



## **Award to Low Bidder; No Bids**

All contracts must be awarded to the lowest responsible bidders. If two or more bids are the same and lowest, the District may accept the one it chooses. When no bids are received, the District may perform Public Projects with District employees or through a negotiated contract without further complying with this procedure.

## **Notice Inviting Informal Bids**

When a Public Project anticipated to cost less than \$200,000 is to be performed, the district shall prepare a notice of the opportunity to bid. The notice must describe the project in general terms, state the time and place for the submission of bids and describe how to obtain more detailed information about the project. The district shall mail the notice to all contractors for the category of work to be bid, as shown on the Contractors List. The district may also mail the notice to all construction trade journals. Other contractors and/or construction trade journals may also be notified at the discretion of the department soliciting bids. Mailing shall be completed at least ten days before bids are due.

## **Award of Informally-Bid Contracts**

The superintendent/president or designee for the district, is authorized to award informal contracts (defined as contracts for less than \$200,000.00), except those contracts described below.

## **Bids Exceed Informal Bidding Limit**

If all informal bids received exceed \$200,000, and the district determines that the cost estimate was reasonable, the district may award the contract at up to \$212,500 to the lowest responsible bidder. The contract must be approved by Resolution receiving a four-fifths (4/5) vote of the board of trustees.

## **Bid Documents for Formal Bids**

The superintendent/president or designee, will see that plans, specifications and working details for all Public Projects estimated to cost more than \$200,000 are adopted.

## **Notice Inviting Formal Bids**

When a Public Project, which is anticipated to cost in excess of \$200,000 is to be performed, the District shall publish a notice inviting formal bids in a newspaper of general circulation. The notice shall be published at least 14 calendar days before the date of bid opening. The notice shall also be sent electronically, if available, by facsimile or electronic mail and mailed to all construction trade journals. The notice to

## **When Contractors List Has Not Been Prepared: Proprietary Product or Service**

Notwithstanding the above:

If the district has not prepared a list of contractors for the particular category of work to be performed, the notice inviting bids shall be sent to each of the construction trade journals.

If the product or service is proprietary in nature, such that it can be legally obtained only from a certain contractor(s) pursuant to Public Contract Code Section 3400, the notice inviting informal bids may be sent exclusively to such contractors.

## **Contracts for Maintenance Work**

Contracts for Maintenance Work may be bid pursuant to the Informal Bidding Procedures described above. Maintenance Work is routine, recurring work done for the preservation or protection of a public facility; minor repainting; landscape maintenance including mowing, watering, trimming, pruning, planting or replacement of plants, and