

REGISTRATION

To do business with the college, the first step is to go online and follow the BidsOnline link in the [How to Do Business](#) page and register. Once registered, vendors will be able to maintain their profile online.

Please complete these steps after instruction is given:

1. Click on "New Vendor Registration".

2. Complete the vendor registration form and click on submit.

* Please take the opportunity to include all of the commodity codes that reflect your company's merchandise and/or services during registration. You can find this under the CATEGORY/DESCRIPTION section. The commodity codes are particularly important because SMC uses them when searching for suppliers/vendors who sell a specific product or service.

3. Write down the username, password, and category(s) that you selected as a vendor below:

NOTE: Will need your Tax ID or social security number to register.

Upon successful registration, you will get a confirmation message and a confirmation email with your login information and you can proceed to edit your profile as shown below.

EDIT PROFILE

Click on **New Vendor Registration**

Santa Monica College VENDOR PORTAL

New Vendor Registration Create a new vendor record. If you wish to view or edit an existing vendor, simply Log In with your User Name and Password.	Bid Opportunities Search for bid opportunities with this agency, download documents, become a prospective bidder, and electronically bid on projects.
My Contracts LOGIN REQUIRED Explore contracts with this agency, record payments, add subcontractors, and produce reports and charts.	Certified Vendors UNAVAILABLE Find Certified Vendors
Contracts Coming Soon	News & Events - PLEASE UPDATE YOUR COMPANY PROFILE - Santa Monica College Small Business Development Workshop

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COMPANY INFO

Vendor Profile Biji Creative



Company Info	Additional Addresses	Classification s/ Licenses	Other Business Info	Category/ Description	Emergency Operations	Small Business	A&E Bench Firm	Prequalification
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User Authentication

User Name *

Password *

Company

Business Type *

Company Name *

IRS Reporting Name

Doing Business As

Social Security Number *

Address *

City *

State *

Country *

Zip *

Website

Principal Owner/CEO Name *

Title *

Email *

Phone *

Fax

In the case of a *Sole Proprietor/Individual* Business Type, **Social Security Number** takes the place of **Tax ID**.

Fill all required fields. For this vendor, the owner is also the main contact, so direct contact information is provided here.

NOTE: The **Main Contact** section will allow you to enter up to two separate email addresses (a main and an alternate) for notification of projects out to bid.

Main Contact

Name *

Title *

Email *

Alternate Email

Phone ext *

Toll Free

Mobile

Fax

I am authorized to sign bids and offers

Note: Electronic bids may require an authorized signer to submit. A PIN number will be issued to authorized signers for this purpose.

Payment Information

Same As Main Contact

ADDITIONAL ADDRESSES

Company Info	Additional Addresses	Classification s/ Licenses	Other Business Info	Category/ Description	Emergency Operations	Small Business
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Additional Addresses

If your company has multiple addresses you may enter them here.

Remit Addresses are addresses the Agency should use to mail all payments or invoice inquiries. Order Addresses are addresses the Agency should use for purchase orders.

CLASSIFICATION & LICENSES

Vendor Profile **Biji Creative**



Company Info	Additional Addresses	Classification s/ Licenses	Other Business Info	Category/ Description	Emergency Operations	Small Business	A&E Bench Firm	Prequali
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Classifications

CA Dept. of General Services Small Business (DGS) OSDS Ref exp.

CA Unified Certified

Disabled Veteran Business Enterprise (DVBE) OSDS Ref exp.

Disadvantaged Business Enterprise (DBE) DBE Ref exp.

Federal SBA Small Disadvantaged

MicroBusiness

Minority-Owned Business Enterprise (MBE)

Woman-Owned Business Enterprise (WBE)

Check ALL certifications that apply and enter reference and license numbers.

Demographics

Ethnicity

Gender

Contractor Licenses

Licenses (none)

License #

Exp. Date

Other Licenses

California Residency Status

California Resident Payments for services by California nonresidents may be subject to state withholding

Waiver of State Withholding from Franchise Tax Board Attached (no waiver - services are performed outside California)

Residency and License Information

PlanetBids Demo Business License #

Exp. Date

California Seller's Permit #

OTHER BUSINESS INFO

Vendor Profile **Biji Creative**

Company Info	Additional Addresses	Classification s/ Licenses	Other Business Info	Category/ Description	Emergency Operations	Small Business
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Other Business Info

Exempt from Federal Backup Withholdings

Payment Terms

Gross Receipts in Millions

In Business Since

Number of Full-Time Employees

Number of Part-Time Employees

Accept Purchasing Cards (PCards)

Accept Credit Cards

Accept ACH/Electronic Payments

CATEGORY / DESCRIPTION

Categories are selected by clicking on the "Add" button.

You can search your category in numeric or alphabetical order by clicking on the column header or you can type in a key word in the box above to bring up all categories that include the key word anywhere in its title.

Material Supplier
Manufacturing

Choose Categories

design 8 results

#	Category
90610	Buildings - Architectural Design
90640	Graphic Design - Architectural
90652	Interior Design, Space Planning, and Exhibits/Disp
90735	Designing Services
96139	Floral Designing and Arranging Services
96207	Arts Services (Cultural, Design, Visual, etc.)
96248	Interior Design/Decorator Services
98852	Landscaping (Including Design, Fertilizing, Planti

Add
Remove

1 category chosen

# ▲	Category
20830	Computer Aided Design and Vectorization Software

Add selected Category to Chosen Category list

Cancel Done

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Company Classes

- Retail
- Service
- Construction
- Professional (A/E)
- Professional (Other)
- Manufacturing
- Distributor
- Wholesale
- Material Supplier
- Non-Manufacturing
- Other

Business Description

Specializing in Editorial Design, Illustration, Information Architecture

Categories EDIT

Selecting multiple categories (maximum 20) may increase bidding opportunities

20830	Computer Aided Design and Vectorization Software
90735	Designing Services
96248	Interior Design/Decorator Services

Optional area for you to describe additional information about your company to SMC, or specialization in services or products.

