



California Uniform Public Construction Cost Accounting

Effective Date: March 16, 2006

Exhibits:

District Policy:

Refer Questions To:

Department: General Services

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Purpose:

Establish an annual list of Pre-qualified contractors to perform work under \$120,000.

Where to obtain forms:

Department of General Services or www.wvm.edu

Procedures:

Public Contracts Code section 22036

1. The Governing Board of the West Valley-Mission Community College District adopted, by resolution, the California Uniform Public Construction Cost Accounting Act on March 16, 2006.
2. On an annual basis, the Department of General Services will solicit applications from contractors within the following trades to participate in the District California Uniform Construction Cost Accounting projects:

General Engineering Contractor	A General Engineering Contractor
General Construction	B General Building
Insulation and Acoustical	C-2 Insulation and Acoustical Contractor
Boiler, Hot-Water Heating System Fitting Contractor	C-4 Boiler, Hot-Water Heating System Fitting Contractor
Framing and Rough Carpentry Contractor	C-5 Framing and Rough Carpentry Contractor
Cabinetry, Millwork, Finish Carpentry	C-6 Cabinet, Millwork, Finish Carpentry
General Low Voltage Electrical	C-7 Low Voltage Electrical
Telecommunications/ Data	C-7 Low Voltage Electrical

Cabling	
Concrete Contractor	C-8 Concrete Contractor
Drywall Contractor	C-9 Drywall Contractor
General Electrical	C-10 Electrical
Elevator Contractor	C-11 Elevator Contractor
Earthwork/Paving	C-12 Earthwork and Paving
Fence	C-13 Fencing
Flooring	C-15 Floor and Flooring
Fire Protection/Fire Alarms	C-16 Fire Protection
Glass	C-17 Glazing
HVAC	C-20 Warm-Air Heating and Air Conditioning
Moving/Demolition	C-21 Building Moving/Demolition
Ornamental Metal Contractor	C-23 Ornamental Metal Contractor
Landscaping/Irrigation	C-27 Landscaping
Doors, Locks, Security	C-28 Lock and Security Equipment
Masonry Contractor	C-29 Masonry Contractor
Construction Zone Traffic Control	C-31 Construction Zone Traffic Control Contractor
Parking Lot	C-32 Parking and Highway Improvement
Painting	C-33 Painting and Decorating
Pipeline Contractor	C-34 Pipeline Contractor
Lathing and Plastering Contractor	C-35 Lathing and Plastering Contractor
Plumbing	C-36 Plumbing
Refrigeration Contractor	C-38 Refrigeration Contractor
Roofing	C-39 Roofing
Sanitation System Contractor	C-42 Sanitation System Contractor
Sheet Metal Contractor	C-43 Sheet Metal Contractor
Electrical Sign Contractor	C-45 Electrical Sign Contractor
Solar Contractor	C-46 Solar Contractor
General Manufactured Housing Contractor	C-47 General Manufactured Housing Contractor
Reinforcing Steel	C-50 Reinforcing Steel

Contractor	Contractor
Structural Steel Contractor	C-52 Structural Steel Contractor
Swimming Pool Contractor	C-53 Swimming Pool Contractor
Ceramic Tile	C-54 Tile
Trenching	D-56 Trenching
Hydro seed Spraying	D-59 Hydro seed Spraying
Air and Water Balancing	D-62 Air and Water Balancing
Construction Cleanup	D-63 Construction Cleanup
Non specialized	D-64 Non-specialized
Weatherization and Energy Conservation	D-65 Weatherization and Energy Conservation
Asbestos Certification	ASB – Asbestos Certification
Hazardous Substance Removal Certification	HAZ - Hazardous Substance Removal Certification

