



### Maintenance Work

Per Public Contract Code §20651 and Board Policy 6332-Competitive Bidding, Quotations and Contracts

Repairs, including maintenance as defined in PCC §20656, that are not a public project as defined in subdivision (c) of Section 22002.

Maintenance Definition (PCC §20656):

1. Routine, recurring, and usual work for the preservation, protection and keeping of any publicly owned or publicly operated facility for its intended purposes in a safe and continually usable condition for which it was designed, improved, constructed, altered or repaired.
2. Minor repainting.
  - A. Must be minor re-painting (less \$25,000) only
  - B. All other painting is considered public works and will be subject to CUPCCAA Informal Bid Procedures
3. Resurfacing of streets and highways at less than one inch.
4. Landscape maintenance, including mowing, watering, trimming, pruning, planting, replacement of plants, and servicing of irrigation and sprinkler systems.
5. Work performed to keep, operate, and maintain publicly owned water, power, or waste disposal systems, including, but not limited to, dams, reservoirs, power plants, and electrical transmission lines of 230,000 volts and higher.

**Note: The current 2018 annual bid threshold is \$90,200. The maximum dollar value of a maintenance project that can be awarded by the Solicitation of Quote process is subject to annual adjustment in December of each calendar year.**

PO	Less than \$1,000 (Typically Purchase Order)
Field Agreement for Services	\$1,000 - \$14,999 (Under \$15,000) <ul style="list-style-type: none"> <li>• Minimum 1 Solicitation of Quote required.</li> <li>• Contractor <u>is not required</u> to be registered with DIR</li> <li>• Contractor <u>is not required</u> to submit certified payroll to DIR</li> <li>• No Bonds are required</li> <li>• <b>Use Form FS-3 (Field Service Agreement FS-3 Template)</b></li> </ul>
	\$15,000 - \$25,000 (Above \$15,000 and under \$25,000) <ul style="list-style-type: none"> <li>• Solicitation of Quotes (2-3). Must be awarded to low bid.</li> <li>• Contractor's DIR registration is required</li> <li>• Contractor is required to submit certified payroll to DIR</li> <li>• District is required to submit project to DIR for DIR Project ID (and send Project ID to contractor)</li> <li>• No Bonds are required</li> <li>• <b>Use Form FS-4 (Field Service Agreement FS-4 Template)</b></li> </ul>
	\$25,001 - \$90,200 (Above \$25,000 and under annual Bid Threshold Limit) <ul style="list-style-type: none"> <li>• Solicitation of Quotes (2-3). Must be awarded to low bid.</li> <li>• Contractor's DIR registration is required</li> <li>• Contractor is required to submit Certified Payroll to DIR</li> <li>• District is required to submit project to DIR for DIR Project ID (and send Project ID to contractor)</li> <li>• Bonds are required: Bid Bond; Payment and Performance bond</li> <li>• <b>Use Form FS-5 (Field Service Agreement FS-5 Template)</b></li> </ul>
Maintenance Service Agreement	\$90,201 (Above annual Bid Threshold Limit must follow Formal Bid Procedure Per <b>Public Contract Code §20651</b> ) <ul style="list-style-type: none"> <li>• Contractor's DIR registration is required</li> <li>• Contractor is required to submit Certified Payroll to DIR</li> <li>• District is required to submit project to DIR for DIR Project ID (and send Project ID to contractor)</li> <li>• Bonds are required: Bid Bond; Payment and Performance bond</li> <li>• <b>Use Formal Bid Template Agreement and follow Notice Requirements per Education Code §81641</b> <ol style="list-style-type: none"> <li>A. Advertisement: Once a week for two weeks in newspaper of general circulation (OC Register)</li> <li>B. You can courtesy email trade journals but it is not required under EDC §81641.</li> </ol> </li> </ul>



### Public Works

Per the California Uniform Public Construction Cost Accounting Act (CUPCCAA), Public Contract Code §22002(c) and Board Policy 6603 Informal Bidding Procedures

Public Works Definition (PCC §22002(c)):

1. Any construction, reconstruction, erection, alteration, renovation, improvement, demolition, and repair work involving any publicly owned, leased, or operated facility, any public structure, building, road or other public improvement of any kind.
2. Painting or repainting of any publicly owned, leased, or operated facility.

