



Maintenance and Public Works Requirements

1100 N. Grand Ave., Walnut, CA 91789
www.mtsac.edu | (909) 274-7500

Maintenance Work

Per Public Contract Code (PCC) §20651 and Board Policy 6340-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.

Public Works

Per the California Uniform Public Construction Cost Accounting Act (CUPCAA), PCC §22002(c) and 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. *Amounts subject to changes/ increases.

Field Agreement for Services

| | |
|--|---|
| \$0 - \$15,000 | <ul style="list-style-type: none"> • Minimum 1 Solicitation of Quote required. • Contractor <u>is required</u> to provide insurance (COI) with endorsements • Must pay Prevailing Wages over \$1K |
| \$15,000 - \$25,000 | <ul style="list-style-type: none"> • Minimum 3 Solicitation of Quotes. Must be awarded to lowest bidder. • Contractor <u>is required</u> to be registered with DIR and submit Certified Payroll to DIR • Contractor <u>is required</u> to provide insurance (COI) with endorsements • Quote justification form or SSJ is required • Must pay Prevailing Wages |
| \$25,001 - \$119,099 (Above \$25,000 and under annual Bid Threshold Limit) | <ul style="list-style-type: none"> • Minimum 3 Solicitation of Quotes. Must be awarded to lowest bidder. • Contractor <u>is required</u> to be registered with DIR and submit Certified Payroll to DIR • Bonds <u>are required</u>: Payment and Performance bond • District is required to submit project to DIR for DIR Project ID (and send Project ID to contractor) • Quote Justification form or SSJ is required • Contractor <u>is required</u> to provide insurance (COI) with endorsements • Must pay Prevailing Wages |

Maintenance Service Agreement

| | |
|---|---|
| \$119,100 (Above annual Bid Threshold Limit must follow Formal Bid Procedure Per PCC §20651) | <ul style="list-style-type: none"> • Contractor <u>is required</u> to be registered with DIR and submit Certified Payroll to DIR • District is required to submit project to DIR for DIR Project ID (and send Project ID to contractor) • Bonds are required: Payment and Performance bond • Use Formal Bid Template and follow Notice Requirements per Education Code §81641 <ul style="list-style-type: none"> - Advertisement: Once a week for two weeks in newspaper of general circulation |
|---|---|

Field Agreement for Services

| | |
|---|--|
| \$0 - \$24,999 (Under \$25,000, AR 6603 Solicitation of Quotes) | <ul style="list-style-type: none"> • Minimum 1 Solicitation of Quote required. Up to \$25K, multiple quotes preferred but not required. • Contractor <u>is required</u> to provide insurance (COI) with endorsements • Must pay Prevailing Wages |
| \$25,000 - \$74,999* (Above \$25,000 and \$75,000) | <ul style="list-style-type: none"> • Minimum 3 Solicitation of Quotes. Must be awarded to lowest bidder. Quote justification required. • Contractor <u>is required</u> to be registered with DIR & submit Certified Payroll to DIR • District is required to submit project to DIR for DIR Project ID (and send Project ID to contractor) • Bonds are required: Payment and Performance bond • Quote justification form or SSJ is required • Must pay Prevailing Wages |

Construction Services Agreement

| | |
|--|--|
| Informal Bidding Procedures Under CUPCAA (Must post solicitation in e-procurement system) \$75,000* - \$219,999* (Above \$75,000* and under \$219,999) | <ul style="list-style-type: none"> • Informal bid (Advertisement per (A) or (B) or both below. • Contractor <u>is required</u> to be registered with DIR & submit certified payroll to DIR • District is required to submit project to DIR for DIR Project ID (and send Project ID to contractor) • Bonds are required: Bid Bond, Payment and Performance bond • Use Informal Bid Template Form Agreement <ul style="list-style-type: none"> A. Advertisement: Send Notice (via mail, fax or email) of Inviting Bids to all contractors for the category of work to be bid from the District's current contractors list per PCC §22037 this shall be done no less than 14 calendar days before bids are due. B. Mail, fax, or email construction trade journals (Southern California Builders Exchange - rcheah@socalbx.org; Kern County Builders' Exchange, Inc. - kcbex@kcbex.com; BidAmerica - planroom@bidamerica.com) as per PCC §22037. 14 calendar days before bids are due. • Must pay Prevailing Wages |
| Formal Bidding Procedures Per PCC §22037 and Education Code §81641 (Must post solicitation in e-procurement system) \$220,000* (Above \$220,001*) | <ul style="list-style-type: none"> • Contractor <u>is required</u> to be registered with DIR • Contractor <u>is required</u> to submit Certified Payroll to DIR • District is required to submit project to DIR for DIR Project ID (and send Project ID to contractor) • Bonds are required: Bid Bond; Payment and Performance bond • Use Formal Bid Template Agreement • Notice Requirements per PCC §22037 and the CUPCAA Manual: <ul style="list-style-type: none"> - Publish notice once at least 14 calendar days prior to date of bid opening in newspaper of general circulation (San Gabriel Valley Tribune); and • Must pay Prevailing Wages |

| | |
|---|---|
| Emergency Projects – Field Agreement for Services | <p><\$74,999</p> <ul style="list-style-type: none"> • Minimum 1 quote solicitation • Contractor <u>is required</u> to be registered with DIR and submit Certified Payroll to DIR • Contractor <u>is required</u> to provide insurance (COI) with endorsements • Must pay prevailing wages over \$1K • Bonds <u>are required over \$25K</u>: Bid Bond; Payment and Performance bond • District is required to submit project to DIR for DIR Project ID (and send Project ID to contractor) • Must pay Prevailing Wages • Request insurance claim via Risk Management • Ask Accounting for funding source |
| | <p>>\$75,000</p> <ul style="list-style-type: none"> • Minimum 1 quote solicitation • Contractor <u>is required</u> to be registered with DIR and submit Certified Payroll to DIR • Bonds <u>are required over \$25K</u>: Bid Bond; Payment and Performance bond • Contractor <u>is required</u> to provide insurance (COI) with endorsements • District is required to submit project to DIR for DIR Project ID (and send Project ID to contractor) • Must pay Prevailing Wages • Board Emergency Resolution required • Request insurance claim via Risk Management • Ask Account for funding source |