

## DISABLED VETERAN BUSINESS RESOURCES

San Diego Unified requires a minimum of three percent disabled veteran business (DVB) participation on all of its construction projects. Therefore, it is important for prime contractors to have access to a wide range of disabled veteran subcontractors and suppliers. To gain a full understanding of San Diego Unified's disabled veteran business program, review the DVB Tip Sheet: [www.sandiegounified.org/DVB](http://www.sandiegounified.org/DVB)

The following are the district's partner organizations that offer multi-faceted business support and resources for DVB owners, and assistance to contractors in meeting bid requirements for DVB participation.

- U.S. Veteran Business Alliance: [www.gousvba.org](http://www.gousvba.org)
- VIB Network: [www.vibnetwork.org](http://www.vibnetwork.org)

## LABOR COMPLIANCE

A vendor performing construction, alteration, demolition, installation, or repair work under a contract and paid for in whole or in part with public funds is performing "public works" and is responsible for compliance with the California Labor Code. Some responsibilities under the code include paying prevailing wages, maintaining and submitting payroll records, and utilizing apprentices. Strict compliance with these requirements is critical and penalties for non-compliance can be severe. Penalties can include monetary assessments, prohibition from working on future public works projects, and, in extreme cases, criminal conviction.

The Department of Industrial Relations (DIR) monitors and enforces compliance on public works projects.

For more information about public works, prevailing wages, labor compliance, and more, please refer to the DIR website: [www.dir.ca.gov/Public-Works/PublicWorks.html](http://www.dir.ca.gov/Public-Works/PublicWorks.html)

## CONTRACTOR REGISTRATION

The Department of Industrial Relations (DIR) administers and enforces prevailing wage requirements through its contractor registration program for bond-funded and other public works projects. Contractors are subject to a non-refundable registration and annual renewal fee of \$400 each July 1. Registration must be renewed annually, effective July 1 each year, regardless of the original date of registration (two- and three-year registration/renewal is also available for \$800 and \$1,200). Contractors and subcontractors must have a DIR number to bid or work on San Diego Unified new construction and/or maintenance projects valued at more than \$25,000 and \$15,000, respectively.

For more information: [www.dir.ca.gov/Public-Works/Contractor-Registration.html](http://www.dir.ca.gov/Public-Works/Contractor-Registration.html)

## KEY LINKS

**BUSINESS OUTREACH:** [www.sandiegounified.org/business-outreach](http://www.sandiegounified.org/business-outreach)

**BUSINESS OUTREACH DATABASE:** [tinyurl.com/sdusd-dform](http://tinyurl.com/sdusd-dform)

**CONTRACTOR PREQUALIFICATION:** [prequal@sandi.net](mailto:prequal@sandi.net)  
[www.sandiegounified.org/contractor-prequalification](http://www.sandiegounified.org/contractor-prequalification)

**PAST PROJECT ARCHIVE** (research your competition): [www.sandiegousdplans.com](http://www.sandiegousdplans.com)

- > Click on "Past Project Archive" (left side). You will be directed to the "Specs" tab
- > Click on project name to view the list of documents
- > Click on each document to view. Each is downloadable; no password required
- > Search for projects by name, trade, school site, etc.


**PLANETBIDS** (bids & solicitations): [tinyurl.com/SDUSD-PlanetBids](http://tinyurl.com/SDUSD-PlanetBids)

**PLANROOM** (view plans by trade): [www.sandiegousdplans.com](http://www.sandiegousdplans.com)

- > Click on "Public Jobs"
- > Click on project name for plans, specs, addenda

**PROJECT SCHEDULES:** [www.go.boarddocs.com/ca/sandi/Board.nsf/Public#](http://www.go.boarddocs.com/ca/sandi/Board.nsf/Public#)

- > Click on library icon (far right top) and click on "Independent Citizens' Oversight Cmte (ICOC)"
- > Click the most recent meeting/date, click "View the Agenda"
- > Scroll down to Construction Subcommittee
- > Click on Management Report (Stanford), open pdf

**KAREN'S LINKEDIN PAGE:** [linkedin.com/in/karenlinehan](https://www.linkedin.com/in/karenlinehan) 

## WE ARE HERE FOR YOU!

### BUSINESS OUTREACH PROGRAM

**Karen A. Linehan**, Outreach Program Manager  
[klinehan@sandi.net](mailto:klinehan@sandi.net) • [www.sandiegounified.org/business-outreach](http://www.sandiegounified.org/business-outreach)

