main navigation bar includes 'CUSTOMER SERVICE', 'ENVIRONMENT', 'COMMUNITY', 'CONSTRUCTION', and 'ABOUT US'. The 'CONSTRUCTION' section is active, leading to 'CONTRACTS & BIDS'. Below this, there are tabs for 'CONSTRUCTION', 'DESIGN BUILD', and 'PROFESSIONAL SERVICES'. A table lists various projects with columns for 'Number', 'Name', 'Bid Due', 'Posted', and 'Modified'. A callout box with a hand icon points to the 'HH-960' project entry, with the text 'Click on specific projects to get additional details'.

| Number | Name | Bid Due | Posted | Modified |
|---------|--|-----------|-----------|-----------|
| WW-612 | Various Locations Sewer Replacement and Pavement Renovation Cost: \$5.1 million | 5/14/2015 | 4/15/2015 | 4/15/2015 |
| WD-2746 | Auxiliary Water Supply System - New Cisterns E Cost: BTN \$4.4 to \$4.8 million | 5/14/2015 | 4/15/2015 | 4/15/2015 |
| WD-2779 | College Hill Learning Garden Cost: \$446,000 | 5/7/2015 | 4/17/2015 | 4/17/2015 |
| WW-604 | As-Needed Spot Sewer Replacement Cost: \$8 million | 5/7/2015 | 4/10/2015 | 4/16/2015 |
| WW-602 | 17th/33rd/37th/Julian/Revere/Anderson/Ellsworth/Ingalls/Mapl... Cost: \$3.1 Million | 5/7/2015 | 4/6/2015 | 4/10/2015 |
| HH-960 | Don Pedro Reservoir Crossing 115kV & 230kV Transmission Line... Cost: \$6 million | 4/30/2015 | 4/6/2015 | 4/21/2015 |
| JOC-57 | JOC - General Building (B-L Peninsula Cost: not to exceed \$5 million | 4/30/2015 | 3/11/2015 | 3/11/2015 |
| WW-617 | As-Needed Sewer Cleaning and Inspection Cost: \$2.1 Million | 4/23/2015 | 3/23/2015 | 4/21/2015 |
| WW-605 | Mission and Valencia Streets Green Gateway - BID TABULATION Cost: \$2.24 million | 4/16/2015 | 3/11/2015 | 4/17/2015 |
| WD-2654 | Peninsula Vegetation Removal - BID TABULATION Cost: \$6.9 Million | 4/9/2015 | 3/4/2015 | 4/10/2015 |

 DIRECT LINK TO CONSTRUCTION CONTRACTS & BIDS PAGE
<http://sfwater.org/bids/bidlist.aspx?bidtype=1>

Finding the Work SFPUC's Website

BID DETAILS PAGE

Important project specific information is located on each project's [Details](#) tab, including a project description, bid due date information, downloadable documents specific to the bid or project, interested parties who have logged into and downloaded project documents and more.

Important Dates

BID DUE
04/30/2015
2:00 PM

DETAILS | DOCUMENTS | SUB REQUESTS | INTERESTED PARTIES

Project Description

The objective of the transmission line crossing is to construct new 115 kV and 230kV transmission lines at Don Pedro that will replace the existing line crossing.

Bid discounts may be available under Administrative Code Chapter 14B. Both San Francisco Small & Micro-LBES and SFPUC-LBES (Firms Certified by SFPUC Contract Monitoring Division) can be utilized to meet this requirement. Please contact Regina Du at 415-551-4335 for CMD related issues.

Plans, specifications and bidding documents are available at 525 Golden Gate Ave, 1st Floor Customer Service Desk San Francisco, CA 94102 for a non-refundable \$190 fee paid by cash or by check payable to "SFPUC." The hard copy plans and specs will come.

Request for proposal

| | |
|----------------|--|
| ESTIMATED COST | \$6 million |
| DUE DATE | 04/30/2015 |
| DUE TIME | 2:00 PM |
| DURATION | |
| LOCATION | 525 Golden Gate Ave, 3/F Tuolumne Rm, SF, CA |
| CONTACT | Contract Services (415)551-4603 QBD@sfpuc.org |

Pre-Bid Conference

Details: a brief project description, important dates and other key information

Documents: project specific documents available for download

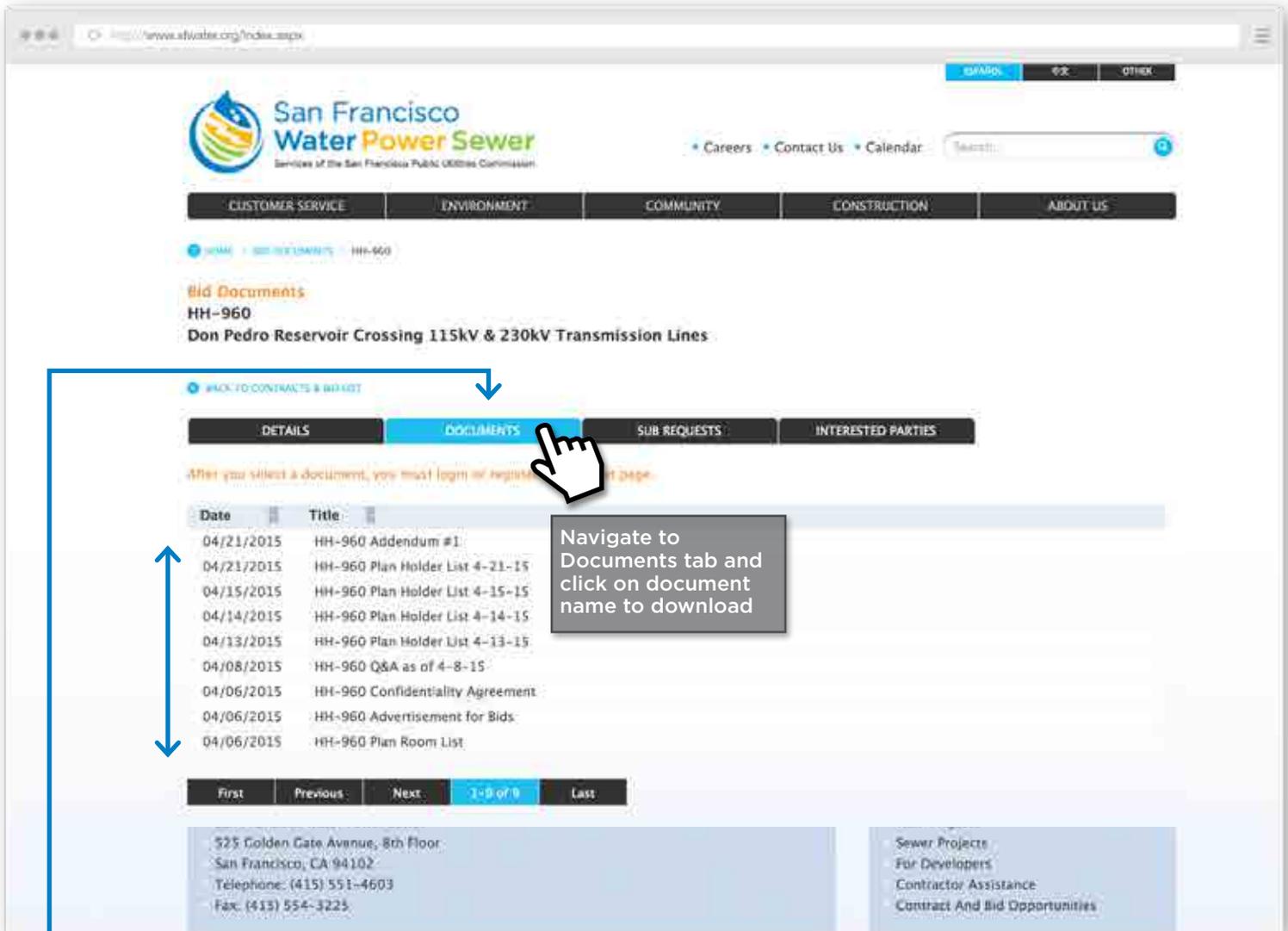
Sub Requests: a way to advertise subcontracting opportunities in compliance with CMD good faith outreach (for primes) and to offer one's services (for LBE's)

Interested Parties: contact information of all parties that have downloaded contract related documents

Finding the Work SFPUC's Website

PROJECT DOCUMENTS TAB

Click on [Documents](#) to find documents specific to the project that will provide you with the necessary information/context to use when developing your bid, including the plans and specifications in some instances.



Documents: project specific documents available for download



You must be a registered user to download any documents for a project. If you are not registered you will be redirected to the Registration Page. Registration is free and easy.



DIRECT LINK TO REGISTRATION PAGE

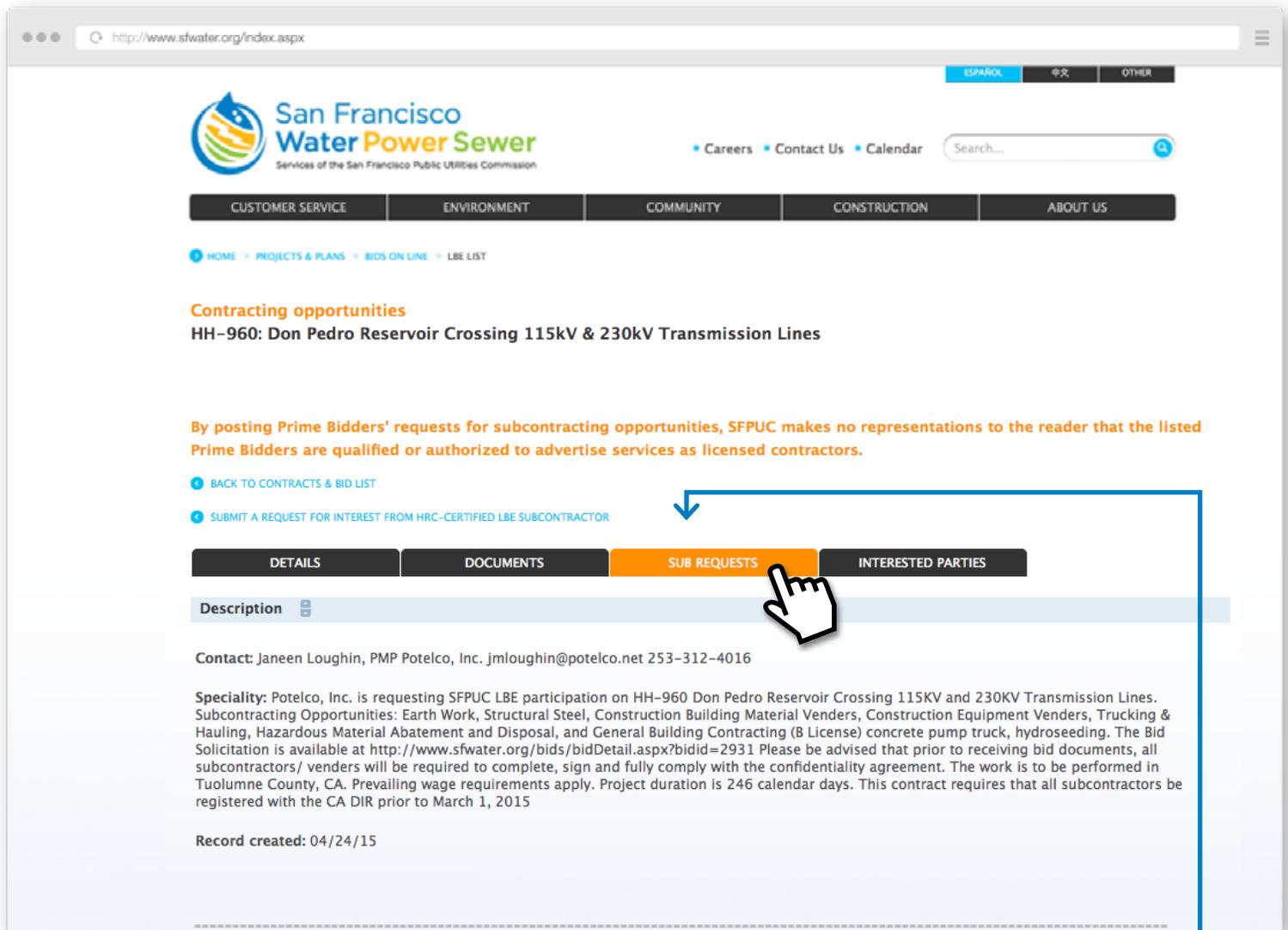
<http://sfwater.org/bids/DocLogin.aspx?bidid=2926&d>



Finding the Work SFPUC's Website

SUB REQUESTS TAB

The [Sub Requests](#) tab is where prime contractors advertise contracting opportunities in compliance with the Contract Monitoring Division's Good Faith Outreach requirements.



The screenshot shows the SFPUC website interface. At the top, there is a navigation bar with links for 'ESPAÑOL', '中文', and 'OTHER'. Below this is the SFPUC logo and a search bar. A main navigation bar contains links for 'CUSTOMER SERVICE', 'ENVIRONMENT', 'COMMUNITY', 'CONSTRUCTION', and 'ABOUT US'. A breadcrumb trail reads 'HOME > PROJECTS & PLANS > BIDS ON LINE > LBE LIST'. The main content area features a heading 'Contracting opportunities' followed by 'HH-960: Don Pedro Reservoir Crossing 115kV & 230kV Transmission Lines'. A disclaimer states: 'By posting Prime Bidders' requests for subcontracting opportunities, SFPUC makes no representations to the reader that the listed Prime Bidders are qualified or authorized to advertise services as licensed contractors.' Below this are two links: 'BACK TO CONTRACTS & BID LIST' and 'SUBMIT A REQUEST FOR INTEREST FROM HRC-CERTIFIED LBE SUBCONTRACTOR'. A horizontal menu has four tabs: 'DETAILS', 'DOCUMENTS', 'SUB REQUESTS', and 'INTERESTED PARTIES'. The 'SUB REQUESTS' tab is highlighted in orange and has a hand cursor pointing to it. A blue arrow points from the 'SUB REQUESTS' tab to the 'Sub Requests' text in the paragraph below. The 'Description' section includes contact information for Janeen Loughin at PMP Potelco, Inc. and a detailed 'Specialty' section describing the project and subcontracting opportunities. The record was created on 04/24/15.

Sub Requests: requests from prime contractors to LBE firms to fulfill subcontracts

Finding the Work OCA's Website

OFFICE OF CONTRACT ADMINISTRATION VENDOR OPPORTUNITIES PAGE

A repository of the City's current business opportunities. The OCA's bid database is where you'll find bids for construction, architectural and design services, or professional consulting services,

The screenshot shows the website for the Office of Contract Administration (OCA) of the City and County of San Francisco. The page is titled "Vendor Opportunities" and is part of the "General Services Agency". It features a navigation menu on the left with options like "Office of Contract Administration", "Public Notices & Meetings", "Vendor Information", "Vendor Opportunities", "About Us", and "WebProcure". The main content area includes a "BIDS & CONTRACTS DATABASE" button, a "Subscribe to the OCA RSS Feed" button, and a "Visit the Pikesboro Customer Service Center" button. The "Vendor Opportunities" section contains text explaining that the OCA maintains the City's Bids and Contracts database, which is the central list of current business opportunities. It also lists categories for the database: Equipment, Supplies and General Services (OCA); Equipment, Supplies and General Services; Architects and Engineers; Concession and Leases; Construction; Consultants and Professional Services; and Federal Stimulus Bids. A "Term Contracts" section is also present, explaining that the City buys most of its products and general services through Term Contracts. A callout box with a hand cursor points to the "BIDS & CONTRACTS DATABASE" button, with the text "Click here to go to Database of all City funded Contracting Opportunities". Another callout box with a hand cursor points to the RSS feed icon, with the text "Click here to be notified of additions to Contracting Opportunities database".

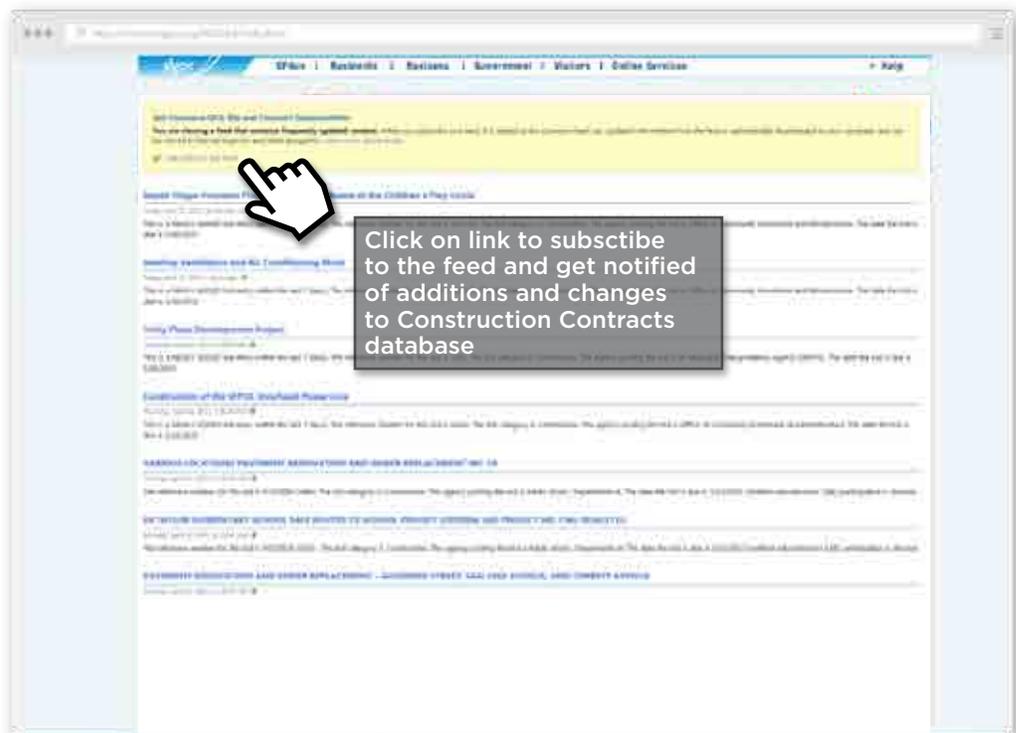
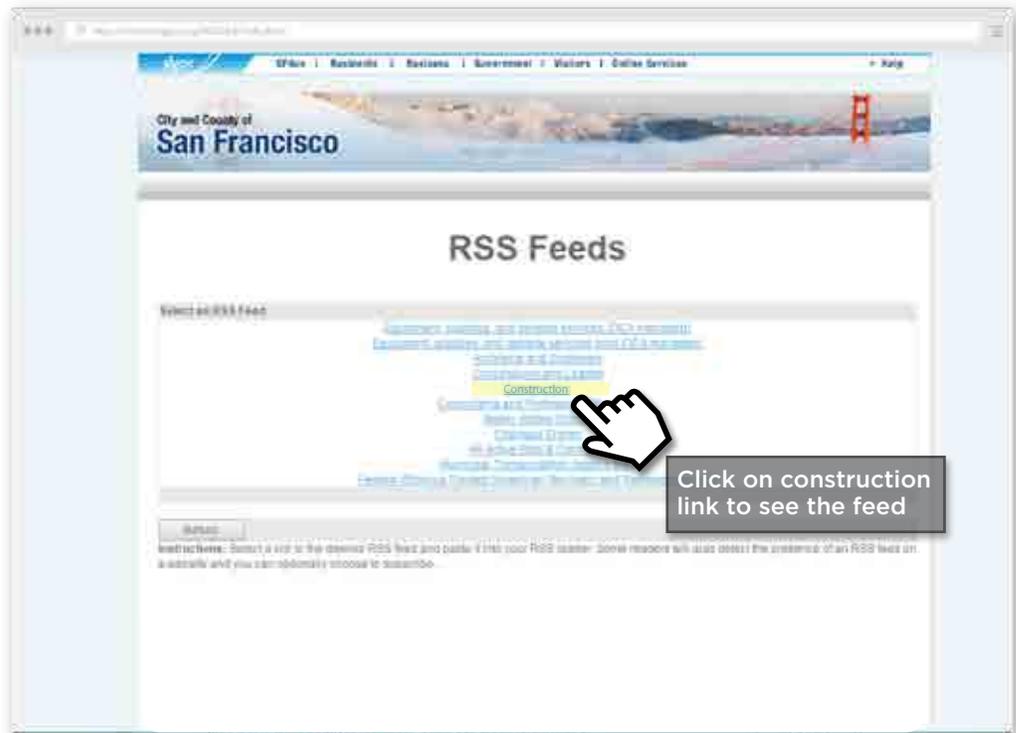
 **DIRECT LINK TO VENDOR OPPORTUNITIES PAGE**
<http://sfgsa.org/index.aspx?page=4767>

Finding the Work OCA's Website

SUBSCRIBING TO AN RSS FEED

The RSS feed will notify you of new contracts when they are posted based on the categories you subscribe to.

