

SBE News Alert

What to Know About Small-Business Licenses and Permits



BUSINESS LICENSE SERVICES

So, you're starting a business – congratulations! You already know that there's a lot to take care of, from choosing your business structure to registering your business. You'll probably also need a business license or permit – virtually every business does in order to operate legally. It depends on the kind of business you run, where it's located and what state and federal rules apply. Here's what you should know to make sure you'll be running your business within the law.

Why Does My Business Need a License or Permit?

Licenses and permits Download Adobe Reader to read this link content serve two major purposes: They allow the government to track your business's revenue for tax purposes, and they also protect the public.

For example, if your business is involved in activities supervised and regulated by a federal agency – such as selling alcohol, firearms, radio broadcasting, commercial fishing, etc. – then you'll likely need to obtain a federal license or permit.

Other special state licenses, known as professional licenses, are required for dentists, hairdressers, veterinarians, realtors, physicians and more. These licenses indicate the level of expertise of an employee or business owner and that they've met a certain requirements when it comes to training or education.

State licenses are also required of businesses, such as restaurants and those that serve alcohol, to demonstrate that they meet certain state standards or codes. Particular regulations may vary by state.

Defined by local and/or state laws, permits generally regulate the safety, structure and appearance of a community and its establishments. There are a number of different kinds of permits to be aware of, including:

- Seller's Permits – if you're purchasing wholesale merchandise for resale
- Building Permits – if you're remodeling or building commercial space
- Health Permits – if you're preparing food
- Home Occupation Permits – if you're running a home-based business

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SMALL BUSINESS EXCHANGE

SBE OUTREACH SERVICES

With half a million businesses in our database, SBE is California's #1 source for diversity outreach.

Advertisements

Placed in the Small Business Exchange newspaper, SBE Today newsletter, and online at www.sbeinc.com

Faxed Solicitations

Targeted mailings sent to businesses per your criteria.

Telemarketing

Telephone follow-up calls that follow a script of 5 questions you create.

Computer Generated Reports

Will fit right into your proposal, along with a list of interested firms to contact.

Call Toll FREE for more information: 800-800-8534

BIDDING OPPORTUNITIES

**Candlestick Point in San Francisco
Opportunity to Perform
CONSTRUCTION MANAGEMENT
during the development of
CANDLESTICK POINT in San Francisco.**

Lennar Urban is requesting qualified, interested construction firms to respond to a public request for proposals to perform **CONSTRUCTION MANAGEMENT for Candlestick Point Redevelopment**

For more information, please visit:
<http://mission.sfgov.org/OCABidPublication/BidDetail.aspx?K=7738>

The Successor to the San Francisco Redevelopment Agency (SFRA) has established the 50% Small Business Enterprise (SBE) Participation goal for Construction Subcontracting.

Respondents are encouraged to check this website regularly for updates.

Pre-Bid Coordination Meeting
and Job Walk:

**March 4th at 10:00 AM
LENNAR URBAN**

**One California Street, Suite 2700
San Francisco, CA 94111**

Proposals must be submitted by
March 18, 2014 @ 2:00 PM (PST).

**Candlestick Point in San Francisco
Opportunity to Perform
MATERIAL MANAGEMENT /
FEASIBILITY STUDIES
during the development of
CANDLESTICK POINT in San Francisco.**

Lennar Urban is requesting qualified, interested construction firms to respond to a public request for proposals to perform **MATERIAL MANAGEMENT / FEASIBILITY STUDIES for Candlestick Point Redevelopment**

For more information, please visit:
<http://mission.sfgov.org/OCABidPublication/BidDetail.aspx?K=7761>

The Successor to the San Francisco Redevelopment Agency (SFRA) has established the 50% Small Business Enterprise (SBE) Participation goal for Construction Subcontracting.

Respondents are encouraged to check this website regularly for updates.

Pre-Bid Coordination Meeting
and Job Walk:

**March 12th at 10:00 AM
LENNAR URBAN**

**One California Street, Suite 2700
San Francisco, CA 94111**

Proposals must be submitted by
April 1, 2014 @ 2:00 PM (PST).

