

## CHECKLIST FOR NEW CONTRACTORS – UNIVERSITY OF CALIFORNIA, SANTA CRUZ

- Register with Contractors State License Board (CSLB)
- Register with the Dept. of Industrial Relations (DIR)
- Ensure that your company is paying prevailing wages.
- Fill out and submit university's Contractor Profile form.
- Fill out and submit university's Payee Setup form.
- Check with your bonding agent to ensure you can obtain the necessary bonding requirements.  
Contracts >\$25,000 require a payment bond. Contracts>\$50,000 also require a performance bond.  
Formally bid contracts require a bid bond.
- Check with your insurance agent to ensure you can provide adequate insurance coverage as required by the contract.