Select a link to the desired RSS feed and paste it into your RSS reader. Some readers will auto detect the presence of an RSS feed on a website and you can choose to subscribe.



 **DIRECT LINK TO OCA'S RSS FEED**
<http://mission.sfgov.org/OCABidPublication/RSSFeeds.aspx>

Finding the Work OCA's Website

BIDS AND CONTRACTS DATABASE

All current bids and Request for Proposals (RFPs) are listed in this database and can be searched by keyword or category.

City and County of San Francisco

Bids / Contracts Listing

Search using keywords:

Search by category:

- All Categories
- Equipment, Supplies, and General Services (COM, Equipment, Supplies, and General Services)
- Architecture Projects
- Construction and Trades
- Construction
- Consulting and Professional Services
- Federal (Washington)

A new electronic bidding system has been integrated into the

| Bid Number | Bid Title | Due Date |
|----------------------------------|---|------------|
| 30422 | DPW List Of Construction Awards & Certificate Of Completions - Updated 8/15/2012 - <i>Changed</i> | 8/30/2025 |
| 30423 | DPW Emergency Contractors List - Continuous Solicitation (Updated 8/18/06) | 12/31/2020 |
| RFQ0000013 | DBI Emergency Contractors List | 12/30/2017 |
| RFQ000013 | RFQ - Moscone Convention Center Facilities Expansion Project Trade | |
| RFQ0001180 | RFQ - SFO T1 Interim Boarding Area B | 4/27/2016 |
| WWS17 | As-Needed Sewer Cleaning And Inspection (FY-16) | 4/23/2016 |
| PCB15076-2003V | FULTON STREET PAVEMENT RENOVATION AND MUNI FORWARD PROJECT | 4/22/2016 |
| WWS00 | Mission & Valencia Streets Green Gateway | 4/9/2016 |
| PCA15042-0003A | Sutter Stockton Parking Garage Ventilation Improvements | 4/9/2016 |
| DCM15011-20000-0 | AS-NEEDED SIDEWALK INSPECTION AND REPAIR PROGRAM (SRIP) ND 9 | 4/8/2016 |

[Next](#)

★ - Funded by the American Investment & Recovery Act (AIFRA) ☆ - LBE subcontracting goal for contract

[Print out the OCA Website](#)

[Subscribe to RSS Feeds](#)

[Need help locating this link & Contract, etc. info?](#)

[Links to other departments and other agencies and websites](#)

City and County of San Francisco
Department of Technology Applications Development & Integration

DIRECT LINK BIDS/CONTRACTS LISTING DATABASE
<http://mission.sfgov.org/OCABidPublication/>

Finding the Work OCA's Website

PROJECT SPECIFIC PAGE

Each project page contains important information to use when developing your bid, including a project description, bid due date information, and downloadable documents.

Important Dates →

Click for downloadable documents related to the project

City and County of San Francisco

Bid Document

Bid Request Information

Bid Type: Construction

Bid Number: 1274

Agency: SF Municipal Transportation Agency (SFMTA)

Bid Title: Balboa Park Station Area and Plaza Improvement Projects

Bid Due: 5/28/2015

Time Due: 10:00am

Duration: N/A

Estimated Cost: The estimated cost for this work is \$5.2 million.

Description

The work to be done under this Contract is located within the City of San Francisco as shown on the Plans. The locations are along Geneva Avenue, from San Jose Avenue; to the South Bound I-280 on ramp/off ramp. Along Ocean Avenue, from the I-280 off ramp, to San Jose Avenue, and on San Jose Avenue, from Ocean Avenue to Geneva Avenue. Work to be performed under the project includes, but not limited to the following: Extending the 3'-0" existing sidewalk, construct combined 6-inch wide concrete curb and gutter on the north and south sides of Geneva Avenue, between San Jose Avenue, and the I-280 on ramp/off ramp. Demolish the existing median, and construct a new landscaped median on Geneva Avenue. Relocate two catch basins and support facilities. Install new pedestrian streetlights at various locations along San Jose Avenue, Ocean Avenue, and Geneva Avenue. Installing three flashing beacons near the I-280 off ramp at Ocean Avenue. Install new 10" thick bus pads at two Muni bus stops. Install new concrete curb ramps with detectable surface tile at I-280 on ramp/off ramp at Geneva Avenue, and at I-280 off ramp at Ocean Avenue. Construct 2-inch thick asphalt concrete wearing surface over concrete base, and 8-inch signals on Ocean Avenue, at the J & K light rail vehicle pull in and pull out. Install Interlocking System on Ocean Avenue at the J & K light rail vehicle pull in and pull out.

Pre-bid Conference

Date: 5/12/2015

Time: 10:00am

Location: A pre-bid conference will be held at 1 South Van Ness, Third Floor, Civic Center Conference room, San Francisco, California, at 10:00am.

Contact's Name

Name: Alan Andaya

Contact's Phone, Fax, Email Address

Phone:

Fax: 415.701.4300

E-mail: alan.andaya@mtms.com

More info: [please see our website about this bid.](#)

Attached Files

files:

Click image below to download files:

[Click here to download](#)

Return

BIDDING THE WORK



Bidding the Work Bid Forms Checklist

TIPS TO SUBMIT A COMPLETE BID PACKAGE

Below is a checklist of all of the documents that need to be returned for a construction bid and what needs to be done to complete them.

Bid Day Submittals

1. Bid Forms Checklist (Section 00 40 13)

Checklist of documents due at time of bid, five, seven and ten days after the bid; this document actually informs you what documents need to be completed and returned and when for your specific project. Use this checklist as a guide but always confirm with your specific project.

2. Bid Form (Section 00 41 00)

Page 1

- Initial in two places

Page 2

- Contractor's license number, expiration date
- SF Business Tax ID
- Company name, address and phone number
- Signature of company officer (that has the authority to bid the company)
- Indicate CMD registration status (if applicable)
- Indicate apprenticeship program affiliation (if applicable)

3. Schedule of Bid Prices (Section 00 40 10)

- Bid on ALL items, SFPUC's calculation controls
- Final Page: signature binding company to bid

4. Bid Bond (Section 00 43 13)

- Three Signatures (one by firm; two by Attorney-in-Fact)
- Must match Power of Attorney, giving Attorney-in-Fact authority

5. Acknowledgment of Receipt of Addenda (Section 00 43 20)

- Acknowledge receipt of all addenda (if applicable)

6. Subcontractor List (Section 00 43 36)

- Fill out all indentifying information of subcontractors so they can be identified on bid day
- Fill out type and amount of work to receive credit for an LBE subcontractor towards the LBE subcontracting participation requirement

7. Non-Collusion Affidavit (Section 00 45 19)

- Simply return with the rest of the bid documents

8. Highest General Prevailing Rate Certification (Section 00 45 60)

- Name of company officer, return with the rest of the documents

9. Certificate of Bidder Regarding Nondiscrimination in Contracts and Benefits (Section 00 45 70)

- Check appropriate box; must be 12B compliant to work with the City, but not at the time of the bid

10. Certification of Bidder Regarding Debarment and Suspension (Section 00 45 82)

- Provide information regarding disbarment, if applicable; return form regardless

11. Business Tax Registration Declaration (Section 00 45 85)

- Company information
- Signature of Company Officer

Bidding the Work Bid Forms Checklist

Bid Day Submittals *(continued)*

12. Certificate of Bidder Regarding Apprenticeship Training Program (Section 00 45 87)

- Complete applicable information (your firm does not have to be a signatory but your firm does have to comply with California Apprenticeship Requirements)
- Complete identifying information

5 Day Submittals

13. S.F. Administrative Code Chapters 12B & 12C -Declaration: Nondiscrimination in Contracts and Benefits (Section CMD-12B-101)

- Complete to begin process to become 12B compliant, if not already 12B compliant

14. FORM 3: HRC Non-Discrimination Affidavit

- Fill out identifying information

15. Bidder's Qualifications Statement (Section 00 45 13)

- Fill out work experience that qualifies you for the project, meets minimum qualification requirements; there may be multiple requirements (minimal qualifications are usually detailed in **Section 00 21 13 Instructions to Bidders**)
- Financial qualifications and backing are also required

16. Experience Statement (Section 00 49 12)

- Fill out work experience that qualifies specific key personnel for the project, meets minimum qualification requirements; there may be multiple requirements

7 Day Submittals

17. Certificate of Subcontractor Regarding Apprenticeship Training Program (Section 00 45 88)

- Completed by each subcontractor who employs journeymen or apprentices in an apprenticeable craft or trade
- Complete applicable information (your firm does not have to be a signatory)
- Complete identifying information (but your firm does have to comply with California Apprenticeship Requirements)

18. Certificate of Subcontractor, Lower-Tier Subcontractor or Supplier Regarding Debarment and Suspension (Section 00 49 14)

- Complete by each subcontractor, lower-tier subcontractor and supplier for lower tier
- Complete applicable information
- Complete identifying information

10 Day Submittals

19. Escrow Bid Documents Declaration (Section 00 67 00)

- Submit a sealed set of your escrow bid documents, if you have been confirmed as the apparent low bidder. craft or trade

Bidding the Work Sample Bid Forms

BIDDING FORMS

The Bidding Forms packet is the collection of forms that a prime contractor must complete in order to bid on a specific project. The Bidding Forms are provided to firms when they purchase the plans and specifications for a specific project.

BIDDING FORMS

FOR

HH-960

SPECIAL NOTICE TO PROSPECTIVE BIDDERS

Bidders are hereby advised that the Contractor to whom the Contract is awarded must be certified by the Contract Monitoring Division as being in compliance with the Equal Benefits Provisions of Chapter 12B of the City's Administrative Code within two weeks after notification of award by the SFPUC General Manager. In the event that the Contractor is not compliant, the General Manager may demand forfeiture of the bid bond. The General Manager may sequentially execute a contract with the next low bidder(s) provided the next low bidder(s) is/are compliant within two weeks after notification of award by the General Manager. In the event that no bidder is compliant and/or otherwise acceptable, the General Manager is authorized to re-bid the Contract.

To be certified by the Contract Monitoring Division as being in compliance with the Equal Benefits Provisions of Chapter 12B often involves the submittal of supporting documentation and the review of that documentation by the Contract Monitoring Division. Since this process takes time, bidders are very strongly urged to start the process of becoming compliant immediately.

For further information and assistance, please contact CMD 12B Equal Benefits Unit, Chapter 12B Liaison, at (415) 581-2310. Documents for initiating the process are enclosed in this packet.

Bidding the Work Sample Bid Forms

Section 00 40 13 Bidding Forms Checklist

Items listed on this checklist are subject to change with each project. Be sure to review this checklist thoroughly to ensure you include all necessary items. Failure to include required forms may result in your bid being rejected.

*All items in Section A **must** be included with your bid.*

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SECTION 00 40 13
BIDDING FORMS CHECKLIST

A. Each Bidder shall submit **with its Bid** the following forms, properly completed and executed with all required documentation as applicable:

- Executed Bid Form (Section 00 41 00), with Contractor's license number and expiration date.
- Schedule of Bid Prices (Section 00 41 10)
- Bid Bond (Section 00 43 13)
- Acknowledgment of Receipt of Addenda (Section 00 43 20)
- Proposed Subcontractors Form (Section 00 43 36)
- Non-collusion Affidavit (Section 00 45 19)
- Highest General Prevailing Rate Certification (Section 00 45 60)
- Certificate of Bidder Regarding Nondiscrimination in Contracts and Benefits (Section 00 45 70)
- Certification of Bidder Regarding Debarment and Suspension (Section 00 45 82)
- Business Tax Registration Declaration (Section 00 45 85)
- Business Registration Certificate Requirement (Section 00 45 86)
- Certificate of Bidder Regarding Apprenticeship Training Program (Section 00 45 87)
- FORM 2B: "Good Faith Outreach" Requirements Form (CMD2B)

B. **No later than 5 p.m. on the fifth business day after the date of Bid opening**, the Apparent Low Bidder, and any other Bidder so requested, shall deliver the forms listed below to the attention of the CMD Contract Compliance Officer identified in Key Contracts and Details, Section 00 01 03.

- S.F. Administrative Code Chapters 12B & 12C – Declaration: Nondiscrimination in Contracts and Benefits (Section 00 45 71)
- Documentation required under Item 5 and 6 of FORM 2B: "Good Faith Outreach" Requirements Form (CMD2B) (if bidder is not exempt from this requirement)
- FORM 3: CMD Compliance Affidavit (CMD3)
- FORM 6: CMD LBE Subcontractor Participation Affidavit (CMD6)
- FORM 6A: CMD LBE Trucking Form (CMD6A)

C. Deliver the forms listed below to the attention of the Contract Administration Bureau identified in Key Contracts and Details Section 00 01 03. Timely delivery of these forms is required.

5 working days following Bid Opening, submit:

- Release and Waiver Agreement (Section 00 21 16)
- Bidder's Qualifications (Section 00 45 13)
- Equipment Suppliers List (Section 00 49 11)

7 calendar days following Bid Opening, submit:

- Certificate of Subcontractor Regarding Apprenticeship Training Program (Section 00 45 88) completed by each subcontractor who employs journeymen or apprentices in an apprenticeship craft or trade.
- Certification of Subcontractor, Lower-Tier Subcontractor or Supplier Regarding Debarment and Suspension (Section 00 49 14), completed by each subcontractor,

SFPUC v4.0 00 40 13 - 1 Bidding Forms Checklist

PG 1

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lower-tier subcontractor and supplier for lower tier covered transactions of \$25,000 or more.

10 working days following City's notification of an apparent low bidder, submit:

- Escrow Bid Documents Declaration (Section 00 67 00/A) including a set of Escrow Bid Documents (Section 00 67 00) in a sealed container in accordance with Escrow Bid Documents.

Within 15 calendar days of notice of award, submit to San Francisco Public Utilities Commission **and** OEWD (see contact information in Section 00 01 03):

- Local Hiring Workforce Projection (Section 00 73 30: Form 1)
- Local Hiring Plan (Section 00 73 30: Form 2)
- Conditional Waiver (Section 00 73 30: Form 4): to be completed by Contractor and Subcontractors with subcontracts in excess of \$400,000 in the event that Contractor and/or Subcontractor(s) believe that they cannot meet applicable local hiring requirements.

D. The SFPUC General Manager reserves the right after opening Bids to reject any or all Bids, and to waive any minor irregularity in a Bid.

END OF SECTION

SFPUC v4.0 00 40 13 - 2 Bidding Forms Checklist

PG 2

Bidding the Work Sample Bid Forms

Section 00 41 00 Bid Form

This form binds your company to the bid. It is this form expressly states your firm's recognition of the requirements of the job and your firm's willingness to provide the work and provide the necessary materials. As a result this form's accurate completion is among the most important of the Bid Forms.

Be sure to place initials in both of the places indicated on this page, certifying the terms of the bid are understood and that all information submitted are true and correct. Person initialing should be signatory on the next page and have the authority to bind the company to the bid.

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SECTION 00 41 00
BID FORM

TO THE SAN FRANCISCO PUBLIC UTILITIES COMMISSION, CITY AND COUNTY OF SAN FRANCISCO

In response to the Advertisement for Bids for the following public work:
DON PEDRO RESERVOIR CROSSING 115KV AND 230KV TRANSMISSION LINES
Contract No. HH-960

The undersigned Bidder hereby proposes and agrees to execute the required Contract, should it be awarded to said Bidder, and to do all the work and furnish all the materials therefore all in accordance with the Specifications and Drawings referred to in said Advertisement for Bids and at the prices named in the attached Schedule of Bid Prices.

The undersigned declares: That it is the Bidder (or by holding the position below indicated is authorized to execute this Bid Form on behalf of the Bidder), that said Bidder submits this Bid; that said Bidder has not, nor have any of its agents, officers, representatives or employees, been guilty of collusion with any officer or representative of the City and County of San Francisco, or with any other party or parties in the submission of this Bid; nor has said Bidder received any preferential treatment by any officer or employee of the City and County in the making or submitting of this Bid. The undersigned declares under penalty of perjury that all representations made on this Bid Form are true and correct.

The undersigned declares, under penalty of perjury under the laws of the State of California that the Bidder has read and agrees to the requirements of the San Francisco Administrative Code and applicable requirements of the California Labor Code for each of the attached list of Sections:

1. Section 00 43 20 - Acknowledgment of Receipt of Addenda
2. Section 00 43 36 - Proposed Subcontractors Form
3. Section 00 45 60 - Highest General Prevailing Rate Certification
4. Section 00 45 70 - Certificate of Bidder Regarding Nondiscrimination in Contracts and Benefits

The Undersigned acknowledges that he or she has read and agrees to the sections referenced above on behalf of Bidder (initials): _____

The undersigned further certifies under penalty of perjury under the laws of the State of California that the following Sections submitted in this Bid are true and correct:

1. Section 00 45 19 - Non-collusion Affidavit
2. Section 00 45 52 - Certification of Bidder Regarding Debarment and Suspension

The Undersigned acknowledges that he or she has read and agrees to the sections referenced above on behalf of Bidder (initials): _____

Accompanying this Bid, as required by law, is a bid security in an amount equal to at least ten percent of the Total Bid Price.

BOND OR CHECK REQUIRED: There is herewith attached, as required by law, bid security in accordance with the Section 00 21 13—Instructions to Bidders, Article "Bid Security."

SFPUC v4.0 00 41 00 - 1 Bid Form

PG 1

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***S.F. Business Tax Requirements:** The undersigned further declares, under penalty of perjury under the laws of the State of California, that, if awarded the Contract, the Bidder and its subcontractors will maintain a current business tax registration number, and understands that if the Tax Collector of the City and County of San Francisco determines that the Bidder or any of its subcontractors do not have or maintain a current business tax registration number, the City may cancel the Contract or withhold payment.