REQUEST FOR SBE/San Francisco Based SBE (Priority SF Zip Codes 94124, 94107, 94134)
SUBCONTRACTORS AND SUPPLIERS FOR:
**Demolition, Mass Grading and Surcharge Project
Candlestick Point Redevelopment
Sub-Phase CP-01, Stage 1
San Francisco, CA**

BID DATE: March 11, 2014 @ 2:00 PM

We are soliciting quotes for (including but not limited to): **Trucking, Fencing & Gates, Dust Control Plans, Asbestos Plans, Erosion Control, Hydroseeding, HDPE, Surveying, Clearing & Grubbing, Building Demolition & Abatement, Utility Demolition, Import Borrow and Construction Materials**

O.C. Jones & Sons, Inc.

1520 Fourth Street • Berkeley, CA 94710 • Phone: 510-526-3424 • FAX: 510-526-0990

Contact: **Jean Sicard**

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100% Performance & Payment Bonds may be required. Worker's Compensation Waiver of Subrogation required. Please call OCJ for assistance with bonding, insurance, necessary equipment, material and/or supplies. OCJ is willing to breakout any portion of work to encourage SBE and local participation. Plans & Specs are available for viewing at our office.

James E. Roberts-Obayashi Corporation is seeking proposals from all interested subcontractors and suppliers for the:

200 6th St Mixed Use Affordable Housing

**Project Loc.: 200 6th St
San Francisco, CA 94124**

Bid Date: March 27, 2014 at 2:00p

**Start Date: September 2014
(Duration 24 months)**

This project includes 67 affordable housing units. This is a prevailing wage project.

SBE/LBE/MBE/WBES are encouraged to bid. Local LBE goals apply

This project also has a 50% local hiring requirement.

If interested in bidding this work please contact June Gilmore via email @juneg@jerocorp.com

JAMES E. ROBERTS-OBAYASHI CORP.

20 Oak Court, Danville, CA 94526

925-820-0600 FAX 925-820-1993

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

We are requesting quotes from all qualified certified SBE/MBE/WBE,
and other Subcontractors/Suppliers for the following project

Project Name:

Construction of East Contra Costa BART Extension Project Trackwork, Systems, and Facility Finishes

Contract #: 04SF-130

Owner: San Francisco Bay Area Rapid Transit District (BART)

Bid Close: March 18, 2014 at 2pm

Subcontractor Bids: Submit bid to our Alameda Office no later than Friday, March 14th

Trades requested but not limited to: Land Surveying, Traffic Control Structural Concrete, Flatwork Concrete, Reinforcing Steel, Joint Sealant, Roofing, Doors, Windows / Glass and Glazing, Drywall, Flooring / Ceiling, Painting, Signage, Platforms and Buildings, Specialties, Elevators, Retractable Folding Gangway, Bridge Cranes, HVAC, Electrical, Communications, Train Signaling, Fire Protection Plumbing, Fence, Utilities, Flash Butt Welding, Wayside Sign, Fare Collection, Precast Architectural Concrete, AC Paving, Earthwork, CIP Concrete Barrier, Trucking, Pavement Marking, Structural Steel, and Miscellaneous Metals.

Stacy and Witbeck / Amoroso / MRS, a Joint Venture

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Contact: **Deane Allin**, 510-748-1870

2800 Harbor Bay Pkwy.

Alameda, CA 94502

Email: Dallin@stacywitbeck.com

Plans and specifications for this project, along with bid package, and bid instructions are available for download at our Box.com site. Please follow this link <https://stacywitbeck.box.com/ebarttrackandsystems>
Please download and read instructions to bid.

Subcontractors with a contract value over \$500,000 must provide a performance and payment bond with a surety company subject to approval by Stacy and Witbeck / Amoroso / MRS, a Joint Venture. Please call with questions or for assistance regarding bonding. This project has a Project Stabilization Agreement (PSA).

