

# BIDDING PROCEDURES MATRIX

## HARTNELL COMMUNITY COLLEGE DISTRICT

| <b>CONSTRUCTION PROJECTS</b><br>(per UPCCAA)                    | Min<br>Quotes | Board<br>Action | Prevailing<br>Wage<br>*5 | Bid<br>Bond<br>*2 | Payment<br>Bond<br>*1 | Liability<br>Insur.<br>Cert. | Auto<br>Insur.<br>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><br>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 \$92,600 *6 *10 *11 *12 *13*           | 3             | N/A             | N                        | N                 | N                     |                              |                         | Informal RFQ w/3 written quotes                                   |
| Purchases of \$92,601 or more *6 *7 *10 *11 *12 *13             | Bids          | BPA             | N                        | N                 | N                     | Y-<br>Contractor             | Y-<br>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 \$60,000 may be done by force labor, negotiated, or PO

**\*4** = Per Uniform Public Construction Cost Accounting Act, projects up to \$60,000 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 20615(a)(d), as noticed by the California Community College System Office

**\*7** = HCCD Board approval required for purchase/agreement over \$92,600 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 \$200,000 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