

## DOCUMENT HOLDER VENDOR REGISTRATION PROCESS

1. To become a document holder for open projects, access the Business Opportunities tab within the Purchasing web site. <http://www.deltacollege.edu/dept/purchasing/SJDCBusinessOpportunities.html>
2. Click the Current Construction Projects link.

Enroll | Register | Get Transcripts | Email | MyDelta | Online Tools

# SAN JOAQUIN DELTA COLLEGE

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## Purchasing & Stock Control

- Business Opportunities
- Contracts
- Mailroom
- Office Supplies Orders
- PO & DV Expenditure Report
- Publication Center
- Purchasing
- Shipping & Receiving
- Vendors
- Warehouse
- Related Items
- Measure L Bond
- Public Surplus Auction

### BUSINESS OPPORTUNITIES

Hours of Operation to the public:  
Monday through Thursday: 8 a.m. - 5 p.m.  
Friday: 8 a.m. - 12 noon.

**Campus Map showing the best parking lots closer to the Purchasing Department in Danner Hall - Lower Danner.**

Small Business Certification Workshop - January 30, 2014 - Caltran's District 10, Stockton location. **Click here for event flyer.** Register at: [www.SmallBusiness-Jan2014.eventbrite.com](http://www.SmallBusiness-Jan2014.eventbrite.com).

Get Government Business Event - March 27, 2014 - SJ County Robert J. Cabral Ag Center. **Click here for event flyer.** Register at [www.SRPAC-March2014.eventbrite.com](http://www.SRPAC-March2014.eventbrite.com)

**TO VIEW THE CURRENT OPEN PROJECTS, CLICK THE APPROPRIATE LINK BELOW:**

[CLICK HERE TO VIEW CURRENT CONSTRUCTION PROJECTS](#)

[CONSTRUCTION BID BOARD \(COMPLETE PROJECT BID RESULTS\)](#)

[CLICK HERE TO VIEW THE CURRENT PROCUREMENT, GENERAL AND PROFESSIONAL SERVICE OPPORTUNITIES](#)

To obtain current information on wages, classifications, and rates, use this link:  
[Prevailing Wage](#)

[Labor Compliance Program Information](#)

3. The page will display the open projects.

San Joaquin Delta College

[Find similar bid opportunities on Ebidboard.com](#)

Click the Project Name to view details. Click the column labels to sort.

projects per page All < page 1 of 1 >

Project	Project Number	City	State	Bid Due Date	Estimated Cost
<b>Project Name:</b> <a href="#">Tree and Stump Removal Project</a> <b>Description:</b> The project generally consists of: Removal and disposal of dead and diseased trees, including the stumps throughout the Stockton campus. Removal shall mean that all portions of the trees are removed from the location and stump ground flush with the surface. The removed trees will be chipped into mulch/bark for use elsewhere on campus. A location wi...	Bid 694	Stockton	CA	09/24/13 2:00 PM	\$200,000-\$200,000

4. Click on the **highlighted** name of the project. The project detail will appear followed by the list of documents.

coins only. . BIDDERS ARE REQUIRED TO CLOCK IN AND WILL NOT BE AL  
ARE MORE THAN 10 MINUTES LATE.

**Project Description:** The project generally consists of: Removal and disposal of dead and dis  
throughout the Stockton campus. Removal shall mean that all portions  
and stump ground flush with the surface. The removed trees will be chip  
campus. A location will be designated on the North side of campus for ti

*Project Contacts*

Currently there is not a Project Directory for this project.

*Docs / Specs*


Click on a Document Name to download.

Document Name	Document Type
Front-EndBiddingDocs-TechnicalSpecs.pdf	Plans and Specifications / Other
campus map tree project.pdf	Plans and Specifications / Other

**Bid List Name:** Line Item Bid 694

Item #	Item Code	Item Description
00001		BASE BID - COMPLETION OF ALL WORK PER CONTRACT DOCUMENTS

5. The page will also show the list of the document holder vendors who have registered to view and/or download documents. This information is usually found scrolling down to the bottom of the page.
6. A bidder who has not registered can do so by clicking on the “[Click here to be added as a document holder](#)” link.

 San Joaquin  
**Delta College**

*Document Holders*

**Document Holder Identification for:** Tree and Stump Removal Project

**Click here to be added as a document holder**

Note: You must be a registered document holder to receive official updates and notices on projects.

