

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 \$75,000 *1 *3	2	CA	Y	Y	Y	Y	Y	PO, RFP, or proposal
Projects \$75,001 to \$220,000 *4 *6 *9	Bids	CA	Y	Y	Y	Y	Y	Informal bidding per UPCCAA
Projects \$220,001 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	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 \$114,799.00 *6 *10 *11 *12 *13*	3	CA	N	N	N			Informal RFQ w/3 written quotes
Purchases of \$114,800 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 \$75,000 may be done by force labor, negotiated, or PO

***4** = Per Uniform Public Construction Cost Accounting Act, projects up to \$75,001 to \$220,000 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 \$114,800 in order to execute an Agreement

***8** = HCCD Board approval required for any purchase/agreement over \$220,001 in order to execute an Agreement

***9** = If all of the informal bids received exceed \$220,000, project may still be awarded to lowest bidder, up to a maximum of \$235,000 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(b), 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