3. Applications for participation in the District’s California Uniform Public Construction Cost Accounting are available either from the General Services department or the District’s website:
<http://wvm.edu/documents.aspx?fid=27169&doc=27170&year=2010>
4. The Director of General Services reviews all applications and qualifies/disqualifies contractors based on their applications.
5. Qualified contractors are added, along with their contractor’s license numbers to a list that is maintained in the General Services office.
6. Projects limits are defined as follow:
 - \$0-\$30,000 - No Bid. Would be exempt from bidding requirements; these projects will be performed by negotiated contract or by purchase order. **If any projects are over \$25,000 they require performance bonds and labor and materials bonds.**
 - \$30,000 - \$125,000 - Informal Bid. Would be awarded to the qualified contractor submitting the lowest quote through an informal bidding process. The District would still reserve the right to formally bid a project in this range if desired. **Bid bonds, performance bonds, and labor and material bonds would continue to be required of all contractors doing work under these provisions.**

- Over \$125,000 - \$137,500. Requires one advertisement in a local paper with 14-day advance notice. Trade Journals are notified 30 days in advance. Requires Board approval.
 - If no bids are received through the informal or formal bidding procedures, the District is authorized by Section 22038(c) to have the Project completed by negotiated contract which comply with bidding procedures.
7. Projects between \$0-\$30,000 can be negotiated with any qualified contractor who's California Contractor's license number is specified on a project.
 8. Projects between \$30,001 -\$125,000 are Informal Bids. Notification to all pre-qualified contractors, holding the California Contractor's license number necessary to perform the work outlined in the notification, are mailed/faxed the announcement for an upcoming informal bid. A meeting for these contractors' is held and within ten (10) days of written notification, bids can be opened. Bids are reviewed for the lowest responsible bidder and contracts can be awarded without board approval.
 9. Projects that are received through the informal bid process that exceed \$125,000 but do not exceed \$137,500, can be awarded by 4/5th vote of the Board of Trustees.
 10. Once the lowest responsible bidder is determined for these projects, the Director, General Services, writes contracts and the Board of Trustees has delegated authority to the Vice Chancellor, Administrative Services to sign these contracts.
 11. The District has adopted an Emergency Resolution on February 2, 2010, giving the Administration the authority to declare an emergency for work, using the California Uniform Public Construction Cost Accounting Act, by using our prequalified contracts.

Informal Bids:

1. Informal bid numbers can be obtained from the General Service's Office.
2. The Facilities' Department or a representative of the District, Construction Management firm, develops these projects. Specifications are kept along with the entire bid file in the department of General Services.
3. Either the Facilities Department or the Construction Management team develops the Notice Inviting Informal Bids.
4. Notices are either mailed or faxed to every pre-qualified contractor who holds the appropriate California State Contractor's License required for the work to be

performed. Faxed broadcast sheets are kept in the bid file as reference to which contractor's received the faxes.

5. Mandatory contractors meeting are held for these projects as needed.
6. Informal bids can be opened ten (10) days after the notices are sent to the contractors.
7. Bids are opened by the General Services Department on the day and time that has been noted in the Notice sent to the contractors.
8. Either the Facilities Department or the Districts representative, the Construction Management firm reviews the bids received and notifies the Director, General Services who is the lowest responsible bidder.
9. The Director, General Services, generates contracts and sends to the contractor for signature. At that same time, the Director requests the Labor and Materials Bond and the Performance Bonds, along with the certificate of insurance.
10. The Director emails the contracts to the contractor and to the Purchasing Clerk for tracking purposes.
11. Once the contract is returned to the Director, General Services from the contractor, the Director forwards the contract to the Vice Chancellor, Administrative Services for signature.
12. Contract files are maintained in the General Services department.

Informal Bids over \$125,000

1. When the District uses the Informal Bid method under the California Uniform Public Construction Cost Accounting Act, and the bids received exceed \$125,000 but does not exceed \$137,500, these informal bids require Board of Trustee approval. The Board, may award the contract to the lowest responsible bidder, if it determines by 4/5th vote, the cost estimate is reasonable.
2. After Board approval, the Director, General Services, generates contracts and sends to the contractor for signature. At that same time, the Director requests the Labor and Materials Bond and the Performance Bonds, along with the certificate of insurance.

Bond Requirement:

1. Bid Bonds are required for all Informal bid projects.

2. Performance Bonds are required for any project that exceeds \$25,000.
3. Labor & Material Bonds are required for any project that exceeds \$25,000.