



San Diego Community College District

SDCCD PlanetBids Vendor Portal Registration Guide

Step 1: Log into the PlanetBids vendor account at <https://vendors.planetbids.com/portal/57760/portal-home> and select "Vendor Registration."

The screenshot shows the PlanetBids Vendor Portal interface for the San Diego Community College District. The page features a header with the district's logo and name. Below the header, the title "Vendor Portal" is centered. A grid of six main menu items is displayed, each with an icon and a brief description. The "Vendor Registration" item is circled in blue. The other items are "Bid Opportunities", "My Contracts", "Certified Vendors", "Contracts", and "My Insurance".

Item	Description	Login Required
Vendor Registration	Create a new vendor record. If you wish to view or edit an existing vendor, simply Log In.	No
Bid Opportunities	Search and bid electronically on opportunities with this agency, download documents, and become a prospective bidder.	No
My Contracts	Manage your awarded contracts, record payments, add subcontractors, produce reports and charts.	Yes
Certified Vendors	Find Certified Prequalified Businesses	Yes
Contracts	View public information regarding agency contracts.	Yes
My Insurance	View and fulfill insurance requests / requirements.	Yes

Step 2: Select the "Prequalification" tab to continue.

The screenshot shows the PlanetBids Vendor Portal user interface for a logged-in user. The page displays a welcome message: "Welcome, Test Company A!". Below the message, there are two buttons: "Change Password" (with a password icon) and "Change Email" (with an email icon). On the left side, there is a vertical sidebar with four menu items: "VENDOR PROFILE HOME", "VENDOR DETAILS", "PREQUALIFICATION", and "PREQUALIFICATION". The second "PREQUALIFICATION" item is circled in blue.

Step 3: Read and answer the questionnaire according to the instructions provided.

Would you like to apply for contractor prequalification?*

Yes No

San Diego Community College District ("District") has adopted the Uniform Public Construction Cost Accounting Act ("CUPCA") and is interested licensed contractors to submit their company information to the District's Informal Bidding Contractors List.

Per California Public Contract Code 22032, any Public Work estimated to be below \$200,000 is subject to the Informal Bidding Procedures set forth by the State of California Uniform Construction Code Accounting Commission.

Interested contractors are required to have a current license verification through the Contractors State License Board pursuant to Senate Bill (SB) 854, no contractor or subcontractor on a bid or awarded a contract for a public works project or with the Department of Industrial Relations (DIR) per California section 1725.5.

The District's Informal Bidding Contractors List will be used for contractors of upcoming informal public projects bids. You are invited to apply; however, the District's annual Informal Bidding Contractors List is effective through December 31st. Applications for the following year will be submitted beginning November 1st.

If you or your company would like to be placed on the District's Informal Bidding Contractors List, please select "Yes" and complete the application listed below.

Prequalification Status

Current Status: Applying

Contractor Licenses EDIT

Licenses

B General Building
C-6 Cabinet, Millwork and Finish Carpentry

License #*

Exp. Date* 

General Questionnaire

Labor Code § 1725.5 states, in pertinent part that: "A contractor shall be registered pursuant to this section to be qualified to bid/propose on, be listed in a bid/proposal, subject to the requirements of Section 4104 of the Public Contract Code, or engage in the performance of any public work contract that is subject to the requirements of this chapter."; and that the Contractor is or will be so registered with the Department of Industrial Relations at the time the Contractor submits a Statement of Qualifications that is the subject of this procurement.

Contractor acknowledges the above and agrees to comply.*

Certify

I certify and declare that I have read all the foregoing answers to this questionnaire and know their contents. The matters stated in the questionnaire answers are true of my own knowledge and belief, except as to those matters stated on information and belief, and as to those matters, I believe them to be true. I declare under penalty of perjury under the laws of the State of California, that the foregoing is correct.*

Cancel Save as Draft Submit

Step 4: Click "Submit" after the application has been completed. Alternatively, you may save it as a draft if you are still working on the application.

IMPORTANT: Your Vendor Profile will need regular updates to reflect renewals of business certifications, licenses, or any changes within your company. Failure to keep your registration current may result in the application being denied or deemed insufficient. If you have any questions, please contact Kellie Silva, SDCCD Contract Specialist for Operations, Enterprise Services, and Facilities, at ksilva@sdccd.edu or 619-388-3893.