Apprenticeship Program: The undersigned further declares, that the Bidder and all of its subcontractors will comply, as a material term of the Contract, with the requirements of the State Apprenticeship Program as set forth in the California Labor Code, division 3, chapter 4 (commencing at section 3070) and sections 1777.5, San Francisco Administrative Code section 6.22(N), and all requests by the City to provide proof that the Bidder and all its subcontractors are in compliance with those requirements

Department of Industrial Relations Registration: The undersigned further declares that the Bidder is compliant with the registration requirements of the California Department of Industrial Relations ("DIR") under California Labor Code section 1725.5, and that its registration with the DIR will be current as of March 1, 2015 for any Bid submitted on or after March 1, 2015, and/or that its registration with the DIR will be current as of April 1, 2015, should the Contract be awarded on or after April 1, 2015, regardless of the Bid date.

LOCAL BUSINESS ENTERPRISE PARTICIPATION AND NON-DISCRIMINATORY EMPLOYMENT PRACTICES: Provisions of chapters 12B and 14B (including their implementing Rules and Regulations) of the San Francisco Administrative Code are incorporated herein and by reference made a part of the Bid Documents as though fully set forth. The Bidder and all subcontractors and suppliers shall comply with these provisions and shall submit all required documents in a timely manner. They are strongly encouraged to take part in pre-bid and pre-award conferences.

Executed on _____ 201__

Name of Firm or Corporation _____

Signature of Bidder or Authorized Representative _____

Telephone Number _____ Print Name of Authorized Representative _____

Contractor's California License No. _____ Position in Firm or Corporation _____

License Expiration Date _____ Address of Firm or Corporation _____

S.F. Business Tax Registration Certificate Number* (see above) _____ City _____ State _____ Zip Code _____

Note: If Bidder is a corporation, set forth the legal name of the corporation together with the signature of the officer or officers authorized to sign contracts on behalf of the corporation. If Bidder is a partnership, set forth the name of the firm together with the signature of the partner or partners authorized to sign contracts on behalf of the partnership.

Check if you are:
 Certified Small or Micro-LBE

Check if applicable:
 I am a signatory to a recognized apprenticeship or training program under chapter 4 of the California Labor Code.

SFPUC v4.0 00 41 00 - 2 Bid Form

PG 2

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Check Category that Describes Your Company:
 MBE WBE OBE

I have applied to become a signatory for the trades listed below but have not been accepted.
List trades: _____

** **Only Certified Firms:** MBE = Minority Business Enterprise, WBE = Women Business Enterprise, OBE = Other Business Enterprise.

END OF SECTION

PG 3

Check as appropriate.

Contact information and signature section:
Use company's contact information and physical address. Person signing the bid needs to sign their name, print their name and print their title/position with the company. Person signing must have the authority to bind the company to the bid.

Bidding the Work Sample Bid Forms

Section 00 40 10 Schedule of Bid Prices

This document establishes the price for which your firm will perform the contract work. There is an order of authority for the prices listed by the contractor on this document: unit price prevails over the extension thereof and the sum of the bid items amounts prevails over the Total Bid Price.

Contact information and signature section:

Use your company's contact information and physical address.

Unit Price:

Price per designated unit of the bid item; refer to abbreviations at the bottom of the table for unit measurements

Must bid on all items

Unit Prices bid prevail over Extensions of same

Extension:

Your unit price X estimated quantity

Total Bid Price:

Sum of Bid Items prevails over Total Bid Price

SFPUC's Calculation Controls

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SECTION 00 41 10
SCHEDULE OF BID PRICES

For constructing DON PEDRO RESERVOIR CROSSING 115KV AND 230KV TRANSMISSION LINES, in strict accordance with the Contract Documents for Contract No. HH-960.

Name of Firm, Corporation, Partnership or Joint Venture

Bidders must bid on all Bid Items.

Entries must be in permanent ink or typed.

By signing the Bid Form, the Bidder, having examined all referenced documents and the Drawings, and the Specifications understanding the terms and conditions of the Contract Documents and the local conditions affecting the performance and costs of the Work, and having fully inspected the Site in all particulars, hereby proposes and agrees to fully perform the Work as indicated on the Drawings and in accordance with the requirements of the Contract Documents within the time stated therein, and for the following price(s):

| Bid Item | Bid Item Description | Estimated Quantity | Units * | Unit Price | Extension |
|----------|---|--------------------|---------|------------|-----------|
| 1 | Mobilization / Demobilization | -- | LS | | \$300,000 |
| 2A | Drilled Pier Foundations-115KV Transmission Line Crossing | -- | LS | | |
| 2B | Tubular Steel Structures-115KV Transmission Line Crossing | -- | LS | | |
| 2C | Demolition, Removal & Disposal of Existing Tower-115KV Transmission Line Crossing | -- | LS | | |
| 2D | Conductor Installation-115KV Transmission Line Crossing | -- | LS | | |
| 3A | Drilled Pier Foundations-230KV Transmission Line Crossing | -- | LS | | |

SFPUC v4.0 00 41 10 - 1 Schedule of Bid Prices

PG 1

The SFPUC will check the arithmetic of each bid and confirm that actual prices bid, the SFPUC's calculation will control. Try to avoid mathematical errors as they could significantly change your price and ultimately eliminate you from being awarded the contract.

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| Bid Item | Bid Item Description | Estimated Quantity | Units * | Unit Price | Extension |
|---|---|--------------------|---------|------------|-----------|
| 3B | Tubular Steel Structures-230KV Transmission Line Crossing | -- | LS | | |
| 3C | Demolition, Removal & Disposal of Existing Tower-230KV Transmission Line Crossing | -- | LS | | |
| 3D | Conductor Installation-230KV Transmission Line Crossing | -- | LS | | |
| 4 | Structural Upgrades to Existing Tower 54N | -- | LS | | |
| 5 | Hydroseeding | 4 | ACRE | | |
| 6 | Contingency Allowance for Testing, Handling, Transportation and Disposal of Hazardous Materials | -- | AL | | \$100,000 |
| 7 | Contingency Allowance for Unexpected Environmental Mitigation | -- | AL | | \$50,000 |
| 8 | Cash Allowance for Partnering and/or Dispute Resolution Board | -- | AL | | \$20,000 |
| 9 | Trench Shoring and Bracing Per All Applicable Safety Orders | -- | LS | | |
| TOTAL BID PRICE (Summation of Bid Items 1 through 9 above.) | | | | | \$ |

*Note: LS = Lump Sum, EA= Each, LF = Linear Feet, SF = Square Feet, CY = Cubic Yards, AL = Allowance

Bidder acknowledges that quantities are not guaranteed and final payment will be based on the actual quantities determined as provided in the Contract Documents.

The City reserves the right after opening Bids to reject any or all Bids, and to waive any minor irregularity in a Bid. In case of discrepancy between the sum of Bid item amounts and the Total Bid Price ("Base Bid"), the sum of said amounts shall prevail. In the case of discrepancy between words and figures, the words shall prevail. In case of discrepancy between unit prices Bid and extensions thereof, said unit prices shall prevail. Time allowed for completion of all Work shall be the number of calendar days specified in Section 00 73 02, beginning with and including the

SFPUC v4.0 00 41 10 - 2 Schedule of Bid Prices

PG 2

Bidding the Work Sample Bid Forms

Section 00 40 10 Schedule of Bid Prices (continued)

Contact information and signature section:
Use your company's contact information and physical address. Person signing must have the authority to bind the company to the bid.

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official date of Notice to Proceed as established by the General Manager, San Francisco Public Utilities Commission.

Bid submitted by: _____ (seal)

Name of Firm, Corporation, Partnership or Joint Venture _____

Names of All Partners, if Partnership _____ State of Incorporation, if Corporation _____

Signature of Bidder or Authorized Representative _____ Date of Bid _____

Name and Title of Authorized Representative _____

Note: If Bidder is a corporation, set forth the legal name of the corporation together with the signature of the officer or officers authorized to sign contracts on behalf of the corporation. If Bidder is a partnership, set forth the name of the firm together with the signature of the partner or partners authorized to sign contracts on behalf of the partnership.

END OF SECTION

SFPUC v4.0 00 41 10 - 3 Schedule of Bid Prices

Bidding the Work Sample Bid Forms

Bid Bond Section 00 43 13

This is probably the singularly most important document in the Bid Forms. It is your company's financial pledge to perform the work for the price bid. If there is anything wrong with the document it will impact the rest of your bid and cannot be fixed after the bids are opened.

The document is so important because it is the SFPUC's defense against losing a satisfactory low bidder – it is financial protect to bridge the gap between the lowest bidder and the next lowest bidder.

Enter the words "10% of total bid price" or the dollar amount equal to 10% of your total bid price.

Contact information and signature section:

Fill out your company's name, the principal's name, principal's signature. You will also need the name of your bonding company and Attorney-in-Fact's name and signature. Your Surety should fill this form out themselves; but it is always good to verify the accuracy.

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SECTION 00 43 13
HH-960
BID BOND
Bidder shall have this Bid Bond form executed as indicated below unless the Bid is accompanied by a certified check.
KNOW ALL MEN BY THESE PRESENTS:
That the undersigned General Contractor as principal and the undersigned Surety as obligor, are held and firmly bound unto the City and County of San Francisco, a municipal corporation, as obligee, in the penal sum of _____ Dollars, lawful money of the United States of America, for the payment of which, well and truly to be made, we bind ourselves, our successors, executors, administrators and assigns, jointly and severally, firmly by these presents.
That the General Contractor as principal is submitting a Bid for certain work to be performed for the said City and County of San Francisco described as follows:
DON PEDRO RESERVOIR CROSSING 115kV AND 230kV TRANSMISSION LINES
Contract No. HH-960
THE CONDITION OF THIS OBLIGATION IS SUCH that if the Bid submitted by said principal be accepted and the Contract be awarded to said principal and if said principal shall within a period of ten (10) days after such award enter into the Contract so awarded and file the required performance and payment corporate surety bonds, certificates of insurance and all other items required by the Bid Documents, then this obligation shall be void, otherwise to remain in full force and effect.
IN WITNESS THEREOF, the above bounden parties have executed this instrument this _____ day of _____, 201____.
(Corporate Seal) Name of Firm, Corporation, Partnership or Joint Venture
Principal
By: _____
(Corporate Seal) Surety
By: _____ *
I declare under penalty of perjury, under the laws of the State of California, that I have executed the foregoing bond under an unrevoked power of attorney. Executed on [date] _____, in [City] _____, [State] _____, in conformance with the laws of the State of California. *
Attorney-in-Fact
END OF SECTION
SFPUC v4.0 00 43 13 - 1 Bid Bond

* Attorney-in-Fact:

An Attorney-in-Fact is the representative of your surety and must sign both designated places.

In addition, it is the only form, required at the time of bid, that requires the completion and signature of someone outside your firm.

This document **must** be accompanied by a Power of Attorney granting the Attorney-in-Fact the authority to sign the bid bond on the surety's behalf.

Bidding the Work Sample Bid Forms

Section 00 43 20

Acknowledgment of Receipt of Addenda

This document is important because if there is an addendum issued during the bidding process, you must acknowledge receipt here. Acknowledging receipt is significant because if you do not, the SFPUC does not know that you are bidding on the project it intends to be built or if you are objecting to the addenda.

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SECTION 00 43 20
ACKNOWLEDGMENT OF RECEIPT OF ADDENDA

If Addenda to the Bid Documents have been issued for this Contract, please indicate receipt thereof by filling in the appropriate Addendum number and filling in date received below. If there are any questions on any Addenda that may have been issued, please contact the Contract Administration Bureau identified in Article 1.02 of Key Contacts and Details (Section 00 01 03). Bidder shall submit this form with its Bid.

| | | | |
|--------------|----------------------|---------------|----------------------|
| Addendum No. | <input type="text"/> | Date Received | <input type="text"/> |
| Addendum No. | <input type="text"/> | Date Received | <input type="text"/> |
| Addendum No. | <input type="text"/> | Date Received | <input type="text"/> |
| Addendum No. | <input type="text"/> | Date Received | <input type="text"/> |
| Addendum No. | <input type="text"/> | Date Received | <input type="text"/> |
| Addendum No. | <input type="text"/> | Date Received | <input type="text"/> |
| Addendum No. | <input type="text"/> | Date Received | <input type="text"/> |
| Addendum No. | <input type="text"/> | Date Received | <input type="text"/> |

A BID MAY BE RENDERED NONRESPONSIVE IF THE BIDDER DOES NOT ACKNOWLEDGE THE RECEIPT OF ALL ADDENDA WHICH MAY HAVE BEEN ISSUED FOR THIS CONTRACT.

Note: The above Acknowledgment of Receipt of Addenda Form is part of the Bid. Signing the Bid Form (Section 00 41 00) shall also constitute signature of this Acknowledgment of Receipt of Addenda document.

END OF SECTION

SFPUC v4.0 00 43 20 - 1 Acknowledgement of Receipt of Addenda

Bidding the Work Sample Bid Forms

Section 00 43 36 Proposed Subcontractors Form

This is one of the most important documents in the Bid Forms. It requires prime contractors to list subcontractors that will perform work on the contract in excess of one-half of one percent of the Total Bid Price, in accordance with the Subcontractor Listing Act, and any LBE subcontractors, supplies or service contractors regardless of the value of their work. Both of these requirements must be fulfilled at the time of the bid and there is very little leniency to correct errors or omissions.

*Instructions regarding
Subcontractor Listing Act*

*Instructions regarding
listing LBEs for subcontractor
participation credit*

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SECTION 00 43 36
PROPOSED SUBCONTRACTORS FORM

This Section implements listing requirements for (i) subcontractors who will perform work in excess of one-half of one percent of the Total Bid Price [Admin. Code § 6.21(A)(9) and Cal. Pub. Contract Code §§ 4100 – 4114] and (ii) LBE subcontractors, suppliers and service contractors, regardless of the dollar amount of subcontract work [Admin. Code Ch. 14B].

Important Notice: No subcontractor may be listed in a bid for a public works project submitted on or after March 1, 2015 unless registered with the California Department of Industrial Relations ("DIR") pursuant to Labor Code § 1725.5 [with limited exceptions from this requirement for bid purposes only under Labor Code § 1771.1(a)]. An inadvertent listing of a subcontractor who is not registered under § 1725.5 will not be grounds for a bid protest or for determining a bid nonresponsive if the conditions set forth in Labor Code § 1771.1(c)(1) or (2) are met.

A. Subcontractors Who Will Perform Work In Excess of 1/2 of 1% Of Total Bid Price

Bidder shall submit with its bid a subcontractor list using the form below. Bidder shall identify each subcontractor who will perform work in an amount in excess of one-half of one percent of Bidder's Total Bid Price. If this project involves the construction of streets, highways, or bridges, Bidder shall submit with its bid a subcontractor list, using the form below, identifying each subcontractor who will perform work in excess of one-half of one percent of the Total Bid Price or \$10,000, whichever is greater.

At a minimum, Bidder must provide the following information with its Bid for each listed subcontractor: (i) name [Box 2], (ii) location of the place of business [Box 3], and (iii) portion of work that will be performed by the subcontractor [Box 4], and (iv) for Bids submitted on or after July 1, 2014, the subcontractor's California contractor license number [Box 8]. In addition, for items or portions of work not fully subcontracted, e.g., indicated as "partial," Bidder must provide the amount of subcontract work [Box 10] either at the time of Bid or within 24 hours after Bid opening. Bidders may provide additional identifying information (e.g., Boxes 5, 6, 7 and/or 9) or corrected California contractor license numbers within 24 hours of Bid opening.

If the City cannot identify the intended subcontractor or portion of work based on the information provided by Bidder, or where Bidder provides conflicting information, the City may consider the subcontractor or portion of work unlisted for purposes of Public Contract Code § 4106. An "unlisted" determination may render a Bid non-responsive if the technical specifications require that the work in question be performed by a subcontractor. In addition, an "unlisted" determination may render a Bidder not responsible on a project-specific basis if Bidder is not qualified to self-perform the work in question.

[Note: For an LBE subcontractor who will perform work in an amount in excess of one-half of one percent of Bidder's Total Bid Price, Bidder shall provide a single listing for that subcontractor that complies with the requirements of this paragraph A and paragraph B, below.]

B. LBE Subcontractors, Suppliers and Service Contractors

Bidder's subcontractor list submitted with its Bid shall also identify each LBE subcontractor¹, supplier and service contractor (regardless of dollar amount of subcontract) for whom Bidder seeks credit toward the LBE participation goal. At a minimum, Bidder must provide the following information with its Bid for each LBE: (i) type of subcontractor [Box 1], (ii) name [Box 2], (iii) location of the place of business [Box 3], (iv) portion of work that will be performed by the entity [Box 4], and (v) amount of subcontract work [Box 10]. Bidders may provide license numbers [Box 8] and/or additional identifying information (e.g., Boxes 5, 6, 7, 9, 11 and/or 12) within 24 hours of Bid opening. Bidder's failure to provide the required minimum information with its Bid may result in a determination that Bidder has not met the LBE subcontracting participation goal and, therefore, its Bid is non-responsive.

SFPUC v4.0 00 43 36- 1 Proposed Subcontractors Form

PG 1

Date and company name only

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Bidder must satisfy the LBE subcontracting goal by using CMD certified Small & Micro-LBEs and SFPUC LBEs only.

Date _____ Name of Firm, Corporation, Partnership, or Joint Venture _____

¹For the purposes of Paragraph A, the term "subcontractor" shall mean a contractor as defined in Pub. Contract Code § 4113.
²For the purposes of Paragraph B, the term "subcontractor" shall mean a person as defined in Section 14B.2 of the San Francisco Administrative Code.

SFPUC v4.0 00 43 36- 2 Proposed Subcontractors Form

PG 2

Bidding the Work Sample Bid Forms

Section 00 43 36 Proposed Subcontractors Form

If a firm is not listed correctly, the default is the prime contractor will self-perform that scope of work and if it cannot the prime bidder can be found non-responsible and have its bid rejected.

Alternatively, this section governs the LBE subcontractor participation percentage and if a prime contractor's LBE participation is deficient, its bid will be rejected as non-responsive.

Subcontractor Listing

At the time of bid submission, at minimum, the Subcontractor's name, address, license number and portion of work and/or amount of subcontract work fields must be completed, so that the Subcontractor can be properly identified (fields 2, 3,4,8 and 10). You have up to 24 hours after the bid has been submitted to correct any errors or omissions, but not to change the listed firms or their scopes of work.

* LBE Subcontractor Listing

To receive credit for work done by a LBE subcontractor (whether first tier or lower) and have it count towards the subcontracting requirement, you must provide the dollar amount of the work the LBE will be responsible for (fields 4 and 10) at the time the bid is submitted. No correction of omissions or errors is permitted.

