

UNIVERSITY OF CALIFORNIA, LOS ANGELES

IMPORTANT: Submit a completed copy of this form to the University location(s) of your choice.

**BUSINESS INFORMATION FORM
BF102 (5/1/98)**

CONSTRUCTION CONTRACTOR ONLY to be completed by ALL FIRMS OR INDIVIDUALS PROPOSING TO DO BUSINESS WITH THE UNIVERSITY OF CALIFORNIA, LOS ANGELES

COMPANY NAME:		CONTACT PERSON: (Indicate Ms., Mr., etc.)							
STREET ADDRESS:									
MAILING ADDRESS (if different from street address):									
TELEPHONE NO.: ()		TOLL FREE NO.: ()			FAX NO.: ()				
E-MAIL:				Tax Identification Number:					
Indicate dollar range of projects you would be interested in bidding: (Be realistic; i.e., if your firm is located <i>several miles</i> from the work site, what is the smallest dollar size job you would be interested in bidding.) CHECK ALL THAT APPLY. <input type="checkbox"/> UP TO \$50,000 <input type="checkbox"/> 50,000-\$250,000 <input type="checkbox"/> 50,000-\$250,000 <input type="checkbox"/> \$500,000-\$1,000,000 <input type="checkbox"/> \$1,000,000-\$5,000,000 <input type="checkbox"/> Over \$5,000,000									
California Contractor's License Number(s): _ Check ALL License Classifications Codes for trades you wish to bid. SPECIALTIES: (List only work categories you are licensed to perform.)									
LICENSE CLASSIFICATION CODES									
<input type="checkbox"/> A General Engineering Contractor <input type="checkbox"/> ASB Asbestos <input type="checkbox"/> B General Building Contractor <input type="checkbox"/> C-2 Insulation and Acoustical <input type="checkbox"/> C-4 Boiler, Hot-Water Heating and Steam Fitting <input type="checkbox"/> C-5 Carpentry <input type="checkbox"/> C-6 Cabinet and Millworks <input type="checkbox"/> C-7 Low Voltage Systems <input type="checkbox"/> C-8 Concrete <input type="checkbox"/> C-9 Drywall <input type="checkbox"/> C-10 Electrical (General) <input type="checkbox"/> C-11 Elevator <input type="checkbox"/> C-12 Earthwork and Paving <input type="checkbox"/> C-13 Fencing <input type="checkbox"/> C-14 Metal Roofing		<input type="checkbox"/> C-15 Flooring and Floor Covering <input type="checkbox"/> C-16 Fire Protection <input type="checkbox"/> C-17 Glazing <input type="checkbox"/> C-20 Warm-Air Heating, Ventilating and Air-Conditioning <input type="checkbox"/> C-21 Building Moving/Demolition <input type="checkbox"/> C-23 Ornamental Metal <input type="checkbox"/> C-26 Lathing <input type="checkbox"/> C-27 Landscaping <input type="checkbox"/> C-29 Masonry <input type="checkbox"/> C-32 Parking and Highway Improvement <input type="checkbox"/> C-33 Painting and Decoratings <input type="checkbox"/> C-34 Pipeline <input type="checkbox"/> C-35 Plastering <input type="checkbox"/> C-36 Plumbing			<input type="checkbox"/> C-39 Roofing <input type="checkbox"/> C-42 Sanitation System <input type="checkbox"/> C-43 Sheet Metal <input type="checkbox"/> C-45 Electrical Sign <input type="checkbox"/> C-46 Solar <input type="checkbox"/> C-47 General Manufactured Housing <input type="checkbox"/> C-50 Reinforcing Steel <input type="checkbox"/> C-51 Structural Steel <input type="checkbox"/> C-53 Swimming Pool <input type="checkbox"/> C-54 Tile (Ceramic and Mosaic) <input type="checkbox"/> C-55 Water Conditioning <input type="checkbox"/> C-57 Well Drilling <input type="checkbox"/> C-60 Welding <input type="checkbox"/> C-61 Limited Specialty <input type="checkbox"/> HAZ Hazardous				
OWNERSHIP OF BUSINESS: (Check One) <input type="checkbox"/> Corporation State _____ <input type="checkbox"/> Partnership <input type="checkbox"/> Individual/Sole Proprietorship <input type="checkbox"/> Joint Venture Year Established _____									
Owner Status - Business is at least 51% Owned, Controlled, and Actively Managed by (check all business categories that apply, see Page 2 for definitions): <input type="checkbox"/> LBE <input type="checkbox"/> SBE <input type="checkbox"/> DBE <input type="checkbox"/> WBE <input type="checkbox"/> DVBE									
Ownership Status Categories: (Place an "X" in the boxes that best describes your firm's ownership)									
Type of Business		Asian/Indian Asian/Pacific American	Black African American	Hispanic American	Native American Indian	White Caucasian American	Other	Disabled Veteran	Socially & Economically Disadvantaged
LARGE BUSINESS	Woman Owned								
	Male Owned								
SMALL BUSINESS	Woman Owned								
	Male Owned								

