



SANTA MONICA - MALIBU UNIFIED SCHOOL DISTRICT

**REQUEST FOR PROPOSALS/BID PROJECT INTAKE FORM**

**Due: No later than 60 working days prior to the job walk/bid documents being ready.**

1. Project Name: \_\_\_\_\_
2. Project Site: \_\_\_\_\_
3. Project Address: \_\_\_\_\_
4. Detailed scope of work: \_\_\_\_\_
5. Cost estimate: \$ \_\_\_\_\_

6. Is an architect needed?  
 Yes  No

7. If cost estimate is under 60k, please provide or attach the following:

- Labor Cost:
- Materials Cost:
- Overhead (labor + material \*30%):

8. What license type(s) is needed:

- |   |  |
|---|--|
| <input type="checkbox"/> A General Engineering                                      | <input type="checkbox"/> C-12 Earthworks and Paving                              |
| <input type="checkbox"/> B General Building   | <input type="checkbox"/> C-13 Fencing Contractor                                 |
| <input type="checkbox"/> C-2 Insulation & Acoustical                                | <input type="checkbox"/> C-15 Flooring and Floor Covering Contractors            |
| <input type="checkbox"/> C-4 Boiler, Hot Water Heating and Steam Fitting Contractor | <input type="checkbox"/> C-16 Fire Protection                                    |
| <input type="checkbox"/> C-5 Framing and Rough Carpentry Contractor                 | <input type="checkbox"/> C-17 Glazing Contractor                                 |
| <input type="checkbox"/> C-6 Cabinet, Millwork and Finish Carpentry Contractor      | <input type="checkbox"/> C-20 Warm Air Heating, Ventilating and Air Conditioning |
| <input type="checkbox"/> C-7 Low Voltage Systems                                    | <input type="checkbox"/> C-21 Building Moving/ Demolition Contractor             |
| <input type="checkbox"/> C-8 Concrete Contractor                                    | <input type="checkbox"/> C-22 Asbestos Abatement                                 |
| <input type="checkbox"/> C-9 Drywall Contractor                                     | <input type="checkbox"/> C-23 Ornamental Metal                                   |
| <input type="checkbox"/> C-10 Electrical Contractor                                 | <input type="checkbox"/> C-27 Landscaping Contractor                             |
| <input type="checkbox"/> C-11 Elevator Contractor                                   | <input type="checkbox"/> C-28 Lock and Security Equipment Contractor             |

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|--|--|
| <input type="checkbox"/> C-29 Masonry Contractor                           | <input type="checkbox"/> C-43 Sheet Metal Contactor    |
| <input type="checkbox"/> C-31 Construction Zone Traffic Control Contractor | <input type="checkbox"/> C-45 Sign Contractor          |
| <input type="checkbox"/> C-32 Parking and Highway Improvement Contractor   | <input type="checkbox"/> C-46 Solar Contactor          |
| <input type="checkbox"/> C-33 Painting and Decorating                      | <input type="checkbox"/> C-50 Reinforcing Steel        |
| <input type="checkbox"/> C-34 Pipeline Contractor                          | <input type="checkbox"/> C-51 Structural Steel         |
| <input type="checkbox"/> C-35 Lathing and Plastering                       | <input type="checkbox"/> C-53 Swimming Pool            |
| <input type="checkbox"/> C-36 Plumbing Contractor                          | <input type="checkbox"/> C-54 Ceramic and Mosaic Tile  |
| <input type="checkbox"/> C-38 Refrigeration Contractor                     | <input type="checkbox"/> C-55 Water Conditioning       |
| <input type="checkbox"/> C-39 Roofing Contractor                           | <input type="checkbox"/> C-57 Well Drilling Contractor |
| <input type="checkbox"/> C-42 Sanitation System                            | <input type="checkbox"/> C-60 Welding Contractor       |
|  | <input type="checkbox"/> C-61 Limited Specialty        |

9. Is DSA required?  
 Yes  
 No, please provide proof of exemption ([IR A-22: Construction Projects and items exempt from DSA Review](#))
10. Is Contractor prequalification required? (Depends on the size and scope of the project)  
 Yes  No
11. Is Subcontractor prequalification required? (Depends on the size and scope of the project)  
 Yes  No
12. Specify anticipated Board Award Date for projects over \$60k only: \_\_\_\_\_  
[Board of Education Meeting Calendar](#)
13. What is the anticipated job walk date \_\_\_\_\_ and time \_\_\_\_\_?
14. What is the anticipated/required start \_\_\_\_\_ and completion date \_\_\_\_\_?
15. What is the appropriate value for liquidated damages on this project? \_\_\_\_\_
16. Basis of Award (base bid only is default):  
 Additives Alternates \_\_\_\_\_  
 Deductive Alternates \_\_\_\_\_
17. Name of PM: \_\_\_\_\_
18. Reviewed by M&O Director: \_\_\_\_\_
19. Date Completed Intake sent to Purchasing: \_\_\_\_\_

**Thank you - Purchasing will craft bidding timeline and will respond to PM.**