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| | | | |
|---|---|--------------------------------------|--|
| 1. TYPE OF SUBCONTRACTOR: <input type="checkbox"/> First Tier, <input type="checkbox"/> Lower Tier, <input type="checkbox"/> Supplier, <input type="checkbox"/> Service Contractor (e.g. Trucker) | | | |
| 2. SUBCONTRACTOR NAME | | | |
| 3. ADDRESS | | | |
| 4. PORTION OF WORK * | | | |
| 5. PHONE NO | 6. VENDOR NO | 7. FEDERAL ID NO | |
| 8. LICENSE NO | 9. SF BUSINESS TAX REG. NO | 10. AMOUNT OF SUB-CONTRACT WORK \$ * | |
| 11. CERTIFIED LBE? <input type="checkbox"/> Yes <input type="checkbox"/> No | 12. IF LBE, CHECK ALL THAT APPLY: <input type="checkbox"/> MBE, <input type="checkbox"/> WBE, <input type="checkbox"/> OBE* <input type="checkbox"/> Small LBE, <input type="checkbox"/> Micro LBE, <input type="checkbox"/> SBA-LBE, <input type="checkbox"/> SF-PUC-LBE | | |

* MBE = Minority Business Enterprise, WBE = Women Business Enterprise, OBE = Other Business Enterprise.

| | | | |
|---|---|--------------------------------------|--|
| 1. TYPE OF SUBCONTRACTOR: <input type="checkbox"/> First Tier, <input type="checkbox"/> Lower Tier, <input type="checkbox"/> Supplier, <input type="checkbox"/> Service Contractor (e.g. Trucker) | | | |
| 2. SUBCONTRACTOR NAME | | | |
| 3. ADDRESS | | | |
| 4. PORTION OF WORK * | | | |
| 5. PHONE NO | 6. VENDOR NO | 7. FEDERAL ID NO | |
| 8. LICENSE NO | 9. SF BUSINESS TAX REG. NO | 10. AMOUNT OF SUB-CONTRACT WORK \$ * | |
| 11. CERTIFIED LBE? <input type="checkbox"/> Yes <input type="checkbox"/> No | 12. IF LBE, CHECK ALL THAT APPLY: <input type="checkbox"/> MBE, <input type="checkbox"/> WBE, <input type="checkbox"/> OBE* <input type="checkbox"/> Small LBE, <input type="checkbox"/> Micro LBE, <input type="checkbox"/> SBA-LBE, <input type="checkbox"/> SF-PUC-LBE | | |

* MBE = Minority Business Enterprise, WBE = Women Business Enterprise, OBE = Other Business Enterprise.

| | | | |
|---|---|--------------------------------------|--|
| 1. TYPE OF SUBCONTRACTOR: <input type="checkbox"/> First Tier, <input type="checkbox"/> Lower Tier, <input type="checkbox"/> Supplier, <input type="checkbox"/> Service Contractor (e.g. Trucker) | | | |
| 2. SUBCONTRACTOR NAME | | | |
| 3. ADDRESS | | | |
| 4. PORTION OF WORK * | | | |
| 5. PHONE NO | 6. VENDOR NO | 7. FEDERAL ID NO | |
| 8. LICENSE NO | 9. SF BUSINESS TAX REG. NO | 10. AMOUNT OF SUB-CONTRACT WORK \$ * | |
| 11. CERTIFIED LBE? <input type="checkbox"/> Yes <input type="checkbox"/> No | 12. IF LBE, CHECK ALL THAT APPLY: <input type="checkbox"/> MBE, <input type="checkbox"/> WBE, <input type="checkbox"/> OBE* <input type="checkbox"/> Small LBE, <input type="checkbox"/> Micro LBE, <input type="checkbox"/> SBA-LBE, <input type="checkbox"/> SF-PUC-LBE | | |

* MBE = Minority Business Enterprise, WBE = Women Business Enterprise, OBE = Other Business Enterprise.

Copy this page as needed to provide a complete listing. Page ____ of ____

SFPUC v4.0 00 43 36-3 Proposed Subcontractors Form

PG 1

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| | | | |
|---|---|--------------------------------------|--|
| 1. TYPE OF SUBCONTRACTOR: <input type="checkbox"/> First Tier, <input type="checkbox"/> Lower Tier, <input type="checkbox"/> Supplier, <input type="checkbox"/> Service Contractor (e.g. Trucker) | | | |
| 2. SUBCONTRACTOR NAME | | | |
| 3. ADDRESS | | | |
| 4. PORTION OF WORK * | | | |
| 5. PHONE NO | 6. VENDOR NO | 7. FEDERAL ID NO | |
| 8. LICENSE NO | 9. SF BUSINESS TAX REG. NO | 10. AMOUNT OF SUB-CONTRACT WORK \$ * | |
| 11. CERTIFIED LBE? <input type="checkbox"/> Yes <input type="checkbox"/> No | 12. IF LBE, CHECK ALL THAT APPLY: <input type="checkbox"/> MBE, <input type="checkbox"/> WBE, <input type="checkbox"/> OBE* <input type="checkbox"/> Small LBE, <input type="checkbox"/> Micro LBE, <input type="checkbox"/> SBA-LBE, <input type="checkbox"/> SF-PUC-LBE | | |

* MBE = Minority Business Enterprise, WBE = Women Business Enterprise, OBE = Other Business Enterprise.

If this is the last page, complete the following:

| |
|---|
| TOTAL PERCENTAGE OF LBE PARTICIPATION CLAIMED FOR WORK: _____ % |
|---|

END OF SECTION

SFPUC v4.0 00 43 36-4 Proposed Subcontractors Form

PG 2

Bidding the Work Sample Bid Forms

Section 00 45 19 Non-Collusion Affidavit

No signature is required on this form, however it **must be returned** with the bid. Signing the Bid Form (section 00 41 00) shall constitute acceptance of this Non-Collusion Affidavit.

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SECTION 00 45 19
NON-COLLUSION AFFIDAVIT

TO THE SAN FRANCISCO PUBLIC UTILITIES COMMISSION, CITY AND COUNTY OF SAN FRANCISCO

In accordance with California Public Contract Code section 7106 the Bidder declares that the Bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the Bid is genuine and not collusive or sham; that the Bidder has not directly or indirectly induced or solicited any other Bidder to put in a false or sham Bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any Bidder or anyone else to put in a sham Bid, or that anyone shall refrain from Bidding; that the Bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the Bid price of the Bidder or any other Bidder, or to fix any overhead, profit, or cost element of the Bid price, or of that of any other Bidder, or to secure any advantage against the public body awarding the Contract of anyone interested in the proposed Contract; that all statements contained in the Bid are true; and, further, that the Bidder has not, directly or indirectly, submitted his or her Bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham Bid.

Note: The above Non-Collusion Affidavit is part of the Bid. Signing the Bid Form (Section 00 41 00) shall also constitute signature of this Non-Collusion Affidavit. Bidders are cautioned that making a false certification may subject the certifier to criminal prosecution.

Bidder must submit this form with its Bid.

END OF SECTION

SEPUC v4.0 00 45 19 - 1 Non-Collusion Affidavit

Section 00 45 60 Highest Prevailing Wage Rate Certification

No signature is required on this form, however it must be returned with the bid. This form is an acknowledgement that your firm and all of your subcontractors must pay the current prevailing wage rate on the project.

Complete with bidding company's name

*No signature is required, however it **must be returned with the bid.***

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SECTION 00 45 60
HIGHEST PREVAILING WAGE RATE CERTIFICATION

Bidder _____, by submitting the attached Bid Form, hereby acknowledges that Bidder has read San Francisco Charter section A7.204, San Francisco Administrative Code section 6.22(E), and California Labor Code section 1770 *et. seq.*, and that, if awarded the Contract, Bidder will comply with the requirement that any person performing labor or rendering service under a contract for public work or improvement shall be paid not less than the highest general prevailing rate of wages in private employment for similar work. Bidder is aware that failure to comply with such wage provision shall result in a forfeiture of back wages due plus the penalties as set forth in Labor Code section 1775, but not less than \$50 per day per worker, and may result in disqualification as a contractor or subcontractor on any public work or improvement for the City and County of San Francisco for a period of up to five years. Bidder further attests, by submitting the attached Bid Form, that Bidder shall require from all its subcontractors that they acknowledge having read San Francisco Charter section A7.204, San Francisco Administrative Code section 6.22(E), and California Labor Code section 1770 *et. seq.*, and that they will comply with the same requirements under this Contract.

Note: The above Certification is part of the Bid. Signing the Bid Form (Section 00 41 00) shall also constitute signature of this Certification.

Bidder must submit this completed form with its Bid.

END OF SECTION

SEPUC v4.0 00 45 60 - 1 Highest Prevailing Wage Rate Certification

Bidding the Work Sample Bid Forms

Section 00 45 70

Certificate of Bidder Regarding Nondiscrimination in Contracts and Benefits

Equal Benefits certification takes approximately one month to complete. Waiting to begin the certification process may result in delays awarding the project and may cause postponement of project start date.

*You **must** check one box. You do not have to be certified at the time of the bid.*

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SECTION 00 45 70
CERTIFICATE OF BIDDER REGARDING
NONDISCRIMINATION IN CONTRACTS AND BENEFITS

Bidder, by submitting the attached Bid Form, hereby acknowledges that Bidder has read and will comply with chapter 12B "Nondiscrimination in Contracts" of the San Francisco Administrative Code and attests to the following (*please check the applicable box*):

- CERTIFIED:** The San Francisco Contract Monitoring Division ("CMD") has certified that Bidder is in compliance with chapter 12B of the San Francisco Administrative Code, and all applicable related requirements as specified in the Contract Documents, and the certification is in effect on the date of Bid opening.
- CERTIFICATION PENDING:** Bidder has submitted Form CMD-12B-101 and all required documentation to the CMD seeking certification of compliance with chapter 12B, and determination of compliance is pending review by the CMD. Bidder agrees to resolve all non-compliance through conciliation with CMD as a condition precedent to award of the Contract. If the CMD determines that Bidder is non-compliant, Bidder's Bid shall be deemed non-responsive.
- NOT CERTIFIED:** Bidder acknowledges that full compliance with chapter 12B of the San Francisco Administrative Code is a condition precedent for award of the Contract, and if determined to be the low Bidder, Bidder will submit Form CMD-12B-101 and all required documentation within 5 working days after the date of Bid opening. If the CMD determines that Bidder is non-compliant, Bidder's Bid shall be deemed non-responsive.

Note: The text chapter 12B of the San Francisco Administrative Code and Form CMD-12B-101 is available from the CMD, 30 Van Ness Avenue, Suite 200, San Francisco 94102-6020, telephone (415) 581-2310 and posted on the Web at <http://www.sfgov.org/cmd>. Compliance with the requirements of Chapter 12B is a condition precedent to receiving a contract. Non-compliant Bidders are advised to submit Form CMD-12B-101 and accompanying documentation to the CMD at the earliest possible opportunity to avoid delays in obtaining certification with these requirements; waiting to file during the 5 day period after Bid opening could cause delays.

Note: The above Certification is part of the Bid. Signing the Bid Form (Section 00 41 00) shall also constitute signature of this Certification.

Bidder must submit this completed form with its Bid.

END OF SECTION

SFPUC v4.0 00 45 70 - 1 Certificate of Bidder Regarding
Nondiscrimination In Contracts and Benefits

Bidding the Work Sample Bid Forms

CMD-12B-101

DSF City & County Declaration: Nondiscrimination in Contracts and Benefits

It is important to complete all sections of this form entirely and accurately. However you only need to complete this form once. If your firm is already Equal Benefits compliant, you do not need to complete this again.


**CITY AND COUNTY OF SAN FRANCISCO
CONTRACT MONITORING DIVISION**

**S.F. ADMINISTRATIVE CODE CHAPTERS 12B & 12C
DECLARATION: NONDISCRIMINATION IN CONTRACTS AND BENEFITS
(CMD-12B-101)**

DATE & TIME RECEIVED BY CMD
(FOR CMD USE ONLY)

► **Section 1. Vendor Information**

Name of Company: _____

Name of Company Contact Person: _____

Phone: _____ Ext.: _____ Fax: _____

E-mail Address: _____

Vendor Number (if known): _____

Federal ID or Social Security Number: _____

Approximate Number of Employees in the U.S.: _____

Are any of your employees covered by a collective bargaining agreement or union trust fund? Yes No

Union name(s): _____

► **Section 2. Compliance Questions**

Question 1. Nondiscrimination – Protected Classes

A. Does your company agree it will not discriminate against its employees, applicants for employment, employees of the City, or members of the public on the basis of the fact or perception of a person's membership in the categories listed below? **Please note:** a "YES" answer is required for compliance. Please answer yes or no to each category.

| | | | |
|-------------------|--|--|--|
| • Race | <input type="checkbox"/> Yes <input type="checkbox"/> No | • Sex | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| • Color | <input type="checkbox"/> Yes <input type="checkbox"/> No | • Sexual orientation | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| • Creed | <input type="checkbox"/> Yes <input type="checkbox"/> No | • Gender identity (transgender status) | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| • Religion | <input type="checkbox"/> Yes <input type="checkbox"/> No | • Domestic partner status | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| • National origin | <input type="checkbox"/> Yes <input type="checkbox"/> No | • Marital status | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| • Ancestry | <input type="checkbox"/> Yes <input type="checkbox"/> No | • Disability | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| • Age | <input type="checkbox"/> Yes <input type="checkbox"/> No | • AIDS/HIV status | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| • Height | <input type="checkbox"/> Yes <input type="checkbox"/> No | • Weight | <input type="checkbox"/> Yes <input type="checkbox"/> No |

B. Does your company agree to insert a similar nondiscrimination provision in any subcontract you enter into for the performance of a substantial portion of the contract you have with the City? **Please note:** you must answer this question even if you do not intend to enter into any subcontracts.

Yes No

Question 2. Nondiscrimination – Equal Benefits for Employees with Spouses and Employees with Domestic Partners

A. Does your company provide or offer access to any benefits to employees with spouses or to spouses of employees?

Yes No

B. Does your company provide or offer access to any benefits to employees with (same or opposite sex) domestic partners* or to domestic partners of employees?

Yes No

*The term "Domestic Partner" includes both same-sex and opposite-sex couples who have registered with any state or local government domestic partnership registry. See S.F. Admin. Code Ch. 12B.1(c).

Questions 2A and 2B should be answered YES even if your employees pay some or all of the cost of spousal or domestic partner benefits.

If you answered "NO" to both Questions 2A and 2B, go to Section 4, complete and sign the form, filling in all items requested.

If you answered "YES" to either or both Questions 2A and 2B, please continue to Question 2C.

(OVER)

Question 2. (continued)

C. Please check all benefits that apply to your answers above and list in the "other" section any additional benefits not already specified. Note: some benefits are provided to employees because they have a spouse or domestic partner, such as bereavement leave; other benefits are provided directly to the spouse or domestic partner, such as medical insurance.

| BENEFIT | Yes for Employees with Spouses | Yes for Employees with Domestic Partners | No, this Benefit is Not Offered | Documentation of this Benefit is Submitted with this Form |
|---|--------------------------------|--|---------------------------------|---|
| • Health Insurance | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Dental Insurance | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Vision Insurance | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Retirement (Pension, 401(k), etc.) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Bereavement Leave | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Family Leave | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Parental Leave | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Employee Assistance Program | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Relocation & Travel | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Company Discount, Facilities & Events | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Credit Union | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Child Care | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Dependent Life Insurance | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Other: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Note: If you can't offer a benefit in a nondiscriminatory manner because of reasons outside your control, (e.g., there are no insurance providers in your area willing to offer domestic partner coverage) you may be eligible for Reasonable Measures compliance. To comply on this basis, you must agree to pay a cash equivalent, submit a completed Reasonable Measures Application Form (CMD-12B-102) with all necessary attachments, and have your application approved by the Contract Monitoring Division. For more information, see Rules of Procedure section II B or contact the CMD.

► **Section 3. Required Documentation**

YOU MUST SUBMIT SUPPORTING DOCUMENTATION

To verify each benefit marked in Question 2C: Without proper documentation, your company cannot be certified as complying with Chapters 12B & 12C. For example, to document medical insurance submit a letter from your insurance provider or a copy of the eligibility section of your plan document; to document leave programs, submit a copy of your company's employee handbook. If documentation of a particular benefit does not exist, attach an explanation. For more information see the Equal Benefits Documentation Guide at <http://sfasa.org/modules/showdocument.aspx?documentid=9560> or contact the CMD.

Have you submitted supporting documentation for each benefit offered? Yes No

► **Section 4. Executing the Document**

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct, and that I am authorized to bind this entity contractually.

Executed this _____ day of _____, in the year _____, at _____ (City) _____ (State)

Signature _____ Mailing Address _____

Name of Signatory (please print) _____ City, State, Zip Code _____

Title _____

► **Submit this form and supporting documentation to:** Contract Monitoring Division, 30 Van Ness Ave., Suite 200, San Francisco, CA 94102-6020, or to CMD.EqualBenefits@sfgov.org or to the City department that sent it to you if the department so requests.

✓ **Resource Materials** and additional copies of this form may be found at www.sfgov.org/CMD.

✉ **For assistance** please contact the Contract Monitoring Division at 415-581-2310.

CMD-12B-101 (03-13)


City and County of San Francisco
 Edwin M. Lee
 Mayor

Contract Monitoring Division
 Maria Cordero
 Director

EQUAL BENEFITS DOCUMENTATION GUIDE

| Benefit Type | Guidelines | Standard Documentation |
|--|--|--|
| Health Dental Vision Dependent Life Long-term Disability Long-term Care Accidental Death & Dismemberment Business Travel Accident Personal Travel Accident | In a confirmation form from an insurance carrier, "Domestic Partners" must be defined as: "same-sex and opposite-sex couples who have registered with any state or local government domestic partnership registry." In addition, it must be confirmed that there are no requirements for proof of relationship (such as an affidavit) or waiting periods that are not also applied to married couples. For insurance policies where continuation coverage is available to spouses and step-children, the insurer must confirm that COBRA-like continuation coverage is available to domestic partners and their children. | Acceptable: the cover page, eligibility section, and other relevant sections (such as the COBRA section) of the Basic Plan Document, or you may submit a letter or email message from the insurance carrier (contact us for an example). Unacceptable: letters from brokers, enrollment forms, invoices, Summary Plan Descriptions. |
| Retirement (Pension, 401(k), etc.) | Confirmation is needed that the distribution options are the same for spouse and non-spouse beneficiaries. (We already know that anyone may be designated as a beneficiary.) | A copy of the cover page and the distribution section of the Summary Plan Description or Basic Plan Document of your 401(k) or pension or savings plan(s). If you have a prototype plan, please include the Adoption Agreement. |
| Bereavement Leave Family Leave (including FMLA) Parental Leave Relocation and Travel Discounts, Facilities & Events | Where the term "spouse" is used, the term "domestic partner" must be included. The definition of "immediate family" must be defined in the bereavement policy and if it includes in-laws, the equivalent members of a domestic partner's family must be explicitly included. An example of a compliant definition is: <i>the employee's spouse or domestic partner, a parent, child, or sibling of the employee, spouse or domestic partner; and the spouse or domestic partner of the employee's parents, children, or siblings.</i> | A copy of your Employee handbook policies. When the term "Domestic Partners" is defined in an employee handbook, the following definition must be used: "same-sex and opposite-sex couples who have registered with any state or local government domestic partnership registry." Domestic partners must not be required to prove their relationship (such as with an affidavit) or subject to waiting periods unless a company provides proof that spouses are subject to the same requirements. |
| Employee Assistance Program Credit Union | References to spouses must include references to domestic partners or household members. | A brochure or letter from the provider or policy from the employee handbook. |
| Child care | References to spouses must include references domestic partners. | A brochure or letter from the provider. |
| Union | Separate documentation must be submitted for union benefits. | Unions that recognize domestic partners have usually prepared a 1-page statement that is available upon request. If a union doesn't recognize domestic partners, call 415-581-2310 for assistance. |
| Other | If your firm offers other benefits, please specify what they are on the 12B Declaration and provide documentation. | Varies; call 415-581-2310 for assistance. |

dec-12

Bidding the Work Sample Bid Forms

Section 00 45 82

Certification of Bidder Regarding Debarment and Suspension

This is a form that simply certifies that the bidder is eligible to bid and be awarded a project with a government agency. It is conforming that the bidder has a positive history of completing the work it is awarded by government agencies.