**Alma D. Bañuelos**, Business Outreach Coordinator  
[abanuelos@sandi.net](mailto:abanuelos@sandi.net) • Fax: 858-573-5857

**Sidney Hucklebridge-Key**, Lease-Leaseback Outreach Coordinator  
[shucklebridge@sandi.net](mailto:shucklebridge@sandi.net) • 619-471-4960

### ENERGY UTILITIES PROGRAM

**Steve Ditto**, Manager • [sditto@sandi.net](mailto:sditto@sandi.net) • 858-627-3503

### INTEGRATED TECHNOLOGY (IT)

**Toren Allen**, Executive Director • [tallen@sandi.net](mailto:tallen@sandi.net) • 619-260-5438

### MAINTENANCE PLANNING

**Andrea Eaton**, Senior Coordinator • [aeaton@sandi.net](mailto:aeaton@sandi.net) • 858-637-6267

### PROFESSIONAL SERVICES CONTRACTS

**Najwa Farace**, Supervisor • [nfarace@sandi.net](mailto:nfarace@sandi.net) • 858-522-5833

### PROJECT STABILIZATION AGREEMENT (PSA)

**Ivory Anderson**, Senior Labor Relations Specialist • [ianderson1@sandi.net](mailto:ianderson1@sandi.net)  
916-835-7349 • [fpcprojects.sandi.net/sites/PSA/SitePages/Home.aspx](http://fpcprojects.sandi.net/sites/PSA/SitePages/Home.aspx)

### STRATEGIC SOURCING AND CONTRACTS (COMMODITIES)

**Linda Hippe**, Director • [lhippe@sandi.net](mailto:lhippe@sandi.net) • 858-522-5831

### SPEAKERS BUREAU

To have a representative from San Diego Unified come to your group or organization to speak about doing business with the district, Props. S/Z and Measures YY & U projects, the Business Outreach Program, or other topics, please contact Karen Linehan at [klinehan@sandi.net](mailto:klinehan@sandi.net). One- to three-hour *Doing Business with the District* training classes are available as well.

Para más información en español, haga favor de comunicarse con Alma Bañuelos, [abanuelos@sandi.net](mailto:abanuelos@sandi.net)



Updated: 11/08/2023



# DOING BUSINESS WITH SAN DIEGO UNIFIED SCHOOL DISTRICT

Watch for upcoming bids and solicitations at PlanetBids:  
[tinyurl.com/SDUSD-PlanetBids](http://tinyurl.com/SDUSD-PlanetBids)

BUSINESS OUTREACH PROGRAM • Facilities Planning & Construction  
4860 Ruffner Street, Room 9 • San Diego, CA 92111-1522  
[www.sandiegounified.org/business-outreach](http://www.sandiegounified.org/business-outreach)



**San Diego Unified** SCHOOL DISTRICT  
Facilities Planning & Construction





**INTRODUCTION**

Thank you for your interest in doing business with San Diego Unified School District. This brochure is designed to help you understand the requirements, policies, and processes involved before you bid your first project.

The district's Facilities Planning and Construction (FPC) Department's Business Outreach Program engages with small, diverse businesses with the goal of increasing participation in district construction projects.

XBE is a non-specific term encompassing a broad variety of diverse business ownership. Formerly "EBE," for Emerging Business Enterprise, XBE is an umbrella term that includes small business and minority, woman, and disabled veteran-owned business enterprises. San Diego Unified has XBE goals that are taken seriously and are rigorously pursued.

Business opportunities are made available through San Diego Unified's capital improvement bonds, Propositions S and Z, and Measures YY and U. Together, S/Z/YY/U provide about \$11.6 billion to design and construct clean, safe, environmentally friendly facilities that encourage successful teaching and learning at schools throughout the district.

**PLANS AND SPECIFICATIONS**

Bid and contract documents, including plans and specs, may be downloaded free of charge at the district's online planroom. Contractors may purchase printed documents at Crisp Imaging at 8375 Camino Santa Fe, Unit B, San Diego, CA 92121, for a refundable payment of \$200-\$700 per set, or CD/USB drives for a non-refundable payment of \$2-\$10; pricing varies depending on the size of the project. Bid packages in good condition returned to Crisp within 10 days of the release of the final bid tabulation will be fully refunded.

**Planroom** (view plans by trade): [www.sandiegousdplans.com](http://www.sandiegousdplans.com)

- > Click on "Public Jobs"
- > Click on project name for plans, specs, addenda

Documents are available in the Planroom the first date of advertisement, from 3-4 weeks prior to the bid opening.