**Note: Informal bidding procedures does not apply to purchases of equipment and/or supplies. For maintenance work, the District follows PCC §20651 and not informal bidding procedures as allowed under PCC §22003.**

PO	Less than \$1,000 (Typically Purchase Order)
Field Agreement for Services	\$1,000 - \$24,999 (Under \$25,000, AR 6603 Solicitation of Quotes) <ul style="list-style-type: none"> <li>• Under \$15,000, Solicitation of Quotes (min. 1). Above \$15,000 Solicitation of Quotes (2-3). Must be awarded to low bid.</li> <li>• Contractor <u>is not required</u> to registered with DIR</li> <li>• Contractor <u>is not required</u> to submit certified payroll to DIR</li> <li>• No Bonds are required</li> <li>• <b>Use Form FS-1 (Field Service Agreement FS-1 Template)</b></li> </ul>
	\$25,000 - \$44,999 (Above \$25,000 and under \$45,000, AR 6603 Solicitation of Quotes) <ul style="list-style-type: none"> <li>• Solicitation of Quotes (2-3). Must be awarded to low bid.</li> <li>• DIR Contractor is required to registered with DIR</li> <li>• Contractor is required to submit certified payroll to DIR</li> <li>• District is required to submit project to DIR for DIR Project ID (and send Project ID to contractor)</li> <li>• Bonds are required: Bid Bond, Payment and Performance bond</li> <li>• <b>Use Form FS-2 (Field Service Agreement FS-2 Template)</b></li> </ul>
Construction Services Agreement	\$45,000 - \$175,000 (Above \$45,000 and under \$175,000, AR 6603 Informal Bidding Procedures Under CUPCCAA) <ul style="list-style-type: none"> <li>• Informal bid (see Advertisement (A) below. Must send to all contractors for category of work on qualified list)</li> <li>• DIR Contractor is required to registered with DIR</li> <li>• Contractor is required to submit certified payroll to DIR</li> <li>• District is required to submit project to DIR for DIR Project ID (and send Project ID to contractor)</li> <li>• Bonds are required: Bid Bond, Payment and Performance bond</li> <li>• <b>Use Informal Bid Template Form Agreement</b> <ol style="list-style-type: none"> <li>A. Advertisement: Send Notice (via mail, fax or email) of Inviting Bids to <b>all</b> contractors for the category of work to be bid from the District's current contractors list per PCC §22034 this shall be done no less than <b>10 calendar days</b> before bids are due.</li> <li>B. <b>Or</b> to the construction trade journals (Construction Bidboard, Dodge Data &amp; Analytics, Southern California Builders Association, BidAmerica and Associated General Contractors of America San Diego Chp Inc.) as per PCC §22036 for Orange County. <b>10 calendar days</b> before bids are due. If you email a notice to all contractors on the list for the category of work, you can choose to courtesy email the trade journals. Only A or B is required.</li> </ol> </li> </ul>
	\$175,001 (Above \$175,000, Formal Bidding Procedures Per <b>PCC §22037</b> or <b>PCC §20651-traditional bid</b> ) <ul style="list-style-type: none"> <li>• Contractor's DIR registration is required</li> <li>• Contractor is required to submit Certified Payroll to DIR</li> <li>• District is required to submit project to DIR for DIR Project ID (and send Project ID to contractor)</li> <li>• Bonds are required: Bid Bond; Payment and Performance bond</li> <li>• <b>Use Formal Bid Template Agreement</b></li> <li>• <b>Notice Requirements per PCC §22037:</b> a) publish notice at least 14 calendar days prior to date of bid opening in newspaper of general circulation (OC Register) and; b) send electronically (either fax or email) <b>and</b> mail (regular U.S. Mail) to all construction trade journals per PCC §22036 at least 15 calendar days prior to date of bid opening.</li> <li>• <b>Notice Requirements per PCC §20651 follows Education Code §81641:</b> a) Advertisement once a week for two weeks in newspaper of general circulation within the district (OC Register); and you can courtesy email trade journals but it is not required under EDC 81641 only the advertisement in the newspaper is required.</li> </ul>