

TO: BOARD OF DIRECTORS  
FROM: RICHARD D. PIO RODA, DISTRICT COUNSEL  
BY: JULIET E. VAUGHN, ASSOCIATE  
DATE: SEPTEMBER 11, 2024  
RE: ADOPTION OF INFORMAL BIDDING PROCEDURES

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## I. RECOMMENDATION

Staff recommends the Board waive full reading and introduce an ordinance adopting informal bidding procedures in accordance with the Board's adoption of the Uniform Public Construction Cost Accounting Act.

## II. ANALYSIS

At the August 14, 2024 meeting, the Board of Directors approved a Procurement Policy adopting the Uniform Public Construction Cost Accounting Act (Act). The Act was created in 1983 as an alternative bidding procedure to the requirements of the California Public Contract Code and is designed to reduce costs, expedite the award process, reduce inefficiencies, and to streamline the administration of smaller public construction projects.

The Act provides for alternative bidding procedures when an agency performs public projects. For example, public projects of \$200,000 or less may be let to contract by the informal bidding procedures set forth in the Act. A public agency subject to the Act is required to adopt informal bidding procedures. The ordinance must include the following:

(a) Notice to contractors shall be provided in accordance with either paragraph (1) or (2) below, or both.

(1) The District will maintain a list of qualified contractors, identified according to categories of work. Minimum criteria for development and maintenance of the contractors list will be in accordance with the standard determined by the Uniform Public Construction Cost Accounting Act commission. All contractors on the list for the category of work being bid will be mailed, faxed, or emailed a notice inviting informal bids unless the product or service is proprietary. All mailing of notices to contractors pursuant to the ordinance must be completed not less than 10 calendar days before bids are due.

(2) The District may elect to mail, fax, or email a notice inviting informal bids to all construction trade journals specified in PCC Section 22036.

(b) The notice inviting informal bids must describe the project in general terms and how to obtain more detailed information about the project, and state the time and place for the submission of bids.

Economic Impact: None applicable.

Environmental Considerations: The proposed actions are administrative and not subject to the California Environmental Quality Act (CEQA).

Attachments:

1. Proposed Ordinance adopting informal bidding procedures