



**CITY OF LOMPOC** Solicitation 2485  
SMALL JOBS/REPAIRS ROSTER  
2008 APPLICATION FORM  
Revised 6/10/2008

The City of Lompoc is seeking to establish a contractor's roster to bid on and provide "On Call" small Jobs/repairs usually less than \$25,000 (or as otherwise provided by the City Code) providing services for the City of Lompoc Departments. The primary plan is for the contractor to work "as needed" by the various City Divisions to complete small and emergency repairs to the various City Systems. The bids are expected to be on a Lump Sum basis and no specific volume is guaranteed. This solicitation has no deadline. Applications may be submitted anytime while the program is ongoing.

For example raising or lowering maintenance holes or fire hydrants as required because of paving or sidewalk changes.

**PREVAILING WAGE:** All projects over \$1,000 will be prevailing wage jobs requiring submitted certified payroll. In accordance with the provisions of Section 1773 ET seq of the Labor Code.

**INSURANCE:** All contractors who apply and can meet the insurance and contractors licensing requirements will be added to the Roster. Current insurance must be on file to begin any job. Note especially the requirements for a separate endorsement. Applicants without insurance will be listed but as without insurance on file and the department will know that starting the work may take several days longer.

The City Department Contact will select one or more contractors from the Roster/list with appropriate skills and fax a request for quotation and give the contractor a walk through of the job site. The contractor will fax back the quotation to the department.

The general policy is to make no prepayments or accept C.O.D.s. Payments are made within 30 days from completed work and receipt of correct invoice.

The City will select a contractor and send an award purchase order release . A contractor on the list may not be invited to quote for every small job.

Ray Ambler  
Purchasing Manager

**CITY OF LOMPOC** Solicitation 2485  
SMALL JOBS/REPAIRS ROSTER  
2008 APPLICATION FORM  
Revised 6/10/2008

Date \_\_\_\_\_

Complete pages 2-5 and fax back to (805) 735-7628

**GENERAL INFORMATION**

**Firm Name:** \_\_\_\_\_

**Contact Name/Title:** \_\_\_\_\_

**Business Address:** \_\_\_\_\_

**Office Phone: Fax:** \_\_\_\_\_

**Lompoc Business Lic. No.** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**California Contractor Lic. No:** \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_

**License Class Designation** \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

**Expiration:** \_\_\_\_\_

**Federal Tax ID or SSN:** \_\_\_\_\_

---

**Primary Specialty Areas (Check  all applicable boxes)**

(A) General Engineering Contractor

(B) General Building Contractor

(C) Specialty Contractor

C-5 - Framing and Rough Carpentry Contractor

C-6 - Cabinet, Millwork and Finish Carpentry Contractor

C-7 - Low Voltage Systems Contractor Audio Video Install & wire

C-8 - Concrete Contractor

C10 - Electrical Contractor

C12 - Earthwork and Paving Contractors

C13 - Fencing Contractor

C15 - Flooring and Floor Covering Contractors

C16 - Fire Protection Contractor

**CITY OF LOMPOC** Solicitation 2485  
SMALL JOBS/REPAIRS ROSTER  
2008 APPLICATION FORM  
Revised 6/10/2008

- C20 - Warm-Air Heating, Ventilating and Air-Conditioning Contractor**
- C27 - Landscaping Contractor**
- C29 - Masonry Contractor**
- C33 - Painting and Decorating Contractor**
- C36 - Plumbing Contractor**
- C38 - Refrigeration Contractor**
- C39 - Roofing Contractor**
- C42 - Sanitation System Contractor**
- C57 - Water Well Drilling Contractor**
- C61 - Limited Specialty D\_\_\_\_\_**

[D06 - Concrete Related Services](#)

[D21 - Machinery and Pumps](#)

[D28 - Doors, Gates and Activating Devices](#)

[D34 - Prefabricated Equipment](#)

[D49 - Tree Service](#)

**OTHER (ALL CATEGORIES)**

\_\_\_\_\_

\_\_\_\_\_

**CITY OF LOMPOC Solicitation 2485**  
**SMALL JOBS/REPAIRS ROSTER**  
**2008 APPLICATION FORM**  
**Revised 6/10/2008**  
**Insurance**

Applicant must have the following insurance coverage in place per the attachment at the time of hire:

The City of Lompoc requires that you furnish and maintain current certificates of insurance in the name as it appears on the purchase order for the duration and term of that contract within the scope and limits of the Indemnity and Insurance Requirements listed here. The certificates and endorsements are to be signed by a person authorized by the insurers to bind coverage on their behalf.

Firms performing on-site services or installations in the City of Lompoc must have a current City of Lompoc Business Tax Number available from the City Clerk's office @ 805 875-8242 for information and pricing.

**You must provide a separate endorsement naming the City as an additional insured** referencing your name and policy number. Examples of such endorsements are ISO CG 25 04 11 85, ISO CG 25 03 11 85, ISO CG 25 01 11 85. You must secure the following insurance coverage to protect the City from claims brought against the City, employees, authorized representatives, agents, or third parties.

1. **Worker's Compensation Insurance in an amount not less than \$1,000,000** per occurrence as required by State of California statutes, and employer's liability insurance (including disease coverage). Insurer shall waive all rights of subrogation against the City, its employees, representatives, and agents.

2. **Automobile Liability Insurance** with coverage for any vehicle including those owned, leased, rented, or borrowed. This insurance shall have an endorsement naming the City as Additional Insured and with a standard cross-liability clause or endorsement. The limit amount for this insurance shall be not less than **\$500,000 per occurrence** combined single limit for bodily injury and property damage.

3. **General Liability Insurance** including premises and operations, products, completed operations, contractual liability, independent contractors, and broad form property damage coverages. This insurance shall be on a commercial insurance, occurrence form with an endorsement naming the City as Additional Insured and with a standard cross-liability clause or endorsement. The limit amount for this insurance shall be **not less than \$1,000,000** per occurrence combined single limit for bodily injury and property damage.

**The insurance policies described above shall include the following provisions or have added by endorsement:**

1. The **coverages shall be primary**, and no other insurance or self-insurance such as may be utilized by the City shall contribute to a loss under these policies.

2. The policies shall not be canceled or materially altered without **30 days prior written notice** to the City.

**The insurers utilized shall conform to the following terms:**

1. Insurers shall have at least an "A-" policy holder's rating and a "VII" financial rating in

**CITY OF LOMPOC** Solicitation 2485  
SMALL JOBS/REPAIRS ROSTER  
2008 APPLICATION FORM  
**Revised 6/10/2008**

accordance with the most current Best's Key Rating Guide.

2. Vendor shall furnish the City, within ten (10) calendar days of receiving PO Release, or a Request for Insurance letter, and not less than two (2) working days prior to the commencement of the work, with adequate certificates of insurance and with original endorsements affecting coverage as will demonstrate that the provisions and/or requirements of this section have been complied with.

The City reserves the right to require complete, certified copies of all required insurance policies at any time.

By signing below, I acknowledge that I have read and understand the requirements described in this application and to the best of my knowledge, information provided is a true representation of the named firm's ability to perform any contracts which may result by submittal of this application.

---

Printed Name

Signature

Date

Prior to contracting, the City may require additional information such as statement of qualifications, insurance requirements, performance bond, etc. If you wish to provide this information now, please do so.