BIDDING OPPORTUNITIES

DeSilva Gates Construction, L.P. is soliciting for DBEs for the following project:
MAIN WASTEWATER TREATMENT PLANT ENGINEERS ROAD WIDENING (Divisions 00-01),
Specification SD-357
OWNER: EAST BAY MUNICIPAL UTILITY DISTRICT – 375 11TH Street, Oakland
BID DATE: MARCH 19, 2014 @ 1:30 P.M

We hereby encourage responsible participation of local White Men, White Women/Minority Business Enterprises, and solicit their subcontractor or materials and/or suppliers quotation for the following types of work including but not limited to: **COLD PLANE, CONSTRUCTION AREA SIGN, FENCING, STRIPING, SURVEY/STAKING, UNDERGROUND, TRUCKING, WATER TRUCKS, STREET SWEEPING, MINOR CONCRETE AND ELECTRICAL**

100% Performance and Payment Bonds may be required for full amounts of the subcontract price. Surety company will have to be approved by DeSilva Gates Construction, L.P. DeSilva Gates Construction, L.P. will pay bond premium up to 2%. Subcontractors must possess current insurance and worker's compensation coverage meeting DeSilva Gates Construction, L.P.'s requirements. Please call if you need assistance in obtaining bonding, insurance, equipment, materials and/or supplies. Plans and specifications are available for review at our Dublin office.

DESILVA GATES CONSTRUCTION, L.P.

11555 Dublin Boulevard • P.O. Box 2909 • Dublin, CA 94568-2909 • (925) 829-9220 / FAX (925) 803-4263

Estimator: Alan McKean

Website: www.desilvagates.com

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Storm Water Pump Station #5 Project Advertisement

Mission Bay Development Group, LLC is seeking Contractors for the **Storm Water Pump Station #5 Project.**

Scope of work for this project includes demolition, storm drain, sewer, deep excavation, structural concrete, electrical, and mechanical work.

This project has a 50% SBE/LBES goal. One electronic set of bid documents will be distributed to each interested Contractor.

Please contact **Cathy Serrano** of **Townsend Management, Inc.**, at (415) 355-6644 to pick up a set. A pre-bid conference will be held at 410 China Basin Street, San Francisco, CA on **Thursday, March 13, 2014 at 10:00 AM.**

Requesting bids from DBE/MBE/WBE AND OBE subcontractors and suppliers for:
PROJECT: River Supply Conduit Improvement Upper Reach -
Units 5 & 6 Project, Los Angeles Contract 7241 • BID DATE: MARCH 25, 2014 @ 2:00 PM
OWNER: City of Los Angeles Dept. of Water & Power

Geotechnical Instrumentation, Open Cut Construction, Microtunnel/Pipe Jacking (NAICS 237990), Concrete Structure & Cellular Grout (NAICS 238110), Utility Relocations (NAICS 237990), Trucking/Hauling (NAICS 484220), Surveying (NAICS 541370), Electrical (NAICS 238210), Welding & Cathodic Protection (NAICS 238190), Paving & Striping (NAICS 237310), Fencing (NAICS 238990), Erosion Control & SWPPP (NAICS 561730), Fuel Service (NAICS 324110), Site Security (NAICS 561612), Traffic Control (NAICS 561990), Testing (541380), Steel Water Pipe (NAICS 331511), Tunnel Segments (NAICS 238120), Steel Casing (NAICS 331210), Reinforcing Steel and Shoring Materials (NAICS 238120), Aggregate Materials (NAICS 212319/212321), Construction Signage (NAICS 237210), Equipment Rental (NAICS 532412), Building Materials (NAICS 444190)

Plans, specifications and bid proposals are available at our office at 15900 Olden Street, Sylmar, CA 91342; or contact Robert Marshall for assistance at 818-362-2062 or email rmarshall@frontierkemper.com.

Frontier-Kemper Constructors, Inc. is willing to assist all MBE/WBE and OBE subcontractors and suppliers to obtain bonds, lines of credit, supplies, materials and insurance. Large work items can be broken down into smaller categories or quantities and can arrange delivery schedules to facilitate maximum participation where feasible. A Bond Assistance Program (BAP) has been adopted by the City of Los Angeles. For more information, call 213-258-3000.

For technical questions or assistance, please contact Robert Marshall at 818-968-1168 or email rmarshall@frontierkemper.com



Frontier-Kemper Constructor, Inc.

