INFORMAL BIDDING PROCEDURES FOR PUBLIC WORKS PROJECTS

The Monterey County Board of Education (County Board) shall follow the California Uniform Public Construction Cost Accounting Act (CUPCCAA) which is under the authority of the California Uniform Public Construction Cost Accounting Commission and in accordance with Public Contract Code Section 22032. Alternative bidding procedures are established for a Local Educational Agency that performs public project work by contract.

Public works projects, as defined by the CUPCCAA, anticipated to cost more than forty-five thousand dollars ($45,000) and less than one-hundred seventy-five thousand dollars ($175,000) or less may be let to contract by informal procedures as set forth in Public Contract Code Section 22032 et. seq. The detailed procedures to enact this Board Policy are in Administrative Regulation 3311.1.

Contractors List

A list of contractors shall be developed and maintained in accordance with the provisions of Section 22034 of the Public Contract Code and criteria publicized periodically by the California Uniform Construction Cost Accounting Commission. During November of each year, the Monterey County Office of Education (MCOE) shall mail a written notice to all construction trade journals required by the Commission and at least one newspaper of general circulation in the County as required for MCOE under Section 22036 of the Public Contract Code, inviting all licensed contractors to submit the name of their firms and their license classifications for inclusion on MCOE's list of qualified bidders for the succeeding year. Notices shall also be sent to the Builders' Exchanges within Monterey County. Builders' Exchanges outside Monterey County shall also be solicited if necessary. MCOE shall create a new Contractors' List that will be effective each January 1 for the succeeding twelve months.

Notice Inviting Informal Bids

When a public project is to be performed, which is subject to the provisions of this policy, a notice inviting informal bids shall be mailed to all contractors for the category of work to be bid, as shown on the list of contractors developed in accordance with the Public Contract Code.

Additional contractors and/or construction trade journals may be notified, at MCOE's discretion, under the following conditions:

1. If no contractors with appropriate license classifications have submitted their firms for inclusion on the list of contractors for the category of work to be performed, the notice inviting bids shall be sent to the construction trade journals specified by the Commission.

2. If the product or service is proprietary in nature such that it can only be obtained from a certain contractor or contractors, the notice inviting informal bids may be sent exclusively to such contractor or contractors.

Award of Contracts

The Monterey County Superintendent of Schools or designee is authorized to award an informal contract to the lowest responsible bidder pursuant to this policy and in accordance with administrative regulations. In case of a tie in the dollar amount of two or more bidders, and all other bid requirements have been met, a bidder within Monterey County will be given preference if allowed by statute.

Report to the Board

Contracts awarded under this policy are to be reported to the County Board during a regular briefing on facilities matters.

Legal Reference:

PUBLIC CONTRACT CODE

2000-2002	*Responsive bidders*
3002	*Roofing projects*
20103.8	*Award of contracts*
20107	*Bidder's security*
20111-20118.4	*Contracts for construction and award to lowest responsible bidder*
22002	*Definition of public project*
22030-22045	*Alternative procedures for public projects (CUPCCAA)*