**CONTRACTOR PREQUALIFICATION**

Prequalification is required for construction projects valued at over \$1 million, regardless of the value of the prime and/or subcontractor's work on the project. Project needs differ and so do the prequalification requirements to work on San Diego Unified projects. The table below provides a quick guide to whether or not your company will need to get prequalified.

PREQUALIFICATION: WHO NEEDS IT?						
San Diego Unified School District Procurement Method	Primes	MEP Subs*	Non-MEP Subs	Painter**	Painter Subs	Suppliers/Manufacturers†
Lease-Leaseback (LLB) Projects	●	●	●		●	
Design-Bid-Build Projects Estimated Over \$1M	●	●				
Design-Bid-Build Projects Estimated Under \$1M						
Design-Bid-Build Painting Projects+				●	●	
Job Order Contracting (JOC) Projects	●	●				

\* Mechanical, Electrical, Plumbing: includes C-4, C-7, C-10, C-16, C-20, C-34, C-36, C-38, C-42, C-43, C-46 licenses and any A or B licensee performing MEP work.  
 \*\* Painter primes include all B and C-33 licensed contractors.  
 + This requirement is only for projects where painting is the majority of the work.  
 † Manufacturers, suppliers, and equipment providers do not require prequalification on any projects.

**Reference Requirements for Prequalification**

1. All prime contractors must have references for three completed projects of \$1M or more where the company was the prime contractor.
2. All mechanical, electrical, and plumbing (MEP) subcontractors must have references for three completed contracted or subcontracted projects for a public agency in California within the past five years.
3. All Lease-Leaseback (LLB) and Job Order Contracting (JOC) subcontractors must have references for two completed subcontracts for which they self-performed at least 90% of the value for a public agency in California within the past five years.

Approved prequalification packages must be on file with San Diego Unified in order to bid. Go to the following link to learn more about contractor prequalification and/or to obtain a list of prequalified contractors:

[www.sandiegounified.org/contractor-prequalification](http://www.sandiegounified.org/contractor-prequalification)

**PROJECT STABILIZATION AGREEMENT**

San Diego Unified and local construction unions entered into a Project Stabilization Agreement (PSA) to promote the involvement of district residents in the construction bond program, and to ensure these projects are free of lockouts, strikes, slowdowns, interruptions, or disruptions. The PSA applies to construction projects funded by capital improvement bonds and/or state school construction bonds valued at more than \$1 million. The district offers free PSA trainings and one-on-one meetings.

For more information see: [www.sandiegounified.org/PSA](http://www.sandiegounified.org/PSA)

**SURETY BONDS ARE REQUIRED**

Surety bonds protect the tax dollars used to fund public works projects. Surety bonds are required of contractors to guarantee the contractor will perform a construction project per its contract and pay the associated bills. In the event these obligations are not met, the third party (owner or general contractor) recovers its losses via the bond. Most bonds are issued by a surety agent upon approval from an insurance company; the insurance company is the party that remedies the default.

Prime contractors interested in working on San Diego Unified projects will need to be bonded in order to perform work at district facilities. The most common bonds are bid, performance, and payment bonds and are described here.

- A **Bid Bond** assures bids are submitted in good faith, and guarantees the contractor will meet the bid price and provide the required performance and payment bonds upon being awarded a contract.
- A **Performance Bond** protects against financial loss if the contractor defaults or fails to complete the job according to the contract.
- A **Payment Bond** guarantees that the contractor will pay certain laborers, suppliers, and subcontractors associated with the project.

The bond premium is determined by contractors' surety and is based on the contract amount. Bond costs should be a line item included in the bid.

**Bonding Resources** San Diego Unified's community partner, Surety Association of San Diego, provides assistance with the bonding needs of emerging contractors: [www.suretysandiego.org](http://www.suretysandiego.org)

**BIDS AND SOLICITATIONS**

San Diego Unified School District uses PlanetBids for prequalification, posting bids and solicitations, and online bidding. In order to use these free services, all companies must be registered on the district's PlanetBids vendor portal: [tinyurl.com/SDUSD-PlanetBids](http://tinyurl.com/SDUSD-PlanetBids) — Being registered in PlanetBids is the very best way to learn about and track San Diego Unified bids and solicitations.

**WHERE WE ADVERTISE**

San Diego Unified advertises bids, solicitations, and other information in the following publications:

- Asian Journal
- Black EOE Journal
- Professional Woman's Magazine
- The Daily Journal (legal publication of record)
- U.S. Veterans Magazine
- Voice & Viewpoint