Name of company officer that signed the Bid Form (Section 00 41 00)

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SECTION 00 45 82
CERTIFICATION OF BIDDER REGARDING DEBARMENT AND SUSPENSION*

1. _____, by signing the attached Bid Form, under penalty of perjury, hereby certifies that, except as noted below, that my principals and I:

1. are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by a government agency;
2. have not within a 3-year period preceding this Bid been convicted of or had a civil judgment rendered against us for: (i) commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction; (ii) violation of federal or state antitrust statutes; or (iii) commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses enumerated in item 2 above; and
4. have not within a 3-year period preceding this Bid had one or more public transactions (federal, state or local) terminated for cause or default.
5. Where the Bidder is unable to certify to any of the statements in this certification because it currently violates or has previously violated the above conditions 1 to 4, such prospective participant shall provide a description of each instance of violation and attach an explanation to this Bid. The Bidder declares the following exceptions to the above representations. *(If there are exceptions to this Certification, insert the exceptions in the space provided below.)*

Exceptions will not necessarily result in denial of award of the Contract, but will be considered in determining Bidder responsibility. For each exception noted above, Bidder shall indicate below to whom it applies, name of the government entity and dates of action:

| Exception | Person | Government Entity | Dates Inclusive |
|-----------|--------|-------------------|-----------------|
| | | | |
| | | | |
| | | | |

NOTICE: Providing false information may result in criminal prosecution or administrative sanctions.
*Fulfills requirements of Title 49, CFR, Part 29

Note: The above Certification is part of the Bid. Signing the Bid Form (Section 00 41 00) shall also constitute signature of this Certification. Bidders are cautioned that making a false certification may subject the certifier to criminal prosecution.

Bidder must submit this completed form with its Bid.

END OF SECTION

SFPUC v4.0 00 45 82 - 1 Certificate of Bidder Regarding Debarment and Suspension

Section 00 45 85

Business Tax Registration Declaration

This form is simply an acknowledgement of the requirement for the prime contractor and all of its subcontractors must maintain a Business Tax Registration. Payments throughout the course of the project can be withheld if even one contractor fails to maintain its Business Tax Registration.

Contact information and signature section:
Use your company's contact information and physical address. Same as has been provided before. Same signatory as well.

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SECTION 00 45 85
BUSINESS TAX REGISTRATION DECLARATION

I understand that if I am awarded the Contract, each of my Subcontractors and I must maintain a current business tax registration number. If the Tax Collector of the City and County of San Francisco determines that any of my Subcontractors or I do not have or maintain a current business tax registration number, the City may either cancel the Contract or withhold payment.

Bidder's Name _____

Name and Title of Signer _____

Bidder's Street Address _____

Bidder's City, State, ZIP _____

Bidder's Telephone No. _____

Signature of Bidder or Authorized Representative _____ Date _____

END OF SECTION

SFPUC v4.0 00 45 85 - 1 Business Tax Registration Declaration

Bidding the Work Sample Bid Forms

Section 00 45 86 Business Registration Certificate Requirement

This is the application for the Business Tax Registration. A firm only needs to fill it out once. If a contractor already has a Business Tax Registration, it is not required to submit these forms.



Business Registration Certificate Requirement

Unless you have previously submitted this form, failure to complete the Declaration on the reverse and return this form to the Office of Contract Administration (OCA) with your bid will be a basis for rejection of the bid, and OCA will assume that your company does not intend to apply for a Business Registration Certificate.

General
To receive an award, a vendor must have a current Business Registration Certificate or else not be required to register. The registration fee is \$25, \$150, \$250 or \$500, depending on the type and size of your business. The fee (except the \$25 fee) is pro-rated for new registrations, depending on when during the year you started your business in San Francisco, and is based on estimated tax liability for your payroll expense. To determine the registration fee due, you can check the website at <http://sfgov.org/tax>. In addition, every business "conducting business in San Francisco" must file a combined Payroll Expense Tax Statement and Business Registration renewal on an annual basis. Businesses with a completed tax of \$2,500 or less are exempt from paying payroll expense tax if the statement is filed on time.

Who must obtain a registration certificate?
Any business located, or conducting business, in San Francisco.

What is "conducting business in San Francisco"?
Briefly, it means engaging in business in San Francisco, having met one or more of questions 1-7 on the reverse specifically relate to "conducting business."

Are there exceptions?
Yes. A person receiving rental income solely from a cooperative housing corporation, or a residential structure of less than 4 units, or a residential condominium, shall not be deemed to be engaging in business.

My business is not located in San Francisco. Is a registration certificate still required?
Yes, if the business "conducts business in San Francisco". All businesses, including those which do not "do business in San Francisco" but excluding government agencies, must sign and return the Declaration.

What's involved in obtaining a registration certificate?
Obtaining a certificate is easy, but not automatic. Once the Tax Collector receives an application, the office must check the payment status of other taxes (Uninsured Personal Property Tax, Payroll Business Tax) and licenses or permits. If any tax or license/permit fee is delinquent, the certificate cannot be issued. Only when all taxes and fees are paid in full will the certificate be issued.

Where do I obtain the certificate?
At the Tax Collector's Office. You would obtain an application form from, and submit it and the registration fee to:
Tax Collector's Office, Taxpayer Assistance
City Hall, Room 140
San Francisco, CA 94102-4696

Do Company Divisions, Parents and Subsidiaries have to register separately?
That depends on a company's individual situation. Contact the Tax Collector at (415) 554-6718 or 554-4400 for more information.

Can I do business with the City without a certificate?
Not if you "conduct business in San Francisco." The City can make purchases from businesses only in the following situations:
• The business does not conduct business in San Francisco and has registered.
• The business does not conduct business in San Francisco and has signed the Declaration.
• The business is non-profit and tax-exempt, has signed the Declaration and has submitted an IRS exemption letter.
• The business is a government agency, bank, insurance company, or other listed exemption.
• There is an emergency. Although OCA can award the contract, the vendor may be subject to business taxes and required to possess a certificate.
These requirements cover service contracts, construction contracts and product purchases.

What if my application is pending during a bid evaluation?
If you are the low bidder on a City contract, and have applied for the certificate but your application has not yet been approved, the City may make the award to you if you sign the Declaration. If you have a receipt from the Tax Collector for the registration fee, submit a copy of the receipt with this form.

What if I currently "do not conduct business in San Francisco," but if I win this bid, I will register?
You may answer the questions based on your current status, and you should not register at this time. If you win the bid, you should register with the Tax Collector.

For more information
For information on how to apply for the certificate, call the Tax Collector's Office. For information on your eligibility to receive a particular award, call OCA. See the bottom of the reverse of this form.

Completing the Declaration: Failure to do so
Unless you previously submitted this form, complete the Declaration and, if possible, return it with your bid or quotation in the envelope provided. If you submit this form separately, use the mailing address under "Mailing" near the bottom of the reverse of this form.
If you do not complete and return this form, that will be a basis for OCA's rejecting the bid, and for assuming that your company should register but will not and therefore that the City cannot do business with you.

If you submitted this form previously
If you submitted this form for an earlier transaction, and if your business tax status has not changed, please discard this form.

SFPUC v4.0
P-25(6-03) 00 45 86 - 1 Business Registration Certificate Requirement

PG 1

It is important to complete all sections of this form entirely and accurately. Only needs to be completed once; if your firm has an active business tax registration that is sufficient.

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Please answer Yes or No to Questions 1-7, based on your company's situation as of now. If any answer would change if your company were a bid that is pending, you may submit a new form later.

Conducting Business in San Francisco

| Yes | No | | Yes | No | |
|--------------------------|--------------------------|---|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Maintains, owns or leases a fixed place of business within San Francisco. | <input type="checkbox"/> | <input type="checkbox"/> | 8. This business is non-profit, tax-exempt. |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Regularly maintains a stock of tangible personal property in San Francisco for sale in the ordinary course of business. | <input type="checkbox"/> | <input type="checkbox"/> | 9. This business is a bank or an insurance company. (If Yes, indicate your type of business: _____) |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. In the ordinary course of business, employs or loans capital on property within San Francisco. | <input type="checkbox"/> | <input type="checkbox"/> | 10. This business owner is visually impaired as licensed under Ch. 6A, Title 12 USC and Art. 5, Ch. 6, Part 2, Div. 10 of the CA Welfare & Institutions Code. |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Solicits business, performs work, or renders services within the City on a regular basis for all or part of any seven or more separate days during one year (e.g. 4 employees in San Francisco for 7 days each constitute 8 separate days, and require a "yes" answer to this question). If a manufacturer does not conduct business in San Francisco but the manufacturer's independent representative does, only the representative must register. | <input type="checkbox"/> | <input type="checkbox"/> | 11. This business is a skilled nursing facility licensed under Title 22, CA Admin. Code, Div. 5. |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Exercise corporate or franchise powers within the City for the benefit of the person. | <input type="checkbox"/> | <input type="checkbox"/> | 12. This company has registered with the Tax Collector. Certificate # (6 digits, e.g., "123456"). |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Liquidate a business when the liquidators hold themselves out to the public as conducting a liquidated business. | <input type="checkbox"/> | <input type="checkbox"/> | 13. This company applied for a Certificate by mailing the application and fee to the Tax Collector, or by submitting the application in person, on _____, 20____. The application is pending. (NOTE: Completing this Declaration is not the same as applying for a Certificate.) If you submitted the application in person, please submit with this Declaration a copy of the fee receipt you received from the Tax Collector. |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Utilize the streets within the City and County of San Francisco in connection with the operation of motor vehicles for business purposes for all or part of any seven days during one year. | <input type="checkbox"/> | <input type="checkbox"/> | 14. This company does not intend to apply for a certificate, although we do "conduct business in San Francisco." |

If you answered "no" to all Questions 1-7, and you are not conducting business in San Francisco, you need not register with the Tax Collector and may omit items 8-15 following, but you must sign and return this Declaration. However, this is subject to review by the Tax Collector. If you answered "yes" to any of the questions, you must answer the remaining questions in this Declaration and, unless an exemption applies, you must register.

If you answered "yes" to any of Questions 1-7, and "no" to Questions 8-11, check items 12, 13, or 14 and complete any applicable blocks. If no item is checked, or if the Declaration is not signed, this will constitute a basis for OCA to reject the bid.

Applying for a Business Registration Certificate
If you answered "yes" to any of Questions 1-7, and "no" to Questions 8-11, check item 12, 13, or 14 and complete any applicable blocks. If no item is checked, or if the Declaration is not signed, this will constitute a basis for OCA to reject the bid.

If you answered "yes" to any of Questions 1-7, and "no" to Questions 8-11, check item 12, 13, or 14 and complete any applicable blocks. If no item is checked, or if the Declaration is not signed, this will constitute a basis for OCA to reject the bid.

If you answered "yes" to any of Questions 1-7, and "no" to Questions 8-11, check item 12, 13, or 14 and complete any applicable blocks. If no item is checked, or if the Declaration is not signed, this will constitute a basis for OCA to reject the bid.

I understand that my representation, if any, that I am not engaged in business in San Francisco is subject to review by the Tax Collector. If the Tax Collector determines that I am conducting business in San Francisco, the City may either cancel the contract or withhold payment ten days after written notification by the Tax Collector.

I declare (or certify) under penalty of perjury under the laws of the State of California that the foregoing is true and correct, and that I am authorized to bind this entity contractually. Executed this _____ day of _____, 20____, at _____.

Name of Company (please print) _____ (City) (State)
 General Address { Mailing Address for General Correspondence, Purchase Orders, etc.

 City, State, ZIP _____
 Signature _____
 Name of Signatory (please print) _____
 Remittance Address, if different

 Remit Address _____
 Title _____ City, State, ZIP _____
 Telephone Number _____ Federal ID or Social Security Number _____

Mailing
If you are registering, obtain an application from the Tax Collector's website (<http://sfgov.org/tax>). Do not send this P-25 form to the Tax Collector. We encourage you to send this form with your bid or quotation in the envelope provided. If you submit this form separately, send it to: Office of Contract Administration, Business Tax Compliance, City Hall, Room 430, San Francisco, CA 94102-4605. If you submitted this form previously and if your business tax status has not changed, discard this form.

For more information - Regarding how to apply for a certificate, call the Tax Collector at (415) 554-6718 or (415) 554-4400. Regarding a bid, call the OCA at (415) 554-6743.

SFPUC v4.0 00 45 86 - 2 Business Registration Certificate Requirement

PG 2

Bidding the Work Sample Bid Forms

Section 00 45 87

Certificate of Bidder Regarding Apprenticeship Training Program

This form is simply an acknowledgement of the requirement for prime and subcontractors to comply with the requirements State Apprenticeship Program. In addition, if the prime contractor is signatory or has applied to be signatory to the apprenticeship programs of particular trade unions. Being or applying to be a signatory is not a requirement.

Check the appropriate box or no box and list trade(s) if applicable.

Fill out with your company's name, complete contact information and signature. Same as previous forms.

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SECTION 00 45 87

CERTIFICATE OF BIDDER REGARDING APPRENTICESHIP TRAINING PROGRAM

I, _____, by affixing my signature hereto, acknowledge that I have read San Francisco Administrative Code section 6.22(N) and I make the following declaration regarding each apprenticeship trade for which I will provide labor to the Project: *(Please check the appropriate boxes) and complete the listing of trade(s) in the space provided below)*

I am a signatory to a recognized apprenticeship or training program under chapter 4 of the California Labor Code as certified by the State of California Division of Apprenticeship Standards for the following apprenticeship trades for which I will provide labor on the Project, and I will provide written proof of my status as a signatory within 10 days after the date of the City's written notification of award of the Contract:
(List Trades Here) _____

I have applied to become a signatory for the trades listed below but have not been accepted. Nevertheless, pursuant to San Francisco Administrative Code section 6.22(N) and California Labor Code section 1777.5, I will pay into the appropriate apprenticeship fund(s) an amount equal to that paid by signatories. I acknowledge that I will be required to submit written evidence of such payments with all progress payment requests for payment for Work on the Project starting with the second such progress payment request and that providing such evidence is a condition that I must meet in order for to qualify for payment by the City.
(List Trades Here) _____

Additionally, I attest that I will require each of my subcontractors to submit in accordance with Section 00 64 00 a completed and signed Certificate of Subcontractor Regarding Apprenticeship Training Program form (Section 00 45 88). I acknowledge that, for subcontractor(s) who declare on said Section 00 45 88 that they have applied to become a signatory but have not been accepted and will pay into the appropriate apprenticeship fund(s) an amount equal to that paid by signatories, I must submit written evidence of such payments with all progress payment requests for payment for Work on the Project starting with the second such request and that providing such evidence is a condition I must meet in order to qualify for payment by the City.

I also attest that I and all of my subcontractors will comply, as a material term of the Contract, with the requirements of the State Apprenticeship Program as set forth in the California Labor Code, division 3, chapter 4 (commencing at section 3070) and section 1777.5 and San Francisco Administrative Code section 6.22(N) and all requests by the City to provide proof that I and all subcontractors are in compliance with those requirements.

I declare (or certify) under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that I am authorized to bind this entity contractually.

If the Contract involves one or more trades with a recognized apprenticeship program for which you have declared that you are a signatory to a recognized apprenticeship or training program, written proof of status must be submitted for each trade within 5 working days after the date of the City's written notification of award of the Contract.

| | |
|---------------------------|--|
| Bidder's Name | Name of Signer |
| Bidder's Street Address | Title of Signer |
| Bidder's City, State, ZIP | Signature of Bidder or Authorized Representative |
| Bidder's Telephone No. | Date |

END OF SECTION

SFPUC v4.0 00 45 87 - 1 Certificate of Bidder Regarding Apprenticeship Training Program

Bidding the Work Sample Bid Forms

CMD2B Form 2B: “Good Faith Outreach” Requirements Form

This details the steps that a prime contractor must take to fulfill its Good Faith Outreach requirements which are a required as part of the LBE subcontracting participation requirement.

The form details the Good Faith Outreach requirements step by step and explains when the contractor must keep records of its efforts. This can be a very significant form and should be very carefully reviewed during the bid development period.

CITY AND COUNTY OF SAN FRANCISCO
CONTRACT MONITORING DIVISION

CHAPTER 14B
CMD ATTACHMENT 6
SFPLC Regional Construction Contracts

FORM 2B: “GOOD FAITH OUTREACH” REQUIREMENTS FORM

This “Good Faith Outreach” form must be completed and submitted with the bid EVEN IF the LBE subcontracting participation goal has been met (Section 14B.8 of the San Francisco Administrative Code). Proposers may obtain a list of certified LBEs from the CMD website: <http://www.sfgov.org/cmd>

SECTION A

Under Section 14B.8(B) of the Administrative Code, if a bid demonstrates total LBE participation that exceeds by 35% the established LBE subcontracting participation goal for the project, the bidder will not be required to conduct good faith outreach efforts or to submit evidence of good faith outreach efforts. Note that a Small or Micro LBE prime bidder may count its own Contract Work toward the 35% good faith efforts exception. PLEASE SEE EXAMPLE IN CMD ATTACHMENT 6 SECTION 1.02B.

Does your bid demonstrate that you have exceeded the established LBE subcontracting participation goal by 35% or more in accordance with Section 14B.8(B)? YES* NO

If the answer is yes, please check “YES,” above, and complete Section C (if applicable) and Section D of this Form. If the answer is no, please check “NO,” above, and complete Sections B and D of this Form, and submit all required supporting documentation in accordance with the instructions in Section B.

* Note: An answer of “YES,” above, is subject to verification by CMD. If the CMD determines that bidder did not exceed the LBE subcontracting participation goal by at least 35% and bidder either failed to undertake adequate good faith outreach efforts or failed to submit supporting documentation with its bid as required by Section B, items 2 and 4, below, then bidder’s bid will be declared non-responsive and will be rejected.

*Note: “LBE” refers to Small and Micro-LBEs only, unless the Project Specifications allow for SBA-LBE subcontractors to count towards the LBE participation goal.

SECTION B

All bidders that do not qualify for the exception set forth in Section 14B.8(B) of the Administrative Code must complete this Section B and submit supporting documentation as required.

