

# BIDDING PROCEDURES MATRIX

## HARTNELL COMMUNITY COLLEGE DISTRICT

<b>CONSTRUCTION PROJECTS</b> (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 \$60,000 *1 *3	2	CA	Y	Y	Y	Y	Y	PO, RFP, or proposal
Projects \$60,001 to \$200,000 *4 *6 *9	Bids	CA	Y	Y	Y	Y	Y	Informal bidding per UPCCAA
Projects \$200,001 and larger *8	Bids	BPA	Y	Y	Y	Y	Y	Formal bidding w/advertisement per UPCCAA
<b>NON-CONSTRUCTION</b> Equipment, Materials, Services, etc.								
Purchases of \$0 to \$5,000 *10 *11 *12	1	CA	N	N	N			1 quote required, 2 recommended
Purchases of \$5,001 to \$20,000 *10 *11 *12 *13	2	CA	N	N	N			2 written quotes (catalog/internet OK)
Purchases of \$20,001 to \$99,100 *6 *10 *11 *12 *13*	3	CA	N	N	N			Informal RFQ w/3 written quotes
Purchases of \$99,101 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 9550, 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 \$60,000 may be done by force labor, negotiated, or PO

**\*4** = Per Uniform Public Construction Cost Accounting Act, projects up to \$60,001 to \$200,000 may be bid by Informal Bidding. This amount is subject to Periodic Adjustments per Public Contract Code (PCC) section 22032(a)(b), 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 \$99,100 in order to execute an Agreement

**\*8** = HCCD Board approval required for any purchase/agreement over \$200,000 in order to execute an Agreement

**\*9** = If all of the informal bids received exceed \$200,000, project may still be awarded to lowest bidder, up to a maximum of \$212,500 per section 22032(b)

**\*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



**TO:** Chief Business Officers  
Facilities Directors

**FROM:** Hoang Nguyen, Director  
Facilities Planning and Utilization  
College Finance and Facilities Planning Division

**RE:** Contract Bid Threshold, Annual Adjustment

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Public Contract Code (PCC) section 20651(a) requires the governing board of any community college district to competitively bid and award contracts involving an expenditure of more than \$50,000 for any of the following:

1. The purchase of equipment, materials, or supplies to be furnished, sold, or leased to the district.
2. Services that are non-construction; and,
3. Repairs, including maintenance as defined in PCC section 20656, that are not public projects as defined in PCC section 22002(c).

The Board of Governors of the California Community Colleges, pursuant to PCC section 20651(d) shall annually adjust the \$50,000 amount specified in section 20651(a) to reflect the percentage change in the annual average value of the Implicit Price Deflator for the prior fiscal year rounded to the nearest one hundred dollars (\$100). The Board of Governors has delegated this responsibility (through standing orders) to the Chancellor.

The applicable adjustment of **2.48%** applied to the current bid threshold of \$96,700 results in **the new threshold of \$99,100** (rounded to the nearest one hundred). This new bid threshold shall commence with the 2022 calendar year.

Please direct questions regarding this subject to Hoang Nguyen, at (916) 327-5363 or [hnguyen@cccco.edu](mailto:hnguyen@cccco.edu).