

BIDDING PROCEDURES MATRIX X
WEST HILLS COMMUNITY COLLEGE DISTRICT

Last Revision: January 1, 2020

CONSTRUCTION PROJECTS (per UPCCAA)	Min Quotes	Board Action	Prevailing Wage *5	Sid Bond *2	Payment Bond *1	Liability Insur. Cert.	Auto Insur. Certificate	Remarks
Projects under \$1,000	1	N	N	N	N	y	y	PO, RFP or proposal
Projects \$1,000 to \$14,999 *5*11	2	N	y	N	N	y	y	PO, RFP or proposal
Projects \$15,000 to \$24,999 *2*3*11	2	N	y	y	N	y	y	PO, RFP or proposal
Projects \$25,000 to \$60,000 *1*3*11	2	N	y	y	y	y	y	PO, RFP or proposal
Projects \$60,001 to \$200,000 *4*7*10*11	Bids	CA	y	y	y	y	y	Informal bidding per UPCCAA
Projects \$200,001 and larger *9*11	Bids	BPA	y	y	y	y	y	Formal bidding with advertisement per UPCCAA
NON-CONSTRUCTION								
	Min	Board	Prevailing Wage	Sid Bond	Payment Bond	Liability Insur.	Auto Insur.	Remarks
INFORMAL-Purchases \$20,001 to \$94,199 *6 *7		CA	N	N	N	Y- Contractor	Y- Contractor	
Purchases of \$0 to \$5,000	1							1 quote required, 2 recommended
Purchases of \$5,001 to \$20,000	2							2 written quotes (catalog/internet OK)
Purchases of \$20,001 to \$94,199 *6*7	3	CA						Informal RFQ with 3 written quotes
FORMAL- Purchases \$95,200 or more *7 *8	Bids	BPA	N	Confirm	N	Y- Contractor	Y- Contractor	Formal RFP, specs, advertisement, Bid bond 5% optional by DC

CA = Board Consent Agenda approval required, DC/CBO may approve contract/agreements prior to Board Approval

BPA = Action requires Board Prior Approval to execute agreements and contracts

*1- Per California Civil Code 3247, all projects \$25,000 or more require a payment bond

*2- Per California Public Contract Code 20651, (b), all contracts \$15,000 or more require a bidders bond

*3. Per Uniform Public Construction Cost Accounting Act, Projects up to \$60,000 may be done by force labor, negotiated or PO

*4. Per Uniform Public Construction Cost Accounting Act, Projects up to \$60,001 to \$200,000 may be bid by informal Bidding. This amount is subject to Annual Adjustments per Public Contract Code (PCC)

*5- Per Labor Code 1771, all projects of \$1,000 or more shall require prevailing wages be paid and meeting requirements of Labor Code

*6- WHCCD Board consent agenda approval required for any purchase/agreement under \$200,001, CBO may approve contract/agreements prior to Board Approval.

*7-Amount is subject to Annual Adjustments per Public Contract Code (PCC) Section 20651(a) (d), as noticed by the California Community College System Office

*8- WHCCD Board approval required for any purchase/agreements over \$95,200 in order to execute an Agreement.

*9- WHCCD Board approval required for any purchase/agreements over \$200,000 in order to execute an Agreement.

*10- If all of the informal bids received exceed \$200,000 project may still be awarded to lowest bidder, up to a maximum of \$200,000.

*11 Department of Industrial Relations (DIR) registration is required on any construction project \$ 1,000- \$ 25,000 or more. All maintenance projects is \$ 15,000 or more to register project