SUPPORTING DOCUMENTATION FOR ITEMS 2 AND 4, BELOW, MUST BE SUBMITTED WITH THE BID. SUPPORTING DOCUMENTATION FOR ITEM 5 AND 6, BELOW, SHALL BE SUBMITTED BY THE APPARENT LOW BIDDER BY 5:00 P.M. ON THE FIFTH BUSINESS DAY FOLLOWING BID OPENING. Bidders may obtain a list of certified LBEs from the CMD website: <http://www.sfgov.org/cmd>

A bidder must achieve at least 80 points, as determined by CMD, to be deemed compliant with the “good faith outreach” requirements. A bidder who fails to achieve at least 80 points will be declared non-responsive, and the bid will be rejected. Please check “yes” or “no” for each item listed below.

| | | |
|---|--|--|
| 1. Did your firm attend the pre-bid meeting scheduled by the City to inform all bidders of the LBE program requirements for this project? If the City does not hold a pre-bid meeting, all bidders will receive 15 points. | <input type="checkbox"/> Yes (15 Points) | <input type="checkbox"/> No (0 Points) |
| 2. Did your firm advertise, not less than 10 calendar days before the due date of the bid, in one or more daily or weekly newspapers, trade association publications, LBE trade oriented publications, trade journals, or other media, such as: Daily Pacific Builder, Daily Construction Service, San Francisco Builder’s Exchange, Small Business Exchange, SFPLC Contracts & Bids website (http://www.sfwriter.org/index.aspx?page=109), or the Bid and Contracts Section of the Office of Contract Administration’s website (http://mission.sfgov.org/OCABidPublication/)? If so, you must enclose a copy of the advertisement with your bid. | <input type="checkbox"/> Yes (10 points) | <input type="checkbox"/> No (0 Points) |

v 07-10-13 CMD2B-1 “Good Faith Outreach” Requirements Form

PG 1

CITY AND COUNTY OF SAN FRANCISCO
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CHAPTER 14B
CMD ATTACHMENT 6
SFPLC Regional Construction Contracts

The advertisement must provide LBEs with adequate information about the plans, specifications, and requirements for the work.
If the City gave public notice of the project less than 15 calendar days prior to the bid due date, no advertisement is required, and all bidders will receive 10 points.

| | | |
|--|--|--|
| 3. Did your firm identify and select trades (as categorized in CMD’s LBE Directory) to meet the LBE subcontracting goal? If so, please identify the trades below: _____ | <input type="checkbox"/> Yes (10 points) | <input type="checkbox"/> No (0 Points) |
| 4. Did your firm contact LBE firms (LBE firms include MBEs, WBEs and DBEs) identified by trade (see #3 above), not less than 10 calendar days prior to the due date of the bid? If so, you must include such documentation with your bid (i.e., phone logs, emails, faxes and/or etc.) to verify that contacts were made. The purpose of contacting LBE firms is to provide notice of interest in bidding for this project. A bidder who contacts those LBE firms certified in the trades identified, not less than 10 calendar days prior to due date of the bids, will receive up to 45 points. If a bidder does not comply with paragraphs a. & b. below, one point will be deducted for each LBE firm within each identified trade that is not contacted. a. If there are less than 25 firms within an identified trade, a bidder should contact all of them. b. If there are 25 or more firms within an identified trade, a bidder should contact at least 25 firms within such identified trade. If a bidder does not contact any LBE firms, the bidder will receive no points. When contacting LBEs, you should provide adequate information about the plans, specifications, and requirements for the work. If the City gave public notice of the project less than 15 calendar days prior to the bid due date, the allocation of points above still applies, except that the bidder may contact those LBE firms certified in the trades identified less than 10 calendar days prior to the due date of the bid. | <input type="checkbox"/> Yes (Up to 45 points) | <input type="checkbox"/> No (0 Points) |
| 5. Did your firm follow-up and negotiate in good faith with interested LBEs? If applicable, your follow-up contact with interested LBEs should provide information on the City’s bonding and financial assistance programs. The apparent low bidder shall submit with its CMD 5-day submittal package, documentation (i.e., phone logs, emails, faxes and/or etc.) to verify that follow-up contacts were made. For each interested LBE firm that the bidder does not follow-up with, a point will be deducted. A bidder who does not perform any follow-up contact with interested LBEs will receive no points. * “Interested LBE” shall mean an LBE firm, contacted by the bidder pursuant to Item #4 above, that expresses interest in being a subcontractor/supplier to the bidder. | <input type="checkbox"/> Yes (Up to 20 points) | <input type="checkbox"/> No (0 Points) |
| 6. The apparent low bidder shall submit the following documentation with its CMD 5-Day Submittal Package: (1) Copies of all written bids submitted, including those from non-LBEs; (2) If oral bids were received, a list of all such bids, including those from non-LBEs. The trade and dollar amounts for each such bid must be specified; and (3) A full and complete statement of the reasons for selection of the subcontractors for each trade. If the reason is based on relative qualifications, the statement must address the particular qualification at issue. If the reason is based on the bid amounts, the statement must include the amounts and describe the similarities and/or | | |

v 07-10-13 CMD2B-2 “Good Faith Outreach” Requirements Form

PG 2

Bidding the Work Sample Bid Forms

CMD2B Form 2B: “Good Faith Outreach” Requirements Form *(continued)*

If your firm is an LBE and self performing work that it needs to get credit towards exceeding the LBE participation requirements by 35%; identify the value of the work here

Contact information and signature section: Use your company’s contact information and physical address. Same as has been provided before. Same signatory as well.

CITY AND COUNTY OF SAN FRANCISCO
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CHAPTER 14B
CMD ATTACHMENT 6
SFPMC Regional Construction Contracts

disimilarities in the scope of work covered by the bids.
Pursuant to Section 14B.8(E) of the Ordinance, all bidders shall maintain the documentation described under this item for three years following submission of the bid or completion of the contract, whichever is later.

SECTION C
If a Small or Micro-LBE prime bidder checks “YES” in Section A, above, and is relying on self-performed Contract Work to meet the 35% good faith efforts exception, such Small or Micro-LBE prime bidder must indicate the total value of Contract Work that bidder will perform with its own forces in the space below:
\$ _____

SECTION D

Contract Name: _____
Contract No.: _____
Signature of Owner/Authorized Representative: _____
Owner/Authorized Representative (Print): _____
Name of Firm (Print): _____
Title and Position: _____
Address, City, ZIP: _____
E-mail: _____
Date: _____

v 07-10-13 CMD2B-3 “Good Faith Outreach” Requirements Form

CMD3 Form 3: CMD Compliance Affidavit

This is a participation and compliance affidavit relating to the requirements of the LBE program. It is certification by the prime contractor that they will abide by the LBE program’s requirements. Complete and sign as with previous documents.

Contact information and signature section: Use your company’s contact information and physical address. Same as has been provided before. Same signatory as well.

CITY AND COUNTY OF SAN FRANCISCO
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FORM 3: CMD COMPLIANCE AFFIDAVIT

- I will ensure that my firm complies fully with the provisions of Chapter 14B of the San Francisco Administrative Code and its implementing Rules and Regulations and attest to the truth and accuracy of all information provided regarding such compliance.
- Upon request, I will provide the CMD with copies of contracts, subcontract agreements, certified payroll records and other documents requested so the HRC and CMD (as applicable) may investigate claims of discrimination or non-compliance with either Chapter 12B or Chapter 14B.
- I acknowledge and agree that any monetary penalty assessed against my firm by the Director of the CMD shall be payable to the City and County upon demand. I further acknowledge and agree that any monetary penalty assessed may be withheld from any monies due to my firm on any contract with the City and County of San Francisco.
- I declare and swear under penalty of perjury under the laws of the State of California that the foregoing statements are true and correct and accurately reflect my intentions.

Signature of Owner/Authorized Representative: _____
Owner/Authorized Representative (Print): _____
Name of Firm (Print): _____
Title and Position: _____
Address, City, ZIP: _____
Federal Employer Identification Number (FEIN): _____
Date: _____

v 07-10-13 CMD3-1 CMD Compliance Affidavit

Bidding the Work Sample Bid Forms

CMD6 Form 6: CMD LBE Subcontractor Participation Affidavit

This affidavit form must be completed by each LBE subcontractor or supplier and returned to the prime contractor after the bid opening (in the case that the prime contractor is one of the lowest three bidders).

It is a form confirming the value of the subcontract and confirming the amount of that subcontract the LBE firm will perform. This will confirm whether the LBE subcontracting participation requirement was been met.

CITY AND COUNTY OF SAN FRANCISCO
CONTRACT MONITORING DIVISION

CHAPTER 14B
CMD ATTACHMENT 6
SFPUC Regional Construction Contracts

FORM 6: CMD LBE SUBCONTRACTOR PARTICIPATION AFFIDAVIT

This affidavit is to be completed by each LBE subcontractor or supplier (including lower tier subcontractors) and submitted to the apparent low bidder. The apparent low bidder shall submit the completed affidavits and copies of the subcontractors' or suppliers' bid quotations to the CMD no later than 5:00 p.m. on the fifth business day following the bid opening. Subcontractor may attach additional sheets if more space is needed to provide complete information.

Contract Number: _____ Contract Name: _____

Name of Bidder: _____

Name of LBE Sub or Supplier: _____

License #: _____ Scope of work: _____

1. _____ verify that _____ bid to
Name of LBE Owner/Representative LBE Firm
 the above referenced Bidder for subcontracting work in the amount of \$ _____ and have
 been offered a subcontract in that amount.

2. Please list major vendors/suppliers of goods/services for this project:

| Name | Phone | Product(s) | \$ Amount |
|------|-------|------------|-----------|
| | | | \$ |
| | | | \$ |
| | | | \$ |

3. Please describe scope(s) of work:

4. Check one:
 We will NOT subcontract out ANY portion of our work to another subcontractor.
 We WILL subcontract out _____% of our
 work to: _____
Firm
 In the amount of \$_____. This business is a: LBE Certified Not LBE Certified.

5. I have enclosed a copy of my Firm's Bid Quotation.

I declare, under penalty of perjury, that the above information is true and correct and that our firm is a bona fide, certified LBE as defined under Chapter 14B of the San Francisco Administrative Code.

LBE Owner/Authorized Representative (Signature) Date

Name and Title (Print) Phone

v 07-10-13 CMD6-1 CMD LBE Subcontractor Participation Affidavit

SMALL BUSINESS POLICIES AND REGULATIONS



Small Business Policies and Regulations LBE Program

Local Business Enterprise Program

Contract Monitoring Division

The City and County of San Francisco's Contract Monitoring Division ("CMD") administers the City's Chapter 14B Local Business Enterprise ("LBE") Program. The purpose of the LBE Program is to help small, local businesses compete effectively for City contracts.

LBE Certification Eligibility

Certification promotes the utilization and participation of small businesses on City contracts. To realize the benefit of utilization, a business must be certified with the San Francisco Contract Monitoring Division on the bid due date. The main requirements for certification are summarized below.

- 1. Business Location:** The business must be headquartered or have the principal place of business within the City and County of San Francisco, or within the Hetch Hetchy water service area for SFPUC LBEs.
- 2. Home Office:** A residence may qualify as an office only if: (a) the persons who own or control the business do not also maintain an office outside the residence in the same or related field and (b) the persons who own or control the business claimed a business deduction on the prior year's income tax return or, for businesses started after the last tax return, would qualify for a deduction on the next tax return.
- 3. Storage of Trucking and Hauling Vehicles:** Businesses that provide trucking and hauling services must park their registered vehicles and trailers within San Francisco, or within the Hetch Hetchy water service area for SFPUC-LBEs, when not on a job site.
- 4. Exception for Suppliers:** Suppliers are required to maintain a fixed office in San Francisco or the Hetch Hetchy water service area for SFPUC-LBEs. That office need not be the suppliers' primary place of business. However, suppliers must maintain a warehouse in San Francisco, or the Hetch Hetchy service territory for SFPUC-LBEs, that is continuously stocked with inventory consistent with their certification.
- 5. Business License:** Must be operating in San Francisco or the SFPUC region with a current Business License for at least 6 months.
- 6. Commercially Useful Function:** The business must perform a commercially useful function.
- 7. Experience:** The business owner(s) must have the requisite expertise, license, or experience in the certification category in which the business is seeking certification.
- 8. Business Record:** The business owners must be able to prove that the business or its owners have performed work in the industry in which the business is seeking certification.
- 9. Economic Thresholds:** The aggregate average gross annual receipts of all of the businesses under common ownership must not exceed the below limits in the prior 3 years:

| Certification Category | Micro-LBE Threshold | Small-LBE Threshold | SBA-LBE Threshold |
|--|---------------------|---------------------|-------------------|
| Class A and Class B General Contractors | \$10,000,000 | \$20,000,000 | \$33,500,000 |
| Specialty Construction Contractors | \$5,000,000 | \$10,000,000 | \$17,000,000 |
| Goods/Materials/Equipment & General Services | \$5,000,000 | \$10,000,000 | \$17,000,000 |
| Trucking | \$1,750,000 | \$3,500,000 | \$8,500,000 |

- 10. Commonly-Owned Businesses:** All businesses owned by married spouses or domestic partners are considered under common ownership unless the businesses are in unrelated industries and no community property or other jointly owned assets were used to establish or are used to operate either business.

Small Business Policies and Regulations LBE Program

Benefits

Certified businesses benefit from bid discounts, subcontracting participation requirements and Micro-LBE set asides that are set for most City contracts. A business must be certified as an LBE on the bid due date to be eligible for the benefits.

- **Prime Contractor:** Small or Micro-LBEs are eligible for a 10% bid discount when bidding for contracts less than or equal to \$10M. For contracts with an estimated cost in excess of \$400,000 and less than or equal to \$10M, SBA-LBEs are eligible for a 5% bid discount if the apparent low bidder is NOT a Small or Micro-LBE. For contracts in excess of \$10M and less than or equal to \$20M, Small, Micro and SBA-LBEs are all eligible for a 2% bid discount.
- **Subcontractor:** LBEs are eligible to be utilized to meet the LBE subcontracting requirement (each applicable contract has a required LBE subcontracting participation requirement that all prime bidders must meet).
- **Micro-LBE Set Aside:** Contracts that are \$600,000 or less may be eligible to be set-aside for Micro-LBEs; only certified Micro-LBEs and/or Micro SFPUC-LBEs would be eligible to submit bids. The Micro-LBE prime must self-perform at least 25% of the work.

LBE Subcontracting

Subcontracting requirements are established contract by contract, based on a breakdown of the scope of work and the availability of LBEs in the relevant certification categories.

Good Faith Outreach

To be eligible for award of a contract, the prime contractor must meet or exceed the subcontracting requirement set for that project and conduct Good Faith Outreach to do so. There are two ways for a prime contractor to establish that it conducted Good Faith Outreach:

- A bidder must achieve 80 points out of 100 points on CMD Form 2B. Points are achieved by completing and recording the specific outreach steps detailed below.
- OR —
- A bidder can demonstrate in its bid that it exceeded the established LBE subcontracting requirement by 35% or more. If a bidder does so, the bidder is not required to prove that it conducted the good faith outreach steps on CMD Form 2B.



Small Business Policies and Regulations LBE Program

CMD Form 2B

A bidder must achieve at least 80 points, as determined by CMD, to be deemed compliant with the “good faith outreach” requirements. A bidder who fails to achieve at least 80 points will be declared non-responsive, and the bid will be rejected even if the bidder otherwise satisfied the LBE subcontracting participation requirement.

Supporting documentation for Items 2 and 4, below, must be submitted with the bid. Supporting documentation for Items 5 and 6, below, shall be submitted by the apparent low bidder on the fifth business day following bid opening.

1. Did your firm attend the pre-bid meeting scheduled by the City to inform all bidders of the LBE program requirements for this project?

YES
(15 points)

NO
(0 points)

If the City does not hold a pre-bid meeting, all bidders will receive 15 points.

2. Did your firm advertise, not less than 10 calendar days before the due date of the bid, in one or more daily or weekly newspapers, trade association publications, LBE trade oriented publications, trade journals, or other media, such as: Daily Pacific Builder, Daily Construction Service, San Francisco Builder’s Exchange, Small Business Exchange, SFPUC Contracts & Bids website (sfwater.org/contracts), or the Bids Contracts Section of the Office of Contract Administration’s website (mission.sfgov.org/OCABidPublication)? If so, you must enclose a copy of the advertisement with your bid.

YES
(10 points)

NO
(0 points)

The advertisement must provide LBEs with adequate information about the plans, specifications, and requirements for the work. If the City gave public notice of the project less than 15 calendar days prior to the bid due date, no advertisement is required, and all bidders will receive 10 points

3. Did your firm identify and select trades (as categorized in CMD’s LBE Directory) to meet the LBE subcontracting participation requirement? If so, please identify the trades below:

YES
(0 points)

NO
(0 points)

4. Did your firm contact LBE firms (LBE firms include MBEs, WBEs and OBEs) identified by trade (see #3 above), not less than 10 calendar days prior to the due date of the bid? If so, you must include such documentation with your bid (i.e. phone logs, emails, faxes and/or etc.) to verify that contacts were made. The purpose of contacting LBE firms is to provide notice of interest in bidding for this project.

YES
(Up to 45 points)

NO
(0 points)

A bidder who contacts those LBE firms certified in the trades identified, not less than 10 calendar days prior to due date of the bids, will receive up to 45 points. If a bidder does not comply with paragraphs a. & b. below, one point will be deducted for each LBE firm within each identified trade that is not contacted.

a. If there are less than 25 firms within an identified trade, a bidder should contact all of them.

b. If there are 25 or more firms within an identified trade, a bidder should contact at least 25 firms within such identified trade.

If a bidder does not contact any LBE firms, the bidder will receive no points.

When contacting LBEs, you should provide adequate information about the plans, specifications, and requirements for the work. If the City gave public notice of the project less than 15 calendar days prior to the bid due date, the allocation of points above still applies, except that the bidder may contact those LBE firms certified in the trades identified less than 10 calendar days prior to the due date of the bid.

Small Business Policies and Regulations LBE Program

5. Did your firm follow-up and negotiate in good faith with interested LBEs*? If applicable, your follow-up contact with interested LBEs should provide information on the City's bonding and financial assistance programs.

The apparent low bidder shall submit with its CMD 5-day submittal package, documentation (i.e. phone logs, emails, faxes and/or etc.) to verify that follow-up contacts were made.

For each interested LBE firm that the bidder does not follow-up with, a point will be deducted.

A bidder who does not perform any follow-up contact with interested LBEs will receive no points.

* "Interested LBE" shall mean an LBE firm, contacted by the bidder pursuant to Item #4 above, that expresses interest in being a subcontractor/supplier to the bidder.

YES
(Up to 20
points)

NO
(0 points)

6. The apparent low bidder shall submit the following documentation with its CMD 5-Day Submittal Package:

(1) Copies of all written bids submitted, including those from non-LBEs;

(2) If oral bids were received, a list of all such bids, including those from non-LBEs. The trade and dollar amounts for each such bid must be specified; and

(3) A full and complete statement of the reasons for selection of the subcontractors for each trade. If the reason is based on relative qualifications, the statement must address the particular qualification at issue. If the reason is based on the bid amounts, the statement must include the amounts and describe the similarities and/or dissimilarities in the scope of work covered by the bids.

Pursuant to Section 14B.8(E) of the Ordinance, all bidders shall maintain the documentation described under this item for three years following submission of the bid or completion of the contract, whichever is later.

— OR —

Exceeding the LBE Subcontracting Requirement By 35%

If a bid demonstrates total LBE participation that exceeds the established LBE subcontracting participation requirement for the project by 35%, the bidder will not be required to prove that it conducted good faith outreach efforts or to submit evidence of good faith outreach efforts. Note that a Small or Micro-LBE prime bidder may count its own Contract Work toward the 35% good faith efforts exception, but not the subcontracting requirement.

Example: If the LBE subcontracting requirement is 10%, Good Faith Outreach requirements are not required if the Bidder has a total LBE participation that equals or exceeds 13.5% of the base bid amount (the 13.5% represents the 10% LBE subcontracting requirement plus 35% of that 10% participation requirement).

CONTACT:

Nichole Truax, LBE Program
(415) 554-3104, ntruax@sfgwater.org

Ryan B. Young, LBE Certification
(415) 581-2301, ryan.b.young@sfgov.org

www.sfgov.org/cmd

Regional SFPUC Local Business Enterprise Program

The SFPUC's Local Business Enterprise (SFPUC-LBE) Program makes disadvantaged small regional firms, located in the Hetch Hetchy water service territory, eligible to be certified by CMD as LBEs for contracting opportunities on specified SFPUC projects.