15900 Olden Street Sylmar, CA 91342 • (818) 362-2062 / FAX (818) 833-4289

Sub Bids Requested From Qualified **MBE, WBE, DBE, UDBE** Subcontractors & Suppliers for **City of San Mateo - South Trunk Sanitary Sewer Relief Project Phase 1 (REBID)** Location: **San Mateo, CA** Spec No. **469911** Bid Date: **March 21, 2014 @ 2:00 PM**

McGuire and Hester is seeking qualified subcontractors in the following trades: sawcutting; microtunneling; drilling; traffic control; SWPPP; rebar; grouting; fencing; masonry; CIDH piles; settlement monitoring; vibration monitoring; dewatering; trucking; painting & coating; and survey.

We will pay up to and including one and one-half percent (1-1/2%) of your bonding cost. Certification assistance is available, as well as viewing plans and specs.

McGuire and Hester

9009 Railroad Avenue • Oakland, CA 94603
 Phone: (510) 632-7676 • Fax: (510) 562-5209

Contact: **Duane Schulze**

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Visit www.sbeinc.com to download a PDF version of the latest SBE Newspaper and SBE Newsletter

Small-Business Licenses and Permits

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What About Tax Permits?

The IRS doesn't license your business, but it does require that certain businesses register to receive a federal tax identification number. You'll also need to register with state and local government agencies for applicable tax permits such as a sales tax license, income tax withholding and unemployment insurance tax.

Managing and Maintaining Your License or Permit

Once you have Download Adobe Reader to read this link content your license or permit, you'll need to manage and maintain it. Keep these tips in mind to help make sure you don't lose sight of your obligations:

- Keep track of renewal dates.
- Keep a copy of all licensing applications and forms in your business records.
- Display your licenses or permits correctly. Most states and localities require businesses to prominently display their business licenses so customers can see them.
- If you expand your business – whether it's physical building expansion or launching a new product or service – you may need additional business licenses.

Source: U.S. SBA

PUBLIC LEGAL ADVERTISEMENTS

SAN JOSE STATE UNIVERSITY

CSU San Jose, Campus Village Phase 2 project – Site Readiness Work

SUBCONTRACTOR PROJECT SPECIFIC PREQUALIFICATION FOR WELL DEMOLITION AND SITE UTILITY

Subject to conditions prescribed by California State University – San Jose, Project Specific Prequalification documents are sought from Well Demolition and Site Utility subcontractors for the following work:

CSU San Jose, Campus Village Phase 2 project – Site Readiness Work

PREQUALIFICATION OF PROSPECTIVE SUB-CONTRACTORS: Only prequalified subcontractors will be able to submit bids to Sundt Construction for a best value selection process. Prequalification is through Sundt Construction, Inc.'s standard procedures for these packages. Construction begins in May 2014 and completes August 2014.

PREVAILING WAGE RATES: This project is a public works project, and is subject to Prevailing Wage Rate laws.

ALL QUALIFIERS MUST HAVE THE APPROPRIATE LICENSE: See Description of Classifications (www.cslb.ca.gov)

Interested firms may obtain/confirm Prequalification Documents immediately:
Sundt Construction Inc.
2860 Gateway Oaks Drive, Suite 300,
Sacramento, CA 95833
Contact: Debra Lytle at Tel: 916-830-8028
or dlytle@sundt.com

Prequalification Process must be completed on or before **March 11, 2014 by 5:00 p.m.**, please submit all necessary forms and information in sufficient time in advance of this date.

No Prequalification Status issued after 5:00 p.m., March 11, 2014 will be considered.

Confidentiality of the information provided will be respected to the extent permitted by law.

QUESTIONS: Only written inquiries will be permitted. Questions must be submitted in writing by March 7, 2014 by 5:00 p.m., and will be acceptable by US Mail or email to:

Ann H. Poppen
Sundt Construction Inc.
2860 Gateway Oaks Dr., Suite 300
Sacramento, CA 95833
Tel: 916-830-8002 or ahpoppen@sundt.com

All information requested in these forms must be completed and returned in order to be considered "responsive" to the requirements of prequalification.

SBE Advertisers are always among good company!

