



# How to Do Business With UCSF

*We go big by starting small*

## You can begin the qualification process by completing our Contractor Profile or Annual Announcement forms:

Construction Contractor Profile Form (Contractors):

- [tiny.ucsf.edu/contractorprofileform](http://tiny.ucsf.edu/contractorprofileform)

Annual Announcement Form (Design Professionals/Consultants):

- [tiny.ucsf.edu/annualannouncement](http://tiny.ucsf.edu/annualannouncement)

UCOP Annual Announcement – intended to identify persons and firms interested in pursuing contracts to perform various services

- [realestate.ucsf.edu/annual-announcement](http://realestate.ucsf.edu/annual-announcement)

Sheltered Bidding Program UCSF Real Estate:

- [realestate.ucsf.edu](http://realestate.ucsf.edu)

Construction Procurement

UCSF Real Estate uses Building Connected to advertise projects

Contact UCSF Real Estate Outreach with questions:

- [REOutreach@ucsf.edu](mailto:REOutreach@ucsf.edu)

## You will Need:

- License Classification/Codes (B, C-33)
- Employer Identification Number (EIN)
- Contractors State License Board (CSLB #)
- Architect License
- Active registration with the Department of Industrial Relations
- Primary location (SF / East Bay)

## Construction Procurement – Insurance

Minimum Insurance Requirements

- Commercial General Liability Policy
  - \$2 million general aggregate
  - \$2 million products/completed operations aggregate
  - \$1 million personal & advertising injury
  - \$1 million each occurrence-combined single limit for bodily injury and property
- Business Automobile Liability Policy
  - \$1 million per accident
- Worker’s Compensation and Employer’s Liability Policy
  - As required by Federal and State of California law

## Construction Procurement

### Bonding

Based on Construction Contract Amount:

- \$0 – \$25,000 – N/A
- \$25,000 – \$50,000 – Payment, File PWC-100
- \$50,000 and up – Payment & Performance, File PWC-100