



**Grass Valley School District**

***CONTRACTOR REGISTRATION APPLICATION***  
**California Uniform Public Construction Cost Accounting Act**

The Grass Valley School District has elected to become subject to the California Uniform Public Construction Cost Accounting Procedures. The District is inviting all licensed contractors to submit information for inclusion on the District's list of qualified bidders for the **2023** calendar year.

***PLEASE NOTE: The main form of communication from the District will be via email***

<b>1. Insert below the name and complete address, including zip code, to which a Notice To Contractors or Proposal should be mailed:</b>		
Legal Name of Contractor		
Name of Requestor		
Requestor's Title		
Address		
City / State / Zip		
<b>2. Insert below the telephone and facsimile numbers at which the Contractor may be reached, as well as email address and web address, if applicable.</b>		
Telephone		
Fax		
<b><i>Email</i></b>		
Web Address		
<b>3. The Class of Contractor's License(s) held and Contractor License Number(s):</b>		
<b>License Description</b>	<b>License Class</b>	<b>License Number</b>
<b>4. Additional Information:</b>		
PWC Registration Number (DIR – SB854)		
Certified Payroll Classification		
<b>5. The type(s) of work in which the Contractor is interested and currently licensed to perform:</b>		

## **Submission Information**

Submit form to Grass Valley School District 10840 Gilmore Way, Grass Valley, CA, 95945. Completed forms may be submitted via email to [purchase@gvsd.us](mailto:purchase@gvsd.us), for receipt on behalf of the District, or via facsimile to: (530) 273-0248. Include a W-9 when submitting this application.

## **INSURANCE INSTRUCTIONS**

A. **Comprehensive General Liability and Automobile Insurance.** Without limiting Contractor's indemnification, it is agreed that Contractor shall maintain in force at all time during the performance of this agreement the policies of insurance hereinafter described.

Contractor shall secure and maintain in force during the term of this agreement:

- Bodily Injury and Property Damage Combined Single Limit from any cause \$1,000,000 per occurrence;
- Automobile Liability for owned and non-owned vehicles \$500,000 per person, \$1,000,000 per occurrence

**GRASS VALLEY SCHOOL DISTRICT, AND ITS EMPLOYEES AND AGENTS shall be named as an additional insured on the policies by separate endorsement that shall be attached to the contract as proof of insurance.** Insurance Accord shall state "*All operations resulting from informally or formally quoted projects*".

Written notification by the carrier to the District at least thirty (30) days prior to cancellation, failure to renew, or other termination, is required.

Insurance afforded under the contractor's policy is primary and any insurance maintained by the District shall apply, if required by law, in excess of, and not contributory with, insurance required under the terms of this contract.

Contractor will, at his own expense maintain coverage in conformance with above requirements. Certificates of insurance evidencing the existence of coverage shall be filed with the District prior to commencement of work no later than seven (7) calendar days from date of notification of award.

B. **Workers' Compensation.** Contractor shall maintain a policy of workers' compensation insurance as required by Labor Code Section 3200 *et. seq.* A certificate evidencing this coverage shall be filed with the District prior to the commencement of work under this agreement and will become part of the contract. Notification by the carrier to the District at least 30 days prior to cancellation, failure to renew, or other termination, is required.

C. **Delivery of Insurance Documents.** Insurance Accord and endorsements may be E-mailed or mailed to:

Grass Valley School District  
Attn: Purchasing Department  
10840 Gilmore Way  
Grass Valley, CA 95945  
E-mail: [Purchase@gvsd.us](mailto:Purchase@gvsd.us)

*The Grass Valley School District may create a new contractors list effective January 1<sup>st</sup> of each year and may include any contractor's name it desires on the contractors list, but must include, at a minimum, all contractors who have properly provided the School District with the required registration information, either during the calendar year in which the list is valid or during November or December of the prior year. A contractor may have their firm added to the School District's Contractors List at any time by providing the required information.*