PLEASE RETURN THIS PROFILE TO UNIVERSITY OF CALIFORNIA, LOS ANGELES, CAPITAL PROGRAMS, CONTRACT ADMINISTRATION, 1060 VETERAN AVENUE, LOS ANGELES, CA 90095-1395. IF YOU HAVE ANY QUESTIONS, CALL CONTRACT ADMINISTRATION AT (310) 825-7015

Signature

Title

Date

EXHIBIT 13
SELF-CERTIFICATION

For the Contractor and each Subcontractor indicated on the Report of Subcontractor Information, the following must be completed.

OR

For the Consultant and each Sub-consultant, the following must be completed.

Indicate all Business category(ies) that apply by initialing next to the applicable category(ies):

(Initial if applicable) **Small Business Enterprise (SBE)** - an independently owned and operated concern certified, or certifiable, as small business by the Federal Small Business Administration (SBA). (Size standards by Standard Industrial Classification codes required by the Federal Acquisition Regulations, Section 19.102, may be found at <http://www.sba.gov/content/table-small-business-size-standards>.) The eligibility requirements for California contracting purposes is on the [Department of General Services website](#) at <http://www.dgs.ca.gov/pd/Programs/OSDS/SBEIeligibilityBenefits.aspx>. The University may rely on written representation by the vendors regarding their status.

(Initial if applicable) **Disabled Veteran Business Enterprise (DVBE)** - a business that is at least 51% owned by one or more disabled veterans or, in the case of any publicly owned business, at least 51% of the stock of which is owned by such individuals and whose management and daily business operations are controlled by one or more of such individuals. A Disabled Veteran is a veteran of the military, naval, or air service of the United States with a service connected disability who is a resident of the State of California. To qualify as a veteran with a service connected disability, the person must be currently declared by the United States Veterans Administration to be 10% or more disabled as a result of service in the armed forces.

(Initial if applicable) **Disadvantaged Business Enterprise (DBE)** - a business concern that is at least 51% owned by one or more socially and economically disadvantaged individuals or, in the case of any publicly owned business, at least 51% of the stock of which is owned by such individuals and whose management and daily business operations are controlled by one or more of such individuals. Socially disadvantaged individuals are those who have been subjected to racial or ethnic prejudice or cultural bias because of their identity as members of a group without regard to their individual qualities. Economically disadvantaged individuals are those socially disadvantaged individuals whose ability to compete in the free private enterprise system has been impaired due to diminished capital and credit opportunities as compared to others in the same business area who are not socially disadvantaged. Business owners who certify that they are members of named groups (Black Americans, Hispanic Americans, Native Americans, Asian-Pacific Americans, Asian-Indian Americans) are to be considered socially and economically disadvantaged.

(Initial if applicable) **Women-Owned Business Enterprise (WBE)** - a business that is at least 51% owned by a woman or women who also control and operate it. "Control" in this context means exercising the power to make policy decisions. "Operate" in this context means being actively involved in the day-to-day management.

(Initial if applicable) **None of the above categories apply.**

I hereby certify under penalty of perjury under the laws of the State of California that I have read this certification and know the contents thereof, and that the business category indicated above reflects the true and correct status of the business in accordance with Federal Small Business Administration criteria and Federal Acquisition Regulations, FAR 19 pertaining to small, disadvantaged, women-owned, and disabled veteran business enterprises. I understand that falsely certifying the status of this business, obstructing, impeding or otherwise inhibiting any University of California official who is attempting to verify the information on this form may result in suspension from participation in University of California business contracts for a period up to five (5) years and the imposition of any civil penalties allowed by law.

