

**Policy Title:      Informal Bidding Procedures under California Uniform Public Construction Cost Accounting Act**

**Policy Number: 1070**

## **INFORMAL BID PROCEDURES**

Public projects, as defined in the Act, of two hundred twenty thousand dollars (\$220,000) or less may be let to contract by informal bidding procedures as set forth in §§22032 et seq., of the California Public Contract Code. The foregoing dollar limit for the informal bidding procedures herein shall be adjusted without further action of the Cameron Estates Community Services District Board of Directors (Governing Board) if the State Controller under Public Contract Code §22020 adjusts the monetary limits for bidding contracts under the informal bidding procedures of the Act.

## **LIST OF CONTRACTORS**

A list of contractors shall be developed and maintained in accordance with the provisions of §22034 of the California Public Contract Code and criteria promulgated from time to time by the California Uniform Cost Accounting Commission. The list shall set forth the different categories of trade work that each listed contractor is qualified to perform on behalf of the district. Qualified contractors from this list would be solicited on informal bids for the district's public works projects valued between \$75,000 and \$220,000.

## **NOTICE INVITING INFORMAL BIDS**

Where a public project is to be informally bid under the Act, a notice inviting formal bids which shall describe the project in general terms and how to obtain more detailed information about the project, and state the time and place for submission of bids shall be sent to: (i) all contractors for the category of work to be bid as shown in the list of contractors developed pursuant to these procedures, or (ii) all trade journals specified by the California Uniform Cost Accounting Commission for El Dorado County in accordance with Public Contract Code §22036, or (iii) both contractors and trade journals. All notices to the contractors and/or trade journals described above shall be completed not less than fourteen (10) calendar days prior to the date that the bids are due. Additional contractors and/or construction trade journals may be notified at the discretion of the General Manager, Board President or other Director; provided that;

If there is no list of qualified contractors maintained by the district for the particular category of work to be performed, the notice inviting bids shall be sent to the construction trade journals specified by the commission and such other contractors and trade journals as the General Manger, Board President or other Director may

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

## **AWARD OF INFORMALLY BID CONTRACTS**

The district will award contracts bid pursuant to these informal bidding procedures in accordance with the policies set forth herein. The district's General Manager and the Board President or other Director without further action or authorization of the Governing Board to award contracts bid pursuant to the informal bidding procedures adopted by these procedures to the pre-qualified bidder submitting the lowest priced responsive bid proposal in the amount of \$220,000 or less (Public Contract Code Section 22034(e) allows the governing body of the public agency to delegate the authority to award informal contracts). The foregoing dollar limits shall be deemed amended without further action of the district's Governing Board if the State Controller under Public Contract Code §22020 adjusts the monetary limits for bidding contracts under the informal bidding procedures of the Act. Notwithstanding the authority conferred onto the district's General Manager and Board President or other Director, informally bid contracts awarded pursuant to such authority shall be submitted for information and ratification to the Governing Board on their agenda within sixty (60) days of action awarding an informally bid contract. The foregoing dollar limits shall be deemed adjusted in the event of action by the State Controller under Public Contract Code §22020 modifying the monetary limits for bidding contracts under the informal bidding procedures.

*If after the first invitation of bids all bids are rejected, after reevaluating its cost estimates of the project, the public agency shall have the option of abandoning the project or readvertising for bids in the manner described by this article.*

*If a contract is awarded, it shall be awarded to the lowest responsible bidder. If two or more bids are the same and the lowest, the public agency may accept the one it chooses.*

*If no bids are received through the formal or informal procedure, the project may be performed by the employees of the public agency by force account, or negotiated contract without further complying with this article.*