

**PROCEDURE FOR ESTABLISHMENT AND MAINTENANCE
OF LIST OF QUALIFIED CONTRACTORS PURSUANT
TO SECTION 22034 OF THE PUBLIC CONTRACT CODE**

1. Each year, each Public Agency which has elected to become subject to the Uniform Public Construction Cost Accounting Procedures shall fax, e-mail, or mail a written notice to all construction trade journals designated for that Agency under section 22036, inviting all licensed contractors to submit the name of their firm to the Agency for inclusion on the Agency's list of qualified bidders for the following year.
2. The notice shall require that the contractor provide the name and address to which a Notice to Contractors or Proposal should be mailed, a phone number at which the contractor may be reached, the type of work in which the contractor is interested and currently licensed to do (earthwork, pipelines, electrical, painting, general building, etc.) together with the class of contractor's license(s) held and contractor license number(s).
3. The Public Agency may create a new contractors list each year. The Agency may include any contractor names it so desires on the list, but the list must include, at a minimum, all contractors who have properly provided the Agency with the information required under #2 above during the year in which the list is valid, or previously.

The Commission recommends that the Agency automatically include the names of all contractors who submitted one or more valid bids to the Agency during the preceding year.

4. A contractor may have this firm added to an Agency's contractors list at any time by providing the required information.