NOTE: Registered vendors are notified automatically via e-mail if the category code(s) used in a new bid request, created by SMC, matches the category code(s) you've selected in your vendor profile. If a match occurs, then you will automatically be notified via e-mail with subject "Bid Alert".

EMERGENCY OPERATIONS

Company Info	Additional Addresses	Classification s/ Licenses	Other Business Info	Category/ Description	Emergency Operations	Small Business	A&E Bench Firm	Prequalificati
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Availability

Able to provide assistance during a disaster or emergency YES NO

Contact Information

Last Updated
24hr Contact *
24hr Phone ext *

If company is applicable for emergency services (i.e. maintenance, catering, event planning), enter contact details here.

Emergency Operations Categories

* At least one category must be chosen

Additional Information

Additional Description

Can provide delivery

Acceptable Payment Methods Purchase Card Purchase Order Other *

Offer goods/services at prevailing rates before emergency

Additional Comments

SMALL BUSINESS

Company Info	Additional Addresses	Classification s/ Licenses	Other Business Info	Category/ Description	Emergency Operations	Small Business	A&E Bench Firm	Preq
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Would you like to be certified as a Small Business? YES NO

IMPORTANT NOTICE TO SMALL BUSINESS APPLICANTS:

If you are a DGS Certified SB please enter your certification number on the Classifications tab. All vendors who do not have a valid DGS certification need to submit required documentation to esbd@cityofsacramento.org to complete the application process. Please go to www.cityofsacramento.org/econdev/business-open/small-business-certification.cfm download documentation and to find out more about the City of Sacramento Certification program.

If already certified, click NO.
If you wish to apply for certification, click YES to fill out form for submission.

A&E BENCH FIRM

Company Info	Additional Addresses	Classification s/ Licenses	Other Business Info	Category/ Description	Emergency Operations	Small Business	A&E Bench Firm	Prequalification
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Would you like to be certified as an A&E Bench Firm? YES NO * You must be a **Small Business** or a **Disadvantaged Business Enterprise (DBE)** to apply

IMPORTANT NOTICE TO BENCH APPLICANTS:

The Bench is open to Architecture and Engineering (A&E) firms that are certified as either a Disadvantaged Business Enterprise (DBE) by the California Unified Certification Program (CUCP) or a Small Business (SB) certified by the Department of General Services (DGS).

Bench applications submitted to the San Diego Association of Governments (SANDAG) will be considered public records subject to disclosure upon request. Additionally, the applications may be posted on SANDAG's Web site and will be available for viewing by others. Submittal of a Bench application shall be considered as an irrevocable grant to SANDAG of permission to post the application and disclose it to the public without restriction or liability.

The Bench applicant "Approved" status is confirmation only that the Bench firm is currently certified as either a DBE by the CUCP or SB per DGS. SANDAG is **not responsible** for the following:

- Verification of the Bench firm's A&E service qualifications
- Whether a Bench firm is certified for a specific NAICS code
- Whether the DBE/UDBE/SB firms meet the task order scope of work
- Selected A&E Prime consultants will be required to conduct their own review and approval process of the firm's qualifications, rates, etcetera when selecting a Bench firm.

A&E Prime consultants and other interested parties will have access to all information contained within the Bench firm's application as posted in this database.

Submission of a Bench application to SANDAG does not guaranty that the applicant will receive any work from SANDAG or a prime consultant. By submitting this application, the applicant expressly agrees that SANDAG shall have no liability for any claims or damages based on SANDAG's use or posting of the application.

For applicable agencies only.

PREQUALIFICATION

Company Info	Additional Addresses	Classification s/ Licenses	Other Business Info	Category/ Description	Emergency Operations	Small Business	A&E Bench Firm	Prequalification
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Would you like to apply for Contractor Prequalification? YES NO *

IMPORTANT NOTICE TO PREQUALIFICATION APPLICANTS

PlanetBids Demo is inviting all licensed contractors to submit the following information to the District for inclusion on the District's list of qualified bidders for informal bidding.

The list of contractors will be used according to the Informal Bidding Procedures under the Uniform Public Construction Cost Accounting Act (Section 2200, et seq. of the Public Contract Code) for projects between \$45,000 and \$175,000.

In order to begin the prequalification process with PlanetBids Demo you must meet the following requirements:

Contractor cannot be qualified at this time if any answer to questions below is "NO"

- Do you currently hold a liability insurance policy with a policy limit of at least \$1,000,000 per occurrence and \$2,000,000 aggregate?
- Do you currently have a workers' compensation insurance policy as required by the Labor Code or is legally self-insured pursuant to Labor Code section 3700 et seq.? (Select Not Applicable if contractor has no employees.)

Contractor cannot be qualified at this time if any answer to four questions below is "YES"

- In the last 5 years, has any Responsible Managing Employee (RME) or Responsible Managing Officer (RMO) in your firm had their contractor's license suspended or Revoked?
- In the last 5 years, has your firm, or any Person, been "defaulted" or "terminated" by an owner (other than for convenience of the project owner) or has your surety completed a contract for your firm?
- Is your firm currently ineligible to bid on or be awarded any public works contract, or perform as a subcontractor on a public works contract in accordance with Section 1777.1 of the California Labor Code?
- In the last 5 years, has your firm failed to complete a project?

For applicable agencies only.