

PALO VERDE COLLEGE - CUPCAA PROCUREMENT PROCESS

(California Uniform Public Construction Cost Accounting Act)

Description		Solicitation of Quotes	Solicitation of Quotes	Informal Bid	Formal Bid
Contract Types:	Dollar Limit	\$1,000 to \$14,999	\$15,000 to \$45,000	\$45,001 to \$175,000	\$175,000 and more
	Contract Type	Field Agreement For Services	Construction Services Agreement	Construction Services Agreement	Construction Services Agreement
	Bonds Required	No Bonds Required	Performance and Payment Bond is required for contracts more than \$25,000.00 Bid Bond is optional	Bid Bond Performance Bond Labor and Materials Payment Bond	Bid Bond Performance Bond Labor and Materials Payment Bond
Advertisement Process:	Advertisement	Not required Sent to all contractors licensed to the trade, specified to the project and on the Pre-Qualified Contractor's List	Not required Sent to all contractors licensed to the trade, specified to the project and on the Pre-Qualified Contractor's List	If needed, advertise in two Trade Journals: Associated General Contractors of America San Diego and Southern California Builder's Sent to all contractors licensed to the trade, specified to the project and on the Pre-Qualified Contractor's List	Palo Verde Valley Times Two Trade Journals: Associated General Contractors of America-San Diego, Southern California Builder's Association Sent to all contractors licensed to the trade, specified to the project and on the <u>PreQualified</u> Contractor's List
	Notification Time Frame	At District's discretion	Optional. 5 calendar days prior to when quotes are due	10 calendar days prior to when bids are due	14 calendar days prior to when bids are due
	Solicitation Process	Retain quotes from the contractors on the Pre-Qualified Contractor's List	Retain quotes from the contractors on the Pre-Qualified Contractor's List <small>*Contractor may apply to be on the Pre-Qualified Contractor's List prior to the Quotes Due Date</small>	Retain bids from the contractors on the Pre-Qualified Contractor's List <small>*Contractor may apply to be on the Pre-Qualified Contractor's List prior to the Bid Due Date</small>	Retain bids from the contractors on the Pre-Qualified Contractor's List <small>*Contractor may apply to be on the Pre-Qualified Contractor's List prior to the Bid Due Date</small>
Solicitation Process:	Number of Quotes/Bids Required for Award	2 or more written quotes submitted <small>*Does not requires District's form</small> Lowest Responsive Bidder	2 or more written quotes submitted *Must be on District's form Lowest Responsive Bidder	2 or more written bids submitted *Must be on District's form Lowest Responsive Bidder	2 or more written bids submitted *Must be on District's from Lowest Responsive Bidder
	DIR Requirement Upon Award of Contract Within 5 Calendar Days	\$1,000 or over; contractors and subcontractors must register with DIR	Contractor and subcontractors must register with DIR	Contractors and subcontractors must register with DIR	Contractors and subcontractors must register with DIR
	Board Action	Ratified by purchase order listing	Ratified by purchase order listing	Board ratified	Must be Board approved prior to start of work

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Award Process	Intent to Award	Immediately after selection of lowest quote	Immediately after selection of lowest quote	Wait 3 days (after bid protest period)	Must be after Board action
	Delegated/Authorized Award By	Vice President of Administrative Services	Vice President of Administrative Services	Superintendent/President	Superintendent/President
	Notice to Proceed	NTP upon receipt of purchase order or upon a specified later date	NTP upon receipt of purchase order or upon a specified later date	NTP upon receipt of purchase order or upon a specified later date	NTP upon receipt of purchