



**NOTICE INVITING LICENSED CONTRACTORS TO THE 2024 & 2025 QUALIFIED CONTRACTORS LIST**

Dear Contractors,

The City of Novato is inviting all licensed contractors to apply for inclusion on the calendar year for 2024 & 2025 qualified contractors' list for informal procurements conducted pursuant to the provisions of the California Uniform Public Construction Cost Accounting Act (UPCCAA).

**Note: Contractors must apply on an annual basis to be included on next year's list even if your company applied in previous years.**

Under the informal bidding procedures, the City of Novato is authorized to develop and maintain a list of contractors in accordance with Section 22034 of the Public Contract Code. Once contractors are on the qualified list, a notice inviting informal bids for projects under \$200,000 will be emailed to all contractors on the qualified list for the category of work to be procured. Inclusion on the list assures contractors will be notified of informally bid projects where contractor has the appropriate license required for that work. If new licenses are secured through the course of the year, Contractors shall contact the City to update their information so they may be added to the additional applicable list.

Contractors not on the qualified lists may bid on informally procured projects; however, they will not be sent a notice inviting informal bids from the City. UPCCAA designated Construction Trade Journals, such as the Construction Bidboard (Ebidboard), may be sent a notice inviting informal bids, and contractors may obtain information regarding informally procured projects from the designated Construction Trade Journals.

Contractors must also, pursuant to Labor Code Section 1725.5, be registered with the Department of Industrial Relations in order to be listed and awarded a contract on a public works project and Contractor must provide its public works contractor registration number.

Interested contractors are required to provide their name, address, an email to which a notice inviting informal bids should be sent, a telephone number at which the contractor may be reached, and the type of work which the contractor is interested in and currently licensed to do, together with the class of contractor's license(s) held and contractor's license number(s). Contractors may have their firm added to the list at any time by providing the required information.

Contractors interested in being qualified and placed on the list may register on our website at <https://www.novato.org/business/doing-business-with-the-city/construction-contractor-registration>

Or send a letter of interest to: Public Works - Engineering Department 922 Machin Avenue, Novato, CA, 94945. All questions can be emailed to [pw@novato.org](mailto:pw@novato.org) or call 415-899-8900.

Sincerely,  
Public Works Department  
City of Novato

922 MACHIN AVENUE, NOVATO, CA 94945 | PHONE: 415.899.8900 | NOVATO.ORG

Mayor Mark Milberg | Mayor Pro Tem Tim O'Connor | Councilmembers Pat Eklund ▪ Rachel Farac ▪ Susan Wernick  
City Manager Amy Cunningham