In September 2006, the Regional SFPUC-LBE Program, Chapter 14.B5 of the San Francisco Administrative Code, was created to provide disadvantaged small construction firms, located outside of the City and County of San Francisco, but within the Hetch Hetchy water service area, opportunities to bid and compete for contracts under the \$4.6 Billion Water System Improvement Program (WSIP). The WSIP is a shared cost capital improvement program, with two-thirds of the cost paid by the SFPUC's regional customers, and one-third paid by San Francisco ratepayers. The Regional SFPUC-LBE Program was an addition to the existing LBE program, Chapter 14.B of the San Francisco Administrative Code.

Under WSIP, Regional SFPUC-LBEs could receive LBE prime contractor discounts and be utilized to meet LBE subcontracting requirements on WSIP construction projects. In April 2013, with WSIP progressing and the number of projects diminishing, the Regional SFPUC-LBE Program was revised to make SFPUC-LBEs eligible for Program benefits (bid discounts and subcontracting participation credit) on all shared cost regional construction projects (repair and replacement and capital improvement projects) and non shared cost projects located 70 miles beyond the jurisdictional boundaries of the City and County of San Francisco.

Until July 2015 the Regional SFPUC-LBE Program only applied to public works/construction services, construction materials supplies, construction equipment rental, and/or trucking firms. However, effective July 1, 2015, the Program has been expanded to include regional architecture, engineering and construction management firms. Those professional services firms are eligible to be certified as Regional SFPUC-LBEs and, thus, receive Program benefits

(bid discounts and subcontracting participation credit) on SFPUC regional projects depending on the project's status as shared or non shared cost.

Non Shared Cost Projects



On non shared cost projects beyond 70 miles of the jurisdictional boundaries of the City and County San Francisco, the awarding department will apply the 10% bid discount for SFPUC-LBEs when application of the discount would not adversely impact the ranking of a bid submitted by a local San Francisco Micro-LBE, Small-LBE or SBA-LBE (i.e. if an LBE firm is the apparent low bidder the awarding department will not apply the 10% bid discount to the SFPUC-LBE's bid).

In addition, SFPUC-LBEs are eligible to be utilized to satisfy the LBE subcontracting goal for all non shared cost projects located 70 miles outside of the City and County San Francisco.

Shared Cost Projects



For shared cost projects outside of the jurisdictional boundaries of the City and County San Francisco, SFPUC-LBEs are eligible for the 10% prime bid discount and are eligible to be utilized to meet the LBE subcontracting goal.

Shared cost projects are regional WSIP projects, regional repair and replacement projects, and regional capital improvement program projects with two-thirds of the project cost paid by the Bay Area Water Supply Conservation Agency (BAWSCA) and one-third paid by San Francisco ratepayers.

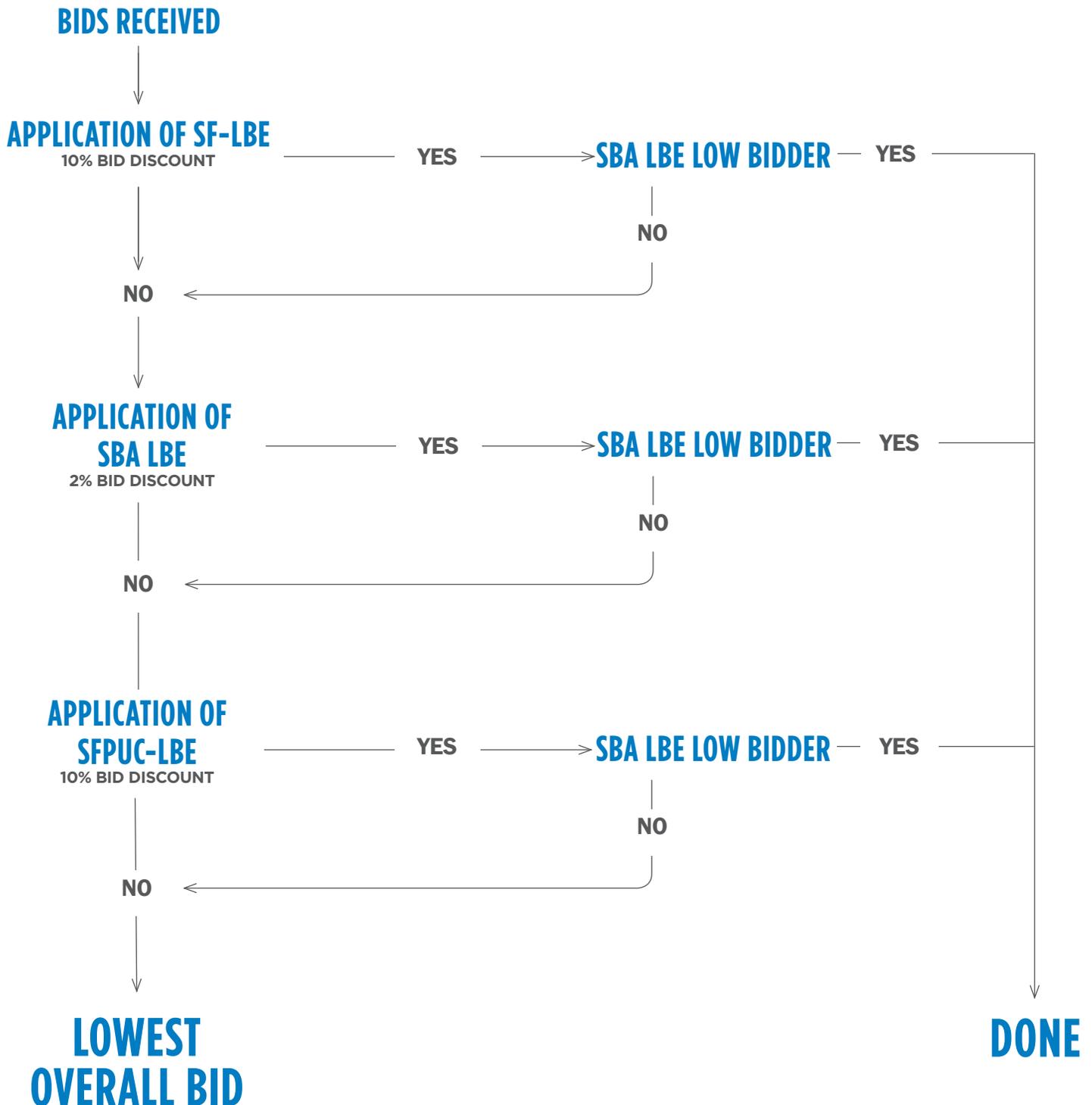
CONTACT:

Iris Martin-Lopez, Coordinator,
SFPUC Local Business Enterprise Program
(415) 554-3222 ilopez@sfgwater.org

Small Business Policies & Regulations Non-Shared Cost Projects

Regional SFPUC-LBE Program

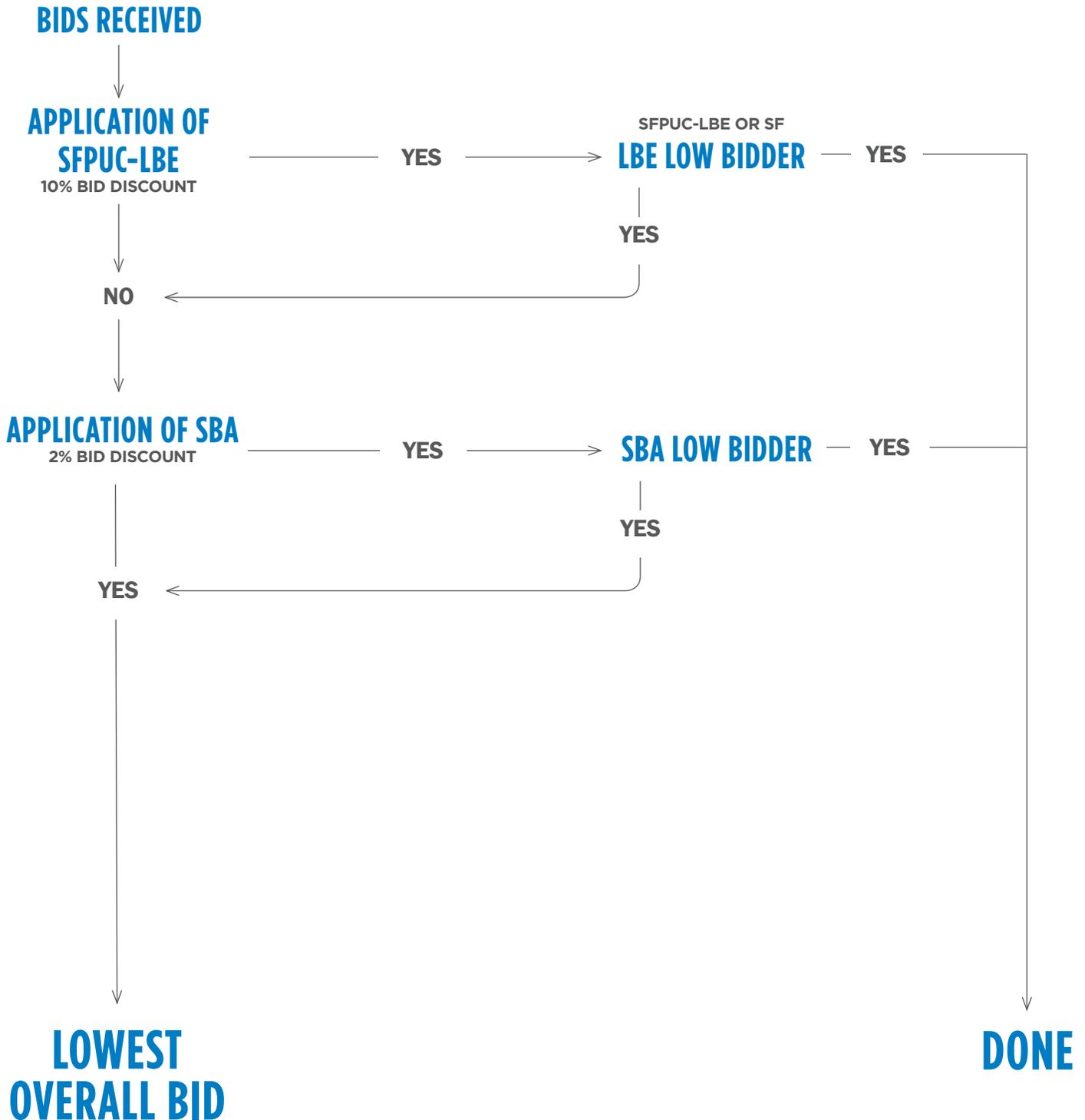
Bid review for Non-Shared Cost projects



Small Business Policies & Regulations Shared Cost Projects

Regional SFPUC-LBE Program

Bid review for Shared Cost projects



WORKFORCE POLICIES AND REGULATIONS



Workforce Policies and Regulations Project Labor Agreement

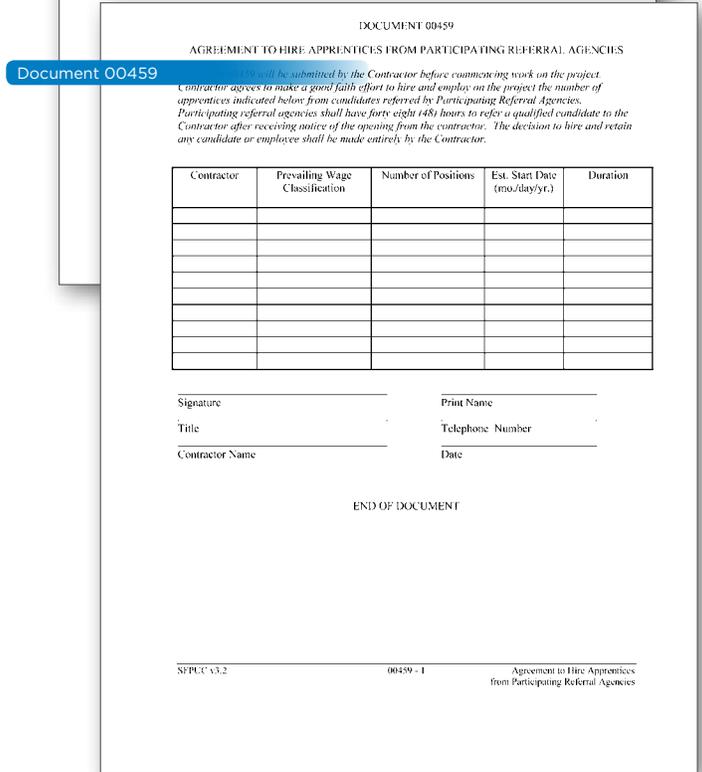
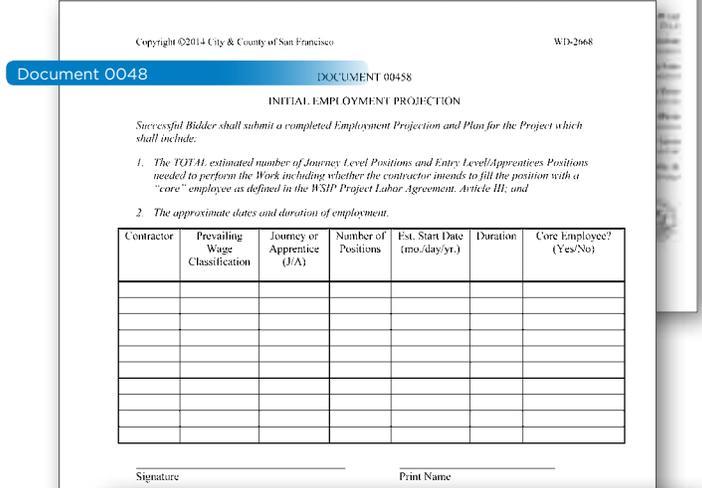
The Water System Improvement Program (WSIP) Project Labor Agreement (PLA) is an historic agreement between contractors, labor organizations, the SFPUC, and community-based organizations. The PLA has contributed to the overall success of the \$4.8B WSIP, helping to safely deliver PLA-covered projects on time, on budget, with labor harmony and successful project completion.

The SFPUC, contractors, labor partners, and community organizations have established a collaborative process, through the PLA, for ensuring SFPUC ratepayers and other stakeholders have been able to contribute to the program's workforce and project completion goals. Through the WSIP, new or improved pipelines, dams, reservoirs, treatment facilities, pump stations and other infrastructure have been seismically upgraded, helping to ensure the system will be able to deliver safe drinking water within 24 hours of an seismic event, safeguarding the health and welfare of more than 2.5 million San Francisco and regional customers across three separate Bay Area counties.

As a general rule, all WSIP-funded projects are covered by the PLA. Since 2007, when the PLA was authorized, 50 WSIP projects, with a cumulative total construction budget of approximately \$2B, have been awarded.

Project Labor Agreement Requirements

All contractors and sub-contractors on a PLA-covered project are required to complete a **Letter of Assent (Document 00521)** and two PLA related documents: **Initial Employment Projection (Document 00458)** and **Agreement to Hire Apprentices from Participating Referral Agencies (Document 00459)**. The Prime Contractor must also submit **Certification Form for the Water System Improvement Program Project Labor Agreement, Local Area Apprenticeship and Employment Opportunities Program (Document 00457/PLA)**. For contracts over \$350,000, contractors must also submit **Form 1: CityBuild Workforce Projections**.



San Francisco and Regional Service Territory Participation Goals

The PLA has set a goal that 50% of total project hours and 50% of apprentice labor hours be executed by employees that reside within San Francisco and the SFPUC Water System Service Territory (as defined by zip code). To date 48% of total construction hours have been performed by San Francisco and SFPUC Service Territory Residents and 72% of all apprentice hours have been worked by San Francisco and SFPUC Service Territory Residents.

Project Labor Plan Development

Prime contractors and subcontractors meet with SFPUC Labor Relations Specialists to discuss scope of work, projected start dates, review forms, and to provide a list of key employees from the service territory. Estimated start dates for hiring apprentices from referral agencies are also considered. PLA administrative staff will assist contractors with achieving the local hiring goals and meeting State apprenticeship requirements.

California Prevailing Wage Laws and Apprenticeship Ratios

PLA administrative staff track and monitor contractors' payroll reports to ensure workforce participation complies with the California Department of Industrial Relation's Division of Apprenticeship Standards mandated ratios of journey to apprentice within each craft.

Community-Based Workforce and Training Organizations

The SFPUC, contractors, labor, and workforce stakeholders have agreed to support efforts to work with pre-apprenticeship training agencies in San Francisco and throughout the SFPUC Service Territory. In an effort maximize employment opportunities for those residents of communities impacted by the SFPUC's regional \$4.8B WSIP, qualified and determined individuals are supported in their efforts to find entry-level opportunities that may be available through the program's collaborative training and referral service process.

Document 00457/PLA

DOCUMENT 00457/PLA
 Certification Form for the Water System Improvement Program
 Project Labor Agreement
 Local Area Apprenticeship and Employment Opportunities Program

Submit completed and signed certification form with Bid if Bidder's Total Bid Price and, if applicable, Alternates selected by the City prior to the date of award of the Contract, exceeds \$350,000. The City may determine that Bidder's Bid is non-responsive if Bidder's Total Bid Price and selected Alternates, if applicable, exceeds \$350,000 and Bidder fails to submit this certification with its Bid.

I, _____, by affixing my signature hereto, acknowledge that I have read San Francisco Administrative Code chapter 83 and agree to participate in the Water System Improvement Program, Project Labor Agreement Local Area Apprenticeship and Employment Opportunities Program, which fosters construction and permanent employment opportunities for Qualified Economically Disadvantaged Individuals. I agree to abide by the terms and conditions of the Program, as described in the PLA and its supporting plans and documents, as they may be amended from time to time. I understand that upon meeting the conditions described herein, and those described in the Project Labor Agreement Local Area Apprenticeship and Employment Opportunities Program, the contractor has met the obligations imposed by San Francisco Administrative Code Chapter 83. In order to meet the requirements, I agree to the following:

- 1) To submit a completed DOCUMENT 00458 INITIAL EMPLOYMENT PROJECTION as described below.

SAN FRANCISCO
 CITY AND COUNTY OF SAN FRANCISCO

FIRST SOURCE HIRING PROGRAM
 CITYBUILD ATTACHMENT 1
 CONSTRUCTION CONTRACTS

Form 1: CityBuild

FORM 1: CITYBUILD WORKFORCE PROJECTIONS

Instructions

- The Prime Contractor must complete and submit Form 1 within 30 days of award of contract.
- All subcontractors with contracts in excess of \$100,000 must complete Form 1 and submit to the Prime Contractor within 30 days of award of contract.
- The Prime Contractor is responsible for collecting all completed Form 1's from all subcontractors.
- It is the Prime Contractor's responsibility to ensure the CityBuild Program receives completed Form 1's from all subcontractors in the specified time and keep a record of these forms to a compliance binder at the project jobsite.
- All contractors and subcontractors are required to attend a preconstruction meeting with CityBuild staff.
- All contractors and subcontractors are responsible for submitting a Job Notice Form (Form 3) for all new hires on the project.

