**POLICY OF THE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SCHOOL DISTRICT**

**REGARDING INFORMAL BIDDING UNDER THE UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING ACT**

A. Public Contract Code (“PCC”) Section 22030 and following, the Uniform Public Construction Cost Accounting Act ("the Act"), permits school districts which adopt specified uniform cost accounting standards for construction and/or maintenance and repair work to increase the threshold for those projects, which may be performed by force account or without competitive bidding, and to use certain informal procedures for letting contracts for public projects within a specified range.

B. This Board previously adopted a resolution electing to become subject to the Uniform Public Construction Cost Accounting procedures described in the Act, as they may be amended from time to time.

C. Pursuant to PCC Section 22034 each public agency that elects to become subject to the uniform construction accounting procedures in the Act must enact an informal bidding policy to govern the selection of contractors to perform public contracts of $200,000.00 or less.

1. What this Policy Does

This Policy sets forth the requirements for informal bidding of projects permitted to be let by informal procedures under the Act, up to the maximum amounts permissible under the Act, as it may be amended.

2. Requirements for Informal Bidding

(a) The District shall maintain a list of qualified contractors, identified according to categories of work. Minimum criteria for development and maintenance of the contractors list shall be determined by the commission.

(b) All contractors on the list for the category of work being bid or all construction trade journals specified in PCC Section 22036, or both all contractors on the list for the category of work being bid and all construction trade journals specified in PCC Section 22036, shall be mailed, faxed or emailed a notice inviting informal bids unless the product or service is proprietary.

(c) All mailing, faxing or emailing of notices to contractors and construction trade journals pursuant to subdivision (b) shall be completed not less than 10 calendar days before bids are due.

(d) The notice inviting informal bids shall describe the project in general terms and how to obtain more detailed information about the project, and state the time and place for the submission of bids.

(e) The governing body of the District may delegate the authority to award informal contracts to the superintendent, public works director, general manager, purchasing agent, or other appropriate person.

(f) If all bids received are in excess of two hundred thousand dollars ($200,000), the governing body of the District may, by adoption of a resolution by a four-fifths vote, award the contract, at two hundred twelve thousand five hundred dollars ($212,500) or less, to the lowest responsible bidder, if it determines the cost estimate of the District was reasonable.

3. The Board further directs and authorizes the Superintendent to take further actions on its behalf as necessary and appropriate to effectuate this Policy.

4. Certificate of Clerk

I, \_\_\_\_\_\_\_\_\_, President of the Governing Board of the \_\_\_\_\_\_\_\_\_\_\_ School District of Kern County, State of California, certify that this Policy proposed by \_\_\_\_, seconded by \_\_\_\_\_\_\_\_\_, was duly passed and adopted by the Board, at an official and public meeting this \_\_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_, 20\_\_, by the following vote.

Ayes:

Noes:

Absent:

Abstained:

Kern County, State of California

ATTEST: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Clerk, Board of Trustees