9/9/2013 12:56:35

Organization/Division	Contact	Address	City	State	Zip	Fax	Continue / Download
Kitchell CEM		5151 Pacific Ave	Stockton	CA	95207		>>
Gecko Golf Construction, Inc.	Gary Frederick	231 Market Place #243	San Ramon	CA	94583		>>
Mountain F. Enterprises	Jim Finney	PO Box 1040	Lotus	CA	95651	(530) 626-4120	>>
Mowbrays Tree Service	Steve Gauthier	171 S Waterman Ave	San Bernardino	CA	92408	909 3837799	>>
S & J Tree Care	Steve Steinackle	3204 Fireside Way	Sacramento	CA	95827	(916) 361-9009	>>
SMALL BUSINESS EXCHANGE	NA	PO Box 190668	San Francisco	CA	941190668		>>
Bid Net						(518) 438-0705	>>
Bidnet		20A Railroad Avenue	Albany	NY	12205		>>

## DOCUMENT HOLDER VENDOR REGISTRATION PROCESS

7. The following page will appear to be completed by the bidder. The required fields are identified. It's recommended to also complete the rest of the information and click **Add**.

**Plan Holder Registration**  
 \* required information

Enter the first few letters of your company name and click **lookup** to see if you are already listed in our database. Click >> next to your company name information. Click **update** or **add** at the bottom of the page to finish your entry.

**Company:**  **lookup**

**Capacity/Type:** Select Member Type

**Division / Department:**

**Contact First Name:**

**Last Name:**

**Title:**

**Address:**

**City:**

**State:** Select State

**Zip / Postal Code:**

**Country:** United States

**Phone Number (including area code):**  x

**Fax Number:**

**Mobile/Pager Number:**

**Email Address:**

**Confirm Email Address:**

**Web Site Address:**

**License Number:**

**State License Issued:** Select State

**Bonding Capacity:**

**Primary Bonding Provider:**

**Number of Documents Acquired:** 1

**Description of Work User Provides:**

**License Number:**

**State License Issued:** Select State

**Bonding Capacity:**

**Primary Bonding Provider:**

**Number of Documents Acquired:** 1

**Description of Work User Provides:**

**add** **cancel**

8. The document holder page will refresh and the vendor's name should be listed. Click on the double arrows to right, next to the bidder's name.

**Document Holders**

**Document Holder Identification for: Tree and Stump Removal Project** **back**

**Click here to be added as a document holder** **Bid 694**

Note: You must be a registered document holder to receive official updates and notices on projects. 9/9/2013 12:56:35 PM

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SMALL BUSINESS EXCHANGE	NA	PO Box 190668	San Francisco	CA	941190668		>>
Bid Net						(518) 438-0705	>>
Bidnet		20A Railroad Avenue	Albany	NY	12205		>>
Chinese Chamber Of Commerce						(415) 982-4720	>>
Construction Bid Board						(619) 688-0585	>>



9. The documents page will appear. Click on the highlighted document name to open to view and/or download.

### Tree and Stump Removal Project

Below are docs / specs of the project you selected. Click on a file name to download.

Document Name	File Name	Document Type	Size
campus map tree project.pdf	campus map tree project.pdf	Plans and Specifications / Other	4125.2Kb
Front-EndBiddingDocs-TechnicalSpecs.pdf	Front-EndBiddingDocs-TechnicalSpecs.pdf	Plans and Specifications / Other	1298Kb

10. The respective pdf document will open, as shown below. It can be viewed online, print to a personal printer or copy a CD and take to the preferred local printing services vendor.

**SAN JOAQUIN DELTA COMMUNITY  
COLLEGE DISTRICT  
GOLEMAN LIBRARY RE-ROOF PROJECT**



**BID NO. LA-8336-01**

**BID OPENING:**

**September 25, 2014**

**PREPARED BY**

**LDA Partners**

**4 South Central Court**

**Stockton, CA 95204**

**(PROJECT COST ESTIMATE \$75,000)**

**IMPORTANT NOTES:**

1. Bidders must register for each individual project to view and download the respective bidding documents.
2. A registered document holder vendor will automatically receive notifications via fax or email on any new document posted to the specific project such as addenda, walk-thru list, etc.