Construction Project Name: _____ Construction Project Address: _____
 Projected Start Date: _____ Contract Duration: _____ (calendar days)
 Company Name: _____ Company Address: _____
 Main Contact Name: _____ Main Phone Number: _____
 Main Contact Email: _____
 Name of Person with Hiring Authority: _____ Hiring Authority Phone Number: _____
 Hiring Authority Email: _____

Name of Authorized Representative: _____ Signature of Authorized Representative: _____ Date: _____

**By signing this form, the company agrees to participate in the CityBuild Program and comply with the provisions of the First Source Hiring Agreement pursuant to San Francisco Administrative Code Chapter 83.*

Table 1: Briefly summarize your contracted or subcontracted scope of work

Table 2: Complete on the following page

- List the construction trade crafts that are projected to perform work. Do not list Project Managers, Engineers, Administrative, and any other non-construction trade employees.
- Total Number of Workers on the Project. The total number of workers projected to work on the project per construction trade. This number will include existing workers and new hires. For union contractors this total will also include union dispatches.

PLEASE EMAIL COMPLETED FORM TO CITYBUILD@SFGOV.ORG
 PHONE LINE: (415)701-4848 FAX LINE: (415)701-4855 WEBSITE: WWW.WORKFORCEDEVELOPMENTSFG.ORG
 4/24/2015

The WSIP Job Training and Opportunities Program partners include: San Francisco City and County's CityBuild Academy; Alameda County's Cypress Mandela Training Center, Inc.; San Mateo County's JobTrain - Project Build; and San Joaquin County's YouthBuild.

Partner Referral Agencies

- San Francisco City and County's CityBuild Academy
- Alameda County's Cypress Mandela Training Center, Inc.
- San Mateo County's JobTrain Project Build
- San Joaquin County's YouthBuild

KNOW THE SAN FRANCISCO CONSTRUCTION WORKFORCE DEVELOPMENT POLICIES

Construction projects in San Francisco may include different workforce development policies. This guide provides a broad overview of the applicable workforce development policies. Additional details about the San Francisco specific policies follow. For information about an individual project, contact CityBuild at (415) 701-4848.

| Policy Name | Policy Description | Policy Requirements |
|---|--|---|
| First Source | <p>Most private large scale “new construction” projects and public works projects which are fully or partially federally funded.</p> <p>Notable current projects: 1 Rincon, 45 Lansing, 181 Fremont, 1321 Mission, 1400 Mission, 2558 Mission, Central Subway, Presidio Parkway, SFO Air Traffic Control Tower, Transbay Terminal.</p> | <p>Good Faith Effort that 50% of all new hires be First Source Eligible. Contractors must notify CityBuild of all new hiring opportunities. There are no mandatory local percentage requirements on these projects.</p> |
| Local Hiring Policy | <p>Applies to City public works and improvement projects valued above \$400,000 since March 25th, 2011.</p> <p>Notable current projects: Most projects administered by the SFPUC, DPW, MTA, PORT, Rec & Park and SFO, including park, street, and sewer repair projects as well as new construction and renovation of City buildings such as the War Memorial Building and SFO Terminals.</p> | <p>Mandatory local participation requirements apply. Local residents must perform 30% of overall work hours, by trade; and 50% of all apprentice hours, by trade.</p> |
| Office of Community Investment & Infrastructure (OCII) | <p>Applies to projects receiving funding from the US Department of Housing and Urban Development (HUD) and administered by the Mayor’s Office of Housing or OCII.</p> <p>Notable current projects: Most Mission Bay Development projects and the Hunter’s Point Shipyard.</p> | <p>Good Faith Effort that 50% of all work hours be performed by local residents, with priority given to project area residents. However, there are no mandatory local percentage requirements.</p> |
| Section 3 | <p>Applies to projects receiving funding by HUD and administered by the Mayor’s Office of Housing or OCII.</p> <p>Notable current projects: 121 Golden Gate, Franciscan Towers, Western Park Apts. 1100 Ocean, 201 Turk.W</p> | <p>30% of all new hires shall be Section 3 Residents. Overall project goal of 30% participation by Section 3 Residents. Section 3 Residents are (1) a resident of public housing or (2) a low income resident of San Francisco. Federal Goals pertaining to female and minority participation also apply.</p> |
| Federal Workforce Goals | <p>For all federal funded or partially federally funded contracts over \$10,000.</p> <p>Notable current projects: Notable current projects: Central Subway, Naval Shipyard, SFO Air Traffic Control Tower, SFO Runway Safety Improvement Project, Transbay Transit Center.</p> | <p>Workforce goal of 6.9% female participation by trade and 25.6% minority participation by trade. These goals are administered by the Office of Federal Contract Compliance Programs.</p> |

Workforce Policies and Regulations Local Hiring Policy

Overview

Contracts first advertised for bid on or after March 25, 2011, for public work or improvement in excess of \$400,000, are covered by the San Francisco Local Hiring Policy. The Office of Economic and Workforce Development is charged with the enforcement of this policy.

Mandatory Participation

The mandatory participation level applies to all project hours, within each trade, and requires that 30% of the project hours be performed by local residents, with no less than 15% of all project work hours within each trade to be performed by disadvantaged workers. All contractors, regardless of tier, are subject to these requirements.

The mandatory participation level will increase annually over seven years up to a mandatory participation level of 50% of project work hours, within each trade, performed by local residents, with no less than 25% of all project hours within each trade performed by disadvantaged workers.

Local Resident

A local resident is defined as an individual who is domiciled within the City and County of San Francisco at least 7 days prior to commencing work on the project. An individual may have only one domicile, which is their principal residence and where they intend to return when they are absent.

Apprentice Participation

In addition to the mandatory participation level, at least 50% of the project work hours must be performed by apprentices, within each trade, shall be performed by local residents, with no less than 25% of project work hours performed by apprentices, within each trade, to be performed by disadvantaged workers.

Trade Exemptions

The following Construction Specialty Crafts are exempted from the requirements of the Local Hiring Policy. For a project covered by the policy, contractors shall report all work hours performed for each designated exempt trade. These work hours will be excluded from the required local hiring percentages of the project:

- 1. De Minimus Work Hours:** trades that perform less than 5% of the total project work hours based on the City's Payroll Report System.
- 2. Pile Driver:** any marine diving, underwater, or marine-related pile-driving work.
- 3. Operating Engineers:** specifically a helicopter pilot, crane operators and oilers, boat, barge, dredge and/or floating equipment operators, deck engineers and oilers.
- 4. Tunnel/Underground Work performed by the Operating Engineers or Laborers trade.**
- 5. Electrical Utility Lineman: lineman / cable splicer**
- 6. Stainless Steel Welding: regardless of craft**
- 7. Ironworker Connector**
- 8. Millwright**



Penalties

The ordinance establishes various consequences of non-compliance with the policy, including the authority to assess penalties against contractors that do not meet the local hiring requirements.

The penalty for failing to meet the local hiring requirement shall be the amount equal to the journeyman or apprentice prevailing wage rate for the primary trade used by the contractor for each hour the contractor fell short.

Waiver

Contractors may request a conditional waiver from local hiring requirements on a project-specific basis for “specialized trades,” by receiving credit for local hiring on non-covered projects, or sponsoring new apprentices.

Employer Assistance

A contractor may utilize the Office of Economic and Workforce Development’s CityBuild Referral Program if their preferred method of hiring does not enable them to meet the local hiring requirements of the policy.

CONTACT:

For more information on the San Francisco Local Hiring Policy or the Office of Economic and Workforce Development:

(415) 701-4894 or (415) 581-2335

Local.Hire.Ordinance@sfgov.org /
workforcedevelopment@sfgov.org

www.workforcedevelopmentsf.org
www.oewd.org

CityBuild Academy aims to meet the demands of the construction industry by providing comprehensive pre-apprenticeship and construction administration training to San Francisco residents. CityBuild began in 2006 as an effort to coordinate City-wide construction training and employment programs. CityBuild Academy is administered by the Office of Economic and Workforce Development (OEWD) in partnership with the City College of San Francisco, various community non-profit organizations, labor unions, and industry employers.

CityBuild Academy

CityBuild Academy offers an 18-week pre-apprenticeship and construction skills training program at the City College of San Francisco, Evans Campus. Trainees can earn up to 15 college credits while learning foundational skills and knowledge to enter the construction trades and succeed as new apprentices. Trainees are given the opportunity to obtain construction-related certifications such as OSHA 10, Forklift, Skid Steer, CPR and First Aid. Several program instructors are construction industry specialists with years of field experience. Since 2006, more than 753 San Francisco residents have graduated from CityBuild Academy and more than 658 graduates have secured employment programs in various construction trades.

Construction Administration and Professional Service Academy (CAPSA)

CAPSA is a semester-long program offered at the City College of San Francisco, Mission Campus. The program prepares San Francisco residents for entry-level careers as professional construction office administrators. The bi-annual training is intensive and participants graduate with knowledge of the construction sequence of work, construction office accounting cycle, role of the Construction Project Coordinator and other professional skills. Since 2010, more than 181 San Francisco residents have completed the program and over 121 graduates have been placed in administrative positions.



- CityBuild Pre-Apprenticeship Academy
- Construction Administration and Professional Services Academy
- Employment Networking Services

CityBuild Employment Networking Services

To assist contractors in meeting workforce requirements, CityBuild offers Employment Networking Services connecting experienced construction trade workers with employers on private and publicly funded projects.

CONTACT CITYBUILD:

For more information on CityBuild Academy, CAPSA, and Employment Networking Services:
(415) 701-4848

www.workforcedevelopmentsf.org/jobseekerservices

PRE-BID AND PRE-CONSTRUCTION INFORMATION LABOR STANDARDS REQUIREMENTS

Labor Standards Resources

The current prevailing wage rates are available on the Internet, or from OLSE or the Contracting Department. For specific information about prevailing wage requirements you can visit the websites listed below:

OLSE Website www.sfgov.org/olse (Select the Prevailing Wage option)



Also available on this site, find:

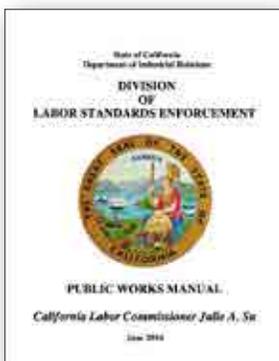
- Sign in Sheets
- CPR Form
- Paid Sick Leave Ordinance
- Health Care Security Ordinance
- OLSE Video
- SF Administrative Code, Chapter 6
- Link to Elation Systems

DIR Prevailing Wage Rates www.dir.ca.gov/OPRL/PWD/



Using this site, you can locate a particular journeyman craft or classification's prevailing wage determination, holiday, advisory scope of work, or travel and subsistence provision

DIR Public Works Manual www.dir.ca.gov/dlse/PWManualCombined.pdf



This manual reflects changes in the law, structural changes in public works enforcement, internal improvement and streamlining of tools and processes, and was developed to ensure consistent, timely, and accurate enforcement Statewide.

PRE-BID AND PRE-CONSTRUCTION INFORMATION LABOR STANDARDS REQUIREMENTS

Labor Standards Resources *(continued)*

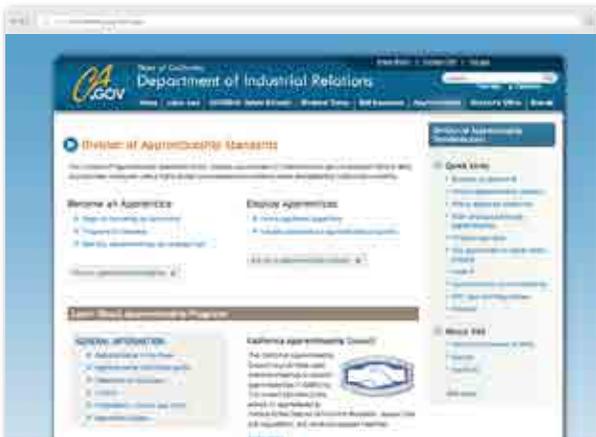
Contractors are encouraged to call OLSE for information or to answer any questions about labor standards requirements. You can contact them at (415) 554-6235.

Apprentice Wage Rates <http://www.dir.ca.gov/DAS/PWAppWage/PWAppWageStart.asp>



The list found on this web page is limited to apprenticeship wage information that has already been published. If you do not find the information for your area - please make a request to your local Division of Apprenticeship Standards (DAS) office.

Apprenticeship Programs, Requirements, & Forms <http://www.dir.ca.gov/das/das.html>



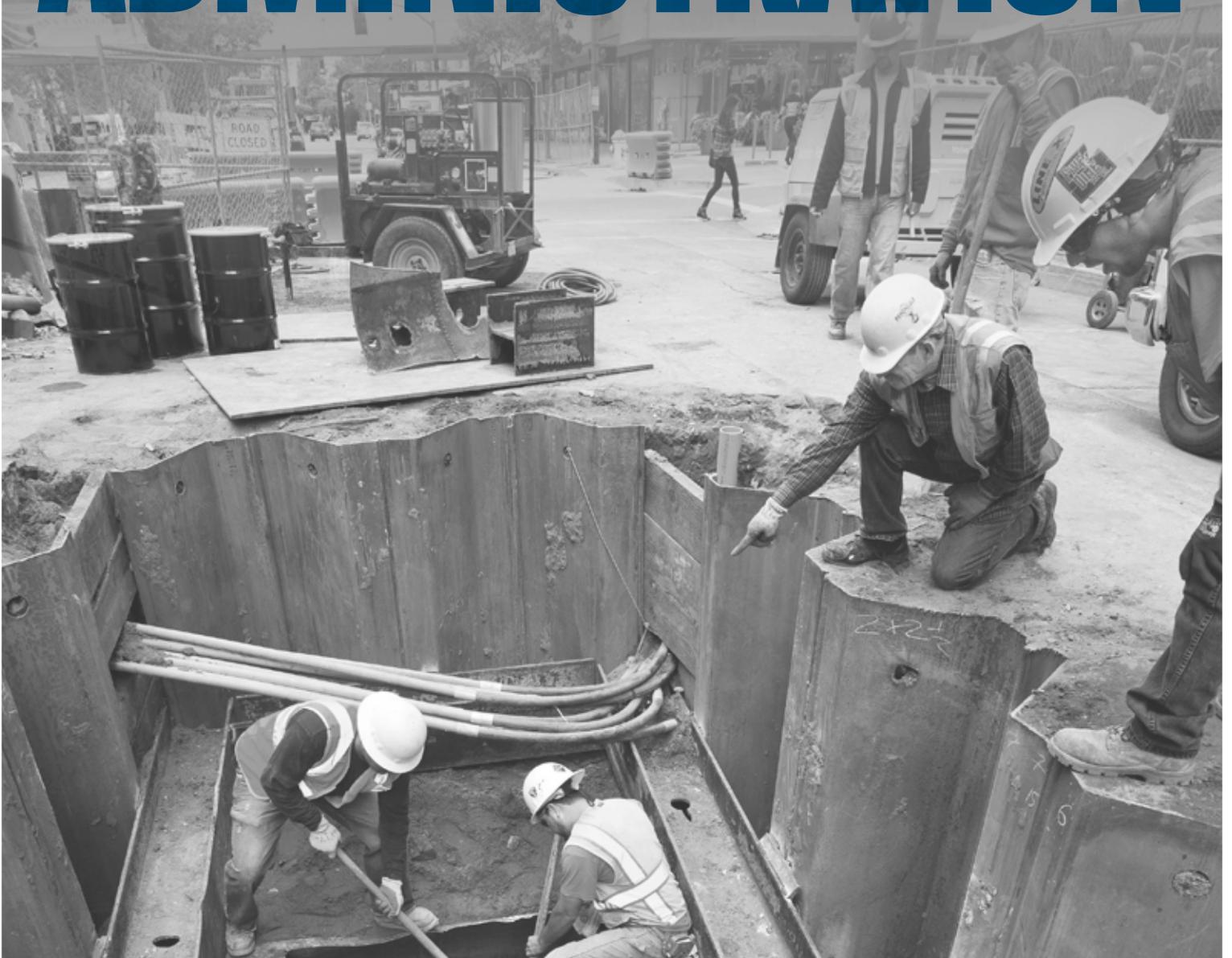
The Division of Apprenticeship Standards (DAS) creates opportunities for Californians to gain employable lifetime skills and provides employers with a highly skilled and experienced workforce while strengthening California's economy.

Contractors State License Status <https://www2.cslb.ca.gov/onlineservices/>



Use this site to look up and verify your subcontractors state contractor license status.

SMALL BUSINESS ADMINISTRATION



SURETY BOND AND CONTRACTOR DEVELOPMENT PROGRAM

The City and County of San Francisco is committed to providing local small and emerging contractors access to contract opportunities on City construction projects.

The Surety Bond & Contractor Development Program facilitates this objective by providing you, the contractor, with the tools needed to become competitive for public works construction projects.

Recognizing that bonding and working capital are common barriers contractors face when bidding and completing contracts, the program addresses these challenges.

The program benefits both the contractors and the City's economy in a positive way by reducing public work construction costs and increasing job opportunities available to local contractors. Securing the employment of more local contractors, results in a strong local economy and keeps money recycling within the City.

Eligibility

The program is for Contract Monitoring Division certified Small or Micro LBE Contractors bidding on City construction contracts.

The program is for Regional SFPUC-LBE certified contractors bidding on applicable SFPUC contracts.

Services

| |
|--|
| Bid, Performance and Payment Bond Guarantees** |
| Contract Financing Guarantees |
| Accounting Assistance and Referrals |
| Third Party Funds Administration |
| Bonding and Financing Consultation and Technical Assistance |
| Individual Counseling and Group Workshops on Contractor Related Topics |

** - Contractors/Subcontractors are responsible for bond premiums to Surety Companies

Individual Counseling:

- In depth explanation of the bonding and lending process

Provide Group Workshops, such as:

- Outreach to contractors and subcontractors regarding upcoming work
- Explanation of bonding and lending process
- Explanation of bookkeeping essentials and the necessity of financial statements
- Explanation of funds control process
- How to estimate for upcoming bids
- Wage Determination and Scope of Work

Technical Assistance:

- Assistance with completion of paperwork/package required by sureties and lenders
- Identify possible deficiencies that might preclude contractor/subcontractor from bonding and/or lending
- Determine means to overcome possible deficiencies
- Assist contractors/subcontractors in obtaining first bond/loan and/or in increasing their bonding/loan capacity

Relationships

Assemble team to best assist contractor's/subcontractor's needs, i.e. surety broker, surety company, lender, and professional services

Work with contractor's/subcontractor's existing relationships, i.e. surety broker, surety-company, and lender

Examples

- Utilize guarantee, when necessary, to obtain bond/loan
- Bond/Loan have been approved through obtaining better quality financial statements
- Funds Administration has been utilized with or without a guarantee to mitigate risk on the bond and/or loan
- Introduced to a surety broker with surety markets responsive to small and emerging contractors
- Introduced to a lender responsive to contractors

Cost

Program may subsidize fees associated with Third Party Funds Administration up to \$5,000 *

Program may subsidize fees associated with Accounting Assistance up to \$3,200 *

** - Subsidy Provided Based Upon Availability of Funds*

Successes

Contractors and Subcontractors have been able to bid on \$302 million in contracts

Contractors and Subcontractors have been awarded \$87 million in construction contracts

Contractors and Subcontractors have obtained \$6.1 million in working capital loans



San Francisco
**Water
Power
Sewer**

Services of the San Francisco
Public Utilities Commission

Contractors Assistance Center

Access. Compete. Perform.

CONTRACTORS ASSISTANCE CENTER

T: (415) 467-1040 F: (415) 467-1041 HETCH HETCHY: (209) 460-1012 E: acp@sfgwater.org W: sfgwater.org/acp

150 Executive Park Blvd, Suite 1300, San Francisco, CA 94134

OPEN WEEKDAYS 8:30am - 5:30pm