



TRACKING SHEET FOR AGREEMENTS/CONTRACTS/MOUS/GRANTS

DOCUMENT PACKET = 1 Tracking Sheet, 1 GLBS Report, 1 Board Agenda Item Cover Sheet, 2 Agreement/Contract/MOU/Grant documents

Note: Ultimate approval is at the discretion of the Superintendent/President and/or Governing Board.

Work is not to begin before the document has been signed by both parties.

❖ Originator please retain a copy of the Document Packet until a fully signed copy is received by email	❖ All Grants must be processed through Elizabeth Flores, Budget & Grants Accountant (ext. 6983)
❖ All Agreements/Contracts/MOUS/Grants must be submitted to Governing Board (see Bid Matrix , on next page)	❖ All Grant Applications require Governing Board <u>Approval</u> (see Bid Matrix , on next page)
Contract Start Date	Contract End Date
Date Submitted to G.B.	Submission Type <input type="checkbox"/> ACTION <input type="checkbox"/> CONSENT
Contractor (name of person, company, or entity – NOT Hartnell)	Hartnell Originator / Phone
	STATUS <input type="checkbox"/> NEW <input type="checkbox"/> RENEWAL
Description of Project or Service Being Performed	
Contractor's Contact Info (Contact Name, Title, Organization, and Mailing Address, City, State, ZIP)	
Contractor's Email	
Contractor's Phone #	Fax #
Is this a new vendor? <input type="checkbox"/> Yes <input type="checkbox"/> No	

**If yes, please follow New Vendor Setup Guidelines*

Budget Implication	Revenue \$	Expense \$
Fund Source	GRANT? <input type="checkbox"/> Yes <input type="checkbox"/> No	Grant Type <input type="checkbox"/> Federal <input type="checkbox"/> State <input type="checkbox"/> Local
Budget Account Code(s)	%	%

**Attach a copy of a Colleague GLBS report for each budget account code (GL#) being used.*

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| 1. Preliminary Review: | Administrative Services | Date |
| 2. Review & Approval: | Controller / or / Grants Accounting Manager | Date |
| 3. Review & Approval: | Dean / Dept. Manager / Director (printed name: _____) | Date |
| 4. Review & Approval: | Area Vice President (printed name: _____) | Date |
| 5. Final Review & Approval: | Vice President of Administrative Services | Date |

Administrative Services use only:

Certificates of Insurance:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Additional Insured?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Originals to President for signature:	Date:	Fully executed copy to Originator:	Date:
Originals to Contractor for signature:	Date:	Fully executed copy to Contractor	Date:

COMPLETE

BIDDING PROCEDURES MATRIX

HARTNELL COMMUNITY COLLEGE DISTRICT

CONSTRUCTION PROJECTS (per UPCCAA)	Min Quotes	Board Action	Prevailing Wage *5	Bid Bond *2	Payment Bond *1	Liability Insur. Cert.	Auto Insur. Cert.	Remarks
Projects under \$1,000	1	CA	N	N	N	Y	Y	PO, RFP, or proposal
Projects \$1,000 to \$14,999 *5	2	CA	Y	N	N	Y	Y	PO, RFP, or proposal
Projects \$15,000 to \$24,999 *2 *3	2	CA	Y	N	N	Y	Y	PO, RFP, or proposal
Projects \$25,000 to \$45,000 *1 *3	2	CA	Y	Y	Y	Y	Y	PO, RFP, or proposal
Projects \$45,001 to \$175,000 *4 *6 *9	Bids	CA	Y	Y	Y	Y	Y	Informal bidding per UPCCAA
Projects \$175,001 and larger *8	Bids	BPA	Y	Y	Y	Y	Y	Formal bidding w/advertisement per UPCCAA
NON-CONSTRUCTION Equipment, Materials, Services, etc.								
Purchases of \$0 to \$5,000 *10 *11 *12	1	N/A	N	N	N			1 quote required, 2 recommended
Purchases of \$5,001 to \$20,000 *10 *11 *12 *13	2	N/A	N	N	N			2 written quotes (catalog/internet OK)
Purchases of \$20,001 to \$90,200 *6 *10 *11 *12* 13	3	N/A	N	N	N			Informal RFQ w/3 written quotes
Purchases of \$90,201 or more *6 *7 *10 *11 *12 *13	Bids	BPA	N	N	N	Y- Contractor	Y- Contractor	Formal RFP, specs, advertisement, Bid bond 5% optional by the CEO

CA = Board Consent Agenda approval required, CBO/CEO may approve contract/agreements prior to Board Approval

BPA = Action requires Board prior approval to execute agreements and contracts

N/A = Not applicable; Superintendent/President authorized to approve

***1** = Per California Civil Code 3247, all projects \$25,000 or more require a payment bond

***2** = Per California Public Contract Code 20651(b), all construction contracts \$15,000 or more require a bidders bond

***3** = Per Uniform Public Construction Cost Accounting Act, projects up to \$45,000 may be done by force labor, negotiated, or PO

***4** = Per Uniform Public Construction Cost Accounting Act, projects up to \$45,000 to \$175,000 may be bid by Informal Bidding. This amount is subject to Periodic Adjustments per Public Contract Code (PCC) section 20651(a)(d), as noticed by the California Community College System Office

***5** = Per Labor Code 1771, all project of \$1,000 or more shall require prevailing wages be paid and meeting requirements of Labor Code

***6** = Amount is subject to Annual Adjustments per Public Contract Code (PCC) section 20651(a)(d), as noticed by the California Community College System Office

***7** = HCCD Board approval required for purchase/agreement over \$90,200 in order to execute an Agreement

***8** = HCCD Board approval required for any purchase/agreement over \$175,000 in order to execute an Agreement

***9** = If all of the informal bids received exceed \$175,000, project may still be awarded to lowest bidder, up to a maximum of \$187,500 per section 20651(a)(d)

***10** = Unless a California Multiple Award Schedules (CMAS) contract has been approved by the District

***11** = Per Labor Code section 1720, some furniture installation contracts also require prevailing wages

***12** = Under PCC 20651(a), bidders must give "such security as the Board requires," typically either a bid bond, cash, cashier's check, or certified check

***13** = Sole Source Justification