



**FOOTHILL-DE ANZA**  
Community College District

12345 El Monte Road  
Los Altos Hills, CA 94022-4599

Foothill College  
De Anza College

November 9, 2023

To All Licensed Contractors:

The Foothill – De Anza Community College District (District) has adopted the California Public Construction Cost Accounting Act (CUPCCAA) and the respective Informal Bidding Procedures.

This notice is an invitation to all licensed contractors to submit the name of their firm to the District via PlanetBids for inclusion in the District’s list of qualified bidders for the 2024 calendar year as of January 1, 2024. The District uses PlanetBids as our e-procurement system, and for managing the list of qualified bidders.

**PLANETBIDS REGISTRATION REQUIREMENT: ACTION REQUIRED**

All interested licensed contractors who are **NOT ALREADY REGISTERED** with the District on PlanetBids are invited to register (for free). To be included on the District’s List of CUPCCAA Registered Bidders for 2024, an interested contractor must provide, at minimum (1) company name, address, and EIN; (2) contact name, email, and phone; and (3) CSLB license information on PlanetBids.

**When selecting the Commodity Codes that are applicable to the business, you must also include Commodity Code “900000 – Foothill De Anza Community College District CUPCCAA Registered Bidders.”**

Commodity Codes by license/category of work are below\*:

COMMODITY CODE	DESCRIPTION
236200	Commercial and Institutional Building Construction
236210	Industrial Building Construction
237990	Other Heavy and Civil Engineering Construction
238110	Poured Concrete Foundation and Structure Contractors
238130	Framing Contractors
238160	Roofing Contractors
238210	Electrical Contractors and Other Wiring Installation Contractors
238220	Plumbing, Heating, and Air-Conditioning Contractors
238310	Drywall and Insulation Contractors
238320	Painting and Wall Covering Contractors
238330	Flooring Contractors
238350	Finish Carpentry Contractors
238990	All Other Specialty Trade Contractors
561730	Landscaping Services
<b>900000</b>	<b>Foothill De Anza Community College District CUPCCAA Registered Bidders</b>

\*This is not an all-inclusive list

To register, access the District's PlanetBids portal go to the following url:

<https://www.planetbids.com/portal/portal.cfm?CompanyID=24809>

If you encounter any difficulties with registration, contact PlanetBids Vendor Support directly at 818-992-1771 and tell them you are registering for Foothill-De Anza Community College District.

All interested licensed contractors who are **ALREADY REGISTERED** with the District on PlanetBids must login to the Foothill De Anza Community College District Vendor Portal for PlanetBids to verify and update their company profile and information, including the contact information and CSLB license information. To be included in the District's List of CUPCCAA Registered Bidders for the 2024 calendar year **you must update the Commodity Codes that are applicable to your business AND you must also include Commodity Code "900000 – Foothill De Anza Community College District CUPCCAA Registered Bidders."**

The registration process is for the purpose of 1) Adding your company to FHDA's List of CUPCCAA Registered Bidders by selecting Commodity Code 900000, and 2) being notified of any future public works, repairs and maintenance bid opportunities that match your company profile and license classification. To submit a Bid, a Contractor must be properly licensed by the Contractors State License Board (CSLB) and must be registered with the state Department of Industrial Relations (DIR) at the time of submitting the bid.

Sincerely,

*John Pham*

Senior Buyer, FHDA CCD

E-mail: [phamjohn@fhda.edu](mailto:phamjohn@fhda.edu)

650-949-6162