

## QUICK REFERENCE SHEET ON CUPCCAA

(Only for Public Works & Maintenance\* – Not for Equipment or non-construction type services.)

LESS THAN \$60,000	\$60,000 - \$200,000	MORE THAN \$200,000
<ul style="list-style-type: none"> <li>✓ Get informal quotes. The number of quotes depends on the job and how many viable vendors there are on the list.</li> <li>✓ Over \$25,000 needs to have performance bonds submitted.</li> <li>✓ A Field Contract and insurance are needed.</li> <li>✓ DSA approvals are still needed on all projects that in the past required DSA approval.</li> <li>✓ Bid bond is not needed</li> </ul>	<ul style="list-style-type: none"> <li>✓ No ads are required.</li> <li>✓ FAX or email all notices to contractors in the list <b>and/or</b> send ad to trade journals at least 10 calendar days before the opening. Print fax log or email as proof.</li> <li>✓ If you deem a contractor on the list is not qualified, you must still send them a notice, there is no pre-qualification process.</li> <li>✓ After you send the notices, bid conference can be done next day. Have a specific date for questions deadline.</li> <li>✓ All Bonds are needed.</li> <li>✓ Use standard boiler plate for informal bids.</li> <li>✓ The District must award to the lowest responsible bidder meeting specifications. If the bids received are more than \$200,000, the Board can authorize by adopting a resolution by a 4/5 vote.</li> <li>✓ DSA approvals are still needed on all projects that in the past required DSA approval.</li> <li>✓ Needs board approval.</li> <li>✓ Must file NOC (Notice of Completion)</li> <li>✓ Change orders cannot exceed 10%.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Do formal bids.</li> <li>✓ Advertise once a week for 2 weeks. Have a minimum of 14 days prior to opening.</li> <li>✓ The notice to bidders must also be mailed to the specified trade journals, at least 30 calendar days before the bid opening date.</li> <li>✓ Bonds are needed.</li> <li>✓ DSA approvals are still needed on all projects that in the past required DSA approval.</li> <li>✓ Must file NOC.</li> </ul>
<ul style="list-style-type: none"> <li>✓ Purchasing needs to send a notice for local publication inviting licensed contractors to submit their names to the district for the following year or per project basis.</li> <li>✓ Purchasing needs to create a new list of contractors on January 1 each year including all contractors who have properly provided the required info AND it is recommended to include all who have submitted bids in the prior year.</li> <li>✓ Add contractors during the year as requested or on a per project basis.</li> <li>✓ This list must be used for ALL notices. Always ask for updated list from Purchasing.</li> <li>✓ If two (2) equal bids are received, then the District may accept whichever bid it chooses.</li> <li>✓ Any public project exceeding \$1,000 will require payment of prevailing wage unless a labor compliance program is in effect.</li> </ul>		
<p>*For example, a district-wide project to service and repair (not replace) chiller systems could be considered maintenance, if done on a recurring basis.</p>		