

Amount of Project:	\$0.01 - \$999.99	\$1,000 – \$24,999	\$25,000 - \$59,999	\$60,000 - \$200,000
<b>Requirements:</b>				
<b>Competitive Bidding</b>	<b>NO</b>	<b>NO</b>	<b>NO</b>	<b>YES</b>
<b>Prevailing Wage</b>	<b>NO</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>
<b>PWC-100 (Project Registration on DIR website)</b>	<b>NO</b>	<b>NO</b>	<b>YES</b>	<b>YES</b>
<b>Contractor MUST be registered with DIR prior to work / bidding</b>	<b>NO</b>	<b>NO</b>	<b>YES</b>	<b>YES</b>
<b>Provide eCPR to Contractor (Put in PO comments)</b>	<b>NO</b>	<b>NO</b>	<b>YES</b>	<b>YES</b>
<b>Endorsed Certificates of Insurance</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>
<b>PO Prior to Start of Project</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>
<b>Bid Bonds (10% of base cost)</b>	<b>NO</b>	<b>NO</b>	<b>YES</b>	<b>YES</b>
<b>Payment &amp; Performance Bonds (100% of project cost, may include contingency)</b>	<b>NO</b>	<b>NO</b>	<b>YES</b>	<b>YES</b>
<b>Notice of Completion</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>

### 1. Definitions:

**A) Public Project PCC22002(c)** - Construction reconstruction, erection, alteration, renovation, improvement, demolition, and repair work involving any publicly owned, leased, or operated facility. Painting or repainting of any publicly owned, leased, or operated facility.

**B) Maintenance Work PCC22002(d)** "Public project" does not include maintenance work. For purposes of this section, "maintenance work" includes all of the following: Routine, recurring, and usual work for the preservation or protection of any publicly owned or publicly operated facility for its intended purposes. Minor repainting. Resurfacing of streets and highways at less than one inch. Landscape maintenance, including mowing, watering, trimming, pruning, planting, replacement of plants, and servicing of irrigation and sprinkler systems. (Maintenance work should be bid via the RFQ/RFP process as a prevailing wage required service. See a PCS for details.)

**2. Prequalified Contractors List:** List can be found on the Intranet. If Departments would like to work with a contractor who is not currently listed, contact Purchasing so that contractor can be given the prequalification packet and the list will be updated. Prequalification's are done every November and a new list will be published each January for that calendar year.

**3. Competitive Bidding:** Purchasing Policy Manual dated September 1, 2016 section 3.3.1 Authority Limitations Table requires public works projects estimated to be over \$45,000 and under \$175,000 to be competitively bid **but Purchasing Policy Manual and Policy B11 should be updated in accordance with AB2249 raising the CUPCAA authority to \$60,000/\$200,000 and per Ord. No. 757.** Per Section 7 Public Works "Public Work Purchase Orders must be generated by a Procurement Contract Specialist (PCS) as a designee of the Purchasing Agent; a departmental buyer or LVPO processors cannot process a public works bid." Project managers have the option to request pricing from multiple prequalified contractors in the trade classification needed for projects under \$60,000 and can work with a PCS when doing so. PCC22034 specifies the requirements for sending notices to contractors for work to be bid under CUPCAA. All Contractors on the list should be notified by the category of work to be performed when seeking bids as well as notifications sent to the construction trades rooms identified in Procedure #57. Contractors that provide proprietary services are the exception and if those are identified, Purchasing should be contacted for further information.

**4. Prevailing Wage:** Labor Code Section 1771 – required for projects over \$1,000 and applicable to public works projects and contracts let for maintenance work.

**5. Department of Industrial Relations (DIR):** DIR has oversight and compliance responsibilities for regulating and enforcing prevailing wage requirements. PWC-100 project registration must be done within 5 days of award and project ID must be noted in the PO comments so electronic certified payroll records (eCPR) can be submitted by the contractor.

**6. Endorsed Certificates of Insurance:** Prequalified Contractors list will be updated as endorsed COI's are received by Purchasing. It is the project managers/PCS responsibility to confirm insurance is endorsed prior to start of project.

**7. Bonding:** Payment & Performance bonds per Civil Code 9550-9566 are required for projects over \$25,000 regardless of bidding requirements. Bid bonds are required when bidding projects over \$25,000 unless requested in other circumstances.

**8. Notice of Completion:** Civil Code 9204 – Required for all projects and should be recorded within 15 days of date of completion of work, signed and verified by the project manager or PCS/Buyer. This would include emails, stamps on invoices, letter of completion for the bid file, etc.

\*See Purchasing Policy Manual, Section 7 and Procedure #57 for details