INFORMATION FURNISHED BY:

(Print or Type Name of Owner and/or Principal)

(Name of Business or Firm)

a

(Insert type of business e.g. corporation, sole proprietorship, partnership, etc.)

By:

(Print Name)

(Title)

(Signature)

(Date)

PRIVACY NOTICE

The State of California Information Practices Act of 1977 (effective July 1, 1978) requires the University of California to provide the following information to individuals who are asked to supply personal information about themselves. Information furnished on the Self-Certification form may, in some cases, identify personal information of an individual.

- The University of California, Los Angeles, is requesting the information contained in this form and the accompanying Report of Subcontractor Information.
- The Small Business Coordinator at the University of California, Los Angeles, is responsible for maintaining the requested information. The contact information for the Small Business Coordinators may be found at: <http://www.ucop.edu/procurement-services/files/sbdmgr.xlsx>.
- The maintenance of information is authorized in part by Public Contract Code section 10500.5.
- Furnishing the information requested on this form is mandatory. If SBE, DBE, WBE and/or DVBE status is applicable, furnishing such information is mandatory.
- Failure to provide the information may be a violation of bidding procedures and/or breach of the contract and the University may pursue any and all remedies permitted by the provisions of the Contract Documents.
- The information on this form is collected for monitoring and reporting purposes in accordance with state law and University policy.
- The individual may access information contained in this form and related forms by contacting the Small Business Coordinator(s).

INSURANCE REQUIREMENTS:

The University selects insurance requirements based on degree of risk, rather than the dollar value of the contract. **The form and substance of all insurance policies required to be obtained by Contractor shall be subject to approval by University. All such policies shall be issued by companies with a Best Rating of A- or better, and a financial classification of VIII or better, or a rating by Standard & Poor of AA or better, or a Moody's rating of AA or better.**

TYPES OF INSURANCE:

1) **Comprehensive or Commercial Form General Liability:** Covering bodily injury, personal injury, property damage, and contractual liability (if on "claims made" basis, coverage shall survive not less than 3 years after termination of contract).

Each Occurrence - Combined Single limit for bodily injury and property damage.
Products - Completed Operations Aggregate
Personal and Advertising Injury
General Aggregate - Not applicable to Comprehensive Form

2) **Business Automobile Liability:** Covering owned, hired, leased, and non-owned automobiles, and providing bodily injury and property damage coverage. Limits of liability shall be per occurrence, combined single limit.

3) **Worker's Compensation and Employer's Liability:** (As required by Federal and State of California Law.)

4) **Builders Risk Property Insurance (For contracts over \$200,000):** University will provide builder's risk property insurance coverage as required by the contract documents, however, Contractor shall be responsible for the \$25,000 deductible amount in the event of losses.

OTHER INSURANCE REQUIREMENTS:

1) Certificate of Insurance shall show the name of insured exactly in the manner under which the entity is licensed by the Contractor's State License Board.

2) If the insurance Company refuses to use UC Form, they must attach an endorsement to their form covering Special Provisions 1 through 4 on the UC Form.

3) Must name Regents as additional insured.

4) Must give 30-days notice of change or cancellation.

5) The insurance shall be Primary Insurance as respects to the Regents of the University of California, its officers, agents and employees. Any insurance or self-insurance maintained by the Regents of the University of California shall be excess of and non-contributory with this insurance.

BONDING REQUIREMENTS:

The University requires Bonds at different dollar values of the contracts. **All bonds shall be on the forms contained in the Contract Document.**

TYPES OF BONDS:

1) Projects over \$50,000 require a bid security in the amount of 10% of the Lump Sum Base Bid to be submitted with the Bid Form. Bid security shall be a **Bid Bond or a certified check** made payable to "The Regents of the University of California". When a Bond is used for Bid Security, failure to use University's Bid Bond Form will result in the rejection of the Bid. All Bid securities are held by the University until project is awarded.

2) Projects over \$25,000 a **Payment Bond**, covering the payment of obligations arising under the contract terms is required.

3) Projects over \$50,000 a **Performance Bond**, covering the faithful performance of the contract, is required.

OTHER BONDING REQUIREMENTS:

1) Performance and Payment shall each be in the amount of the contract sum.

2) All premiums for bonds shall be paid by Contractor.

3) All such bonds shall be issued by surety companies listed in the latest published State of California; Department of Insurance, list of "Insurers Admitted to Transact Surety Insurance in this State."