- San Francisco BART
 - San Francisco DPW
 - San Francisco Housing Authority
 - San Francisco International Airport
 - City of Berkeley
 - CA Highway Patrol
 - CA State Lottery
 - CSU Fresno
 - CSU Fullerton
 - CSU Los Angeles
 - CSU Monterey Bay
 - CSU Office of the Chancellor
 - City of Ontario
 - CSU Stanislaus
 - DPR Construction Inc.
 - Golden Gate Bridge District
 - Los Angeles Co DPSS
 - Los Angeles Co MTA
 - Metropolitan Water District of Southern California
 - Oakland USD
 - Palos Verdes Peninsula USD
 - San Jose State University
 - San Mateo Co Transit District
 - Santa Clara Valley Water District
 - Santa Clara VTA
 - Southern California Regional Rail Authority
 - Tri Delta Transit
 - UC Santa Cruz
 - UC Davis
 - UC Davis Medical Center
 - UC Irvine Design & Const Services
 - UC San Francisco CPMF
 - UC San Francisco Medical Center
 - UCLA
- ...and many more!**

"UCLA has been advertising with the Small Business Exchange since 1993 with excellent results."

Donna Hansen, UCLA

"SBE is able to handle ads in a certain target area and in a diverse marketplace."

Eileen Martinez, The Daily Journal

The Small Business Exchange has been providing advertising services for the San Francisco Department of Public Works for ten years . . . and has met our specific requirements . . . The Department has been more than satisfied.

Gordon Choy,
San Francisco Department of Public Works
former Division Manager
DPW Contract Administration

UC SAN FRANCISCO MEDICAL CENTER

ADVERTISEMENT FOR BIDS

Subject to conditions prescribed by the University of California, San Francisco Medical Center, sealed bids for a lump-sum contract are invited for the following work:

**Mount Zion (MZ) "A" Building
Freight Elevator No. 8 Upgrade,
Project Number: 11-651
Contract Number: L00162**

Description of Work: Modernize one (1) existing hydraulic three (3) stop freight elevator including converting manual door & gate operation to power operated.

Estimated construction cost: \$150,000 - \$175,000

BIDDER QUALIFICATIONS: To be eligible for consideration of award, bidders must have the minimum experience and certify their firm has not been cited by the Medical Center for health, safety, infection control or interim life safety violations set forth in the Supplementary Instructions To Bidders.

Bidders must submit qualification documents as an attachment to the Bid Form.

Procedures: Bidding documents will be available on **Thursday, February 20, 2014, 10:00 AM**, and will be issued only at:

UCSF Documents, Media & Mail (UCSF-DMM)
1855 Folsom Street, Room 135
San Francisco, CA 94103
Contact Persons: Ben La (415) 476-5030
(9AM – 5PM)
Customer Service Line (415) 514-205
(before & after working hours)
Fax No. (415) 476-8278

Bidding Documents and complete advertisement can be viewed and may be ordered on line at the following website address: <http://www.ucsfplans.com/>

Bidders must attend a **mandatory** pre-bid conference on **Wednesday, March 5, 2014** beginning promptly at **9:00 AM**. For details, see above website address.

Bids will be received only at Office of Design and Construction, University of California, San Francisco, Medical Center, 3333 California Street, Suite 115, San Francisco, CA 94118. Phone: (415) 885-7257.
Bid Deadline: Sealed bids must be received on or before **2:00 PM, Thursday March 20, 2014**. And Bids will be opened after **2:05 P.M.**

Every effort will be made to ensure that all persons have equal access to contracts and other business opportunities with the University within the limits imposed by law or University policy. Each Bidder may be required to show evidence of its equal employment opportunity policy. The successful Bidder and its subcontractors will be required to follow the nondiscrimination requirements set forth in the Bidding Documents and to pay prevailing wage at the location of the work.

The work described in the contract is a public work subject to section 1771 of the California Labor Code.

The successful Bidder will be required to have the following California current and active contractor's license at the time of submission of the Bid: Elevator Contractor, C11

THE REGENTS OF THE UNIVERSITY OF CALIFORNIA
University of California,
San Francisco Medical Center
February, 2014