

Chabot-Las Positas Community College District

FACILITIES PLANNING & MANAGEMENT DEPARTMENT

Uniform Public Construction Cost Accounting Act

Bid Limitations:

1. Public projects of thirty thousand dollars (\$30,000) or less may be performed by the employees of the District by force account, by negotiated contract, or by purchase order.
2. Public projects of one hundred seventy-five thousand dollars (\$175,000) or less may be let to contract by informal bidding procedures (see below for procedures).
3. If all bids received are in excess of one hundred seventy-five thousand dollars (\$175,000), the Board of Trustees may award the contract, at one hundred eighty-seven thousand five hundred dollars (\$187,500), or less, to the lowest responsible bidder.
4. Public projects of more than one hundred seventy-five thousand dollars (\$175,000) shall be allowed to contract by formal bidding procedures.

Informal Bidding Procedures:

This informal bidding procedure shall only be used when bid limitations met the criteria set forth in Bid Limitations, Item 2. (\$30,000 to \$175,000).

1. Contractor List

The purchasing officer shall develop and maintain a list of qualified contractors, identified according to categories of work, as described in Public Contract Code Section 22034(a). The list shall be developed and maintained in accordance with criteria established by the California Uniform Construction Cost Accounting Commission. (see Establishing the Annual List of Contractors)

2. Distribution of Notice Inviting Informal Bids

The purchasing officer shall provide a notice inviting informal bids not less than ten days before the bids are due. The notice inviting informal bids shall be mailed to either or both of the following:

- A. All contractors on the qualified contractors list maintained pursuant to the section 1 of this section; and/or
- B. All construction trade journals (see List of Construction Trade Journals).

3. Contents of Notice Inviting Informal Bids

At a minimum, the notice inviting informal bids shall include the following:

- A. Describe the project in general terms;
- B. State how to obtain more detailed information about the project;
- C. State the date, time, and place for the submission of sealed bids; and
- D. Include any other information required by state or local law.

Other types of information that could be included in the notice inviting informal bids shall include the following:

- A. Project title and Informal Bid #;
- B. Engineer's Cost Estimate;
- C. Location of project site;
- D. Owner's address and phone number;
- E. Architect's name and address;
- F. Where plans and specifications may be obtained; and
- G. Requirements of bid bond/performance and payment bonds.

4. Proprietary Projects, Products or Services

If the purchasing officer certifies that, to the best of their knowledge, the project, product, or service is proprietary in nature and can be obtained only from one contractor or source, and that no equivalent projects, products or services are available, then the notice inviting informal bids may be sent exclusively to such contractor or provider.

5. Contents of Bid and Contract Documents

A sample form of the bid and contract documents, technical specifications, drawings, and other technical documents shall be made available for a non-refundable amount at Ford Graphics, San Francisco.

6. Confidentiality

Only sealed bids shall be accepted by the District. Sealed bids shall not be opened prior to the date of bid opening, as specified in the notice inviting informal bids.

7. Bidder's Security

When required by applicable law or determined necessary by the purchasing officer, each bidder shall be required to provide appropriate security to guarantee its bid. Upon refusal or failure to execute the required contract or agreement and provide all required information and documentation, the full amount of the bid security shall be forfeited, except to the extent limited by state or local law.

8. Rejection of Bids

The District may, in its sole and absolute discretion, reject all bids presented. If after the first invitation of bids all bids are rejected, after reevaluating its cost estimates for the project, providing a written notice to bidders of the intention to

reject all bids which is mailed at least two business days prior to the bid opening, then the District shall have the option of any of the following:

- A. Abandon the project;
- B. Readvertise for bids in the manner described in these procedures; or
- C. By passage of a resolution of the Board of Trustees, declare that the project can be performed more economically by the employees of the District and have the project done by force account.

9. No Bids Received

If no bids are received, the purchasing officer may award the contract by any alternative procedure or may be performed by employees of the District by force account or by informal bidding procedures set forth in Section 22034 of the Public Contract Code.

10. Emergencies

In cases of emergency when repair or replacements are necessary, the Board of Trustees may proceed at once to replace or repair any public facility without adopting plans, specifications, or giving notice of inviting informal bids to let contracts. The work may be done by day labor, by contractor, or by a combination of the two.