UC Berkeley:

Attn: Contract Administration
University of California, Berkeley
Facilities Services
1936 University Avenue, Room 250
Berkeley, CA 94704-7027
<http://www.cp.berkeley.edu/ConsultDesigner.html>

UC Davis:

Design and Construction Management
Contracts
University of California, Davis
255 Cousteau Place
Davis, CA 95618-5412
Tel: (530) 754-1111
Fax: (530) 754-0116
E-Mail: dcmcontracts@ucdavis.edu
<http://dcm.ucdavis.edu/forms/>

UC Davis Medical Center:

Facilities Design and Construction
Facilities Services Division
University of California, Davis Health System
4800 2nd Avenue, Suite 3010
Sacramento, CA 95817
Tel: (916) 734-7024
Fax: (916) 734-7751
E-Mail: contracts@ucdmc.ucdavis.edu
<http://www.ucdmc.ucdavis.edu/facilities/design%20professionals/>

UC Irvine:

Brenda Duenas, Principal Contract Administrator
Design & Construction Services
5201 California Avenue, Suite 250
Irvine, 92697
Tel: (949) 824-9586
Fax: (949) 824-8096
E-Mail: blduenas@uci.edu
<http://www.designandconstruction.uci.edu/consultants.html>

UC Irvine Medical Center:

Elita Johnson Dao, Principal Contract Administrator
Planning Administration
101 The City Drive South, Building 27
Orange, CA 92868
Tel: (714) 456-8842
Fax: (714) 456-8749
E-Mail: ecjohnso@uci.edu
<http://www.healthaffairs.uci.edu/planning-administration/>

UC Los Angeles:

Office of Contracts Administration
1060 Veteran Avenue
Los Angeles, CA 90095-1365
Tel: (310) 825-7015
Fax: (310) 206-4247
E-Mail: ContractsAdministration@capnet.ucla.edu
<http://www.capitalprograms.ucla.edu/Contracts/OverviewContracts>

UC Merced:

Andrew Boyd, Director of Operations
Physical Planning Design and Construction
5200 N. Lake Rd.
Merced, Ca. 95343
<http://www.ucmerced.edu/rfp-rfq>

UC Riverside:

Nelly Zaki, Document Control Specialist
UCR Capital Programs
Capital Finance & Real Estate
1223 University Avenue, Suite 240
Riverside, CA 92507
Tel: (951) 827-1396
Fax: (951) 827-4556
Email: nelly.zaki@ucr.edu
<http://pdc.ucr.edu/business/contracts.html>

UC San Diego:

Facilities Design & Construction
Contracts Department
10280 North Torrey Pines Road, Suite 465
La Jolla, CA 92037-0916
E-mail: FDC-Contracts@ucsd.edu
<http://www.fdc.ucsd.edu>

UC San Francisco:

Jerome Ripley
FAS Finance Service Center
654 Minnesota Street, 2nd Floor
San Francisco, CA 94107-3027
Attn: Contract Services
<http://www.cpfm.ucsf.edu/dynamic.cfm?page=ArchEngSvcAnnounce>

UC San Francisco Medical Center:

Contracts Unit
Office of Design & Construction
3333 California Street, Suite 115
San Francisco, CA 94118
<http://www.designandconstruction.ucsfmedicalcenter.org/annual.html>

UC Santa Barbara:

Campus Design & Construction Services
ATTN: Contracting Services
University of California, Santa Barbara
Facilities Management, Bldg. 439
Santa Barbara, CA 93106-1030
Fax: (805) 893-8592
<http://facilities.ucsb.edu>

UC Santa Cruz:

Kay Hill, Contracts Manager
Physical Planning & Construction
University of California, Santa Cruz
1156 High Street, Barn G
Santa Cruz, CA 95064
(831) 459-2366
(831) 459-5517 (Fax)
E-Mail: khill@ucsc.edu
<http://ppc.ucsc.edu/>

Division of Agriculture and Natural Resources:

Luzanne Martin, Project Manager
Agriculture & Natural Resources Research & Extension Centers
2801 Second Street
Davis, CA 956168
(Projects are located at Research & Extension Centers throughout the State)
E-Mail: lcmartin@ucanr.edu

UC Office of the President:

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University of California, Office of the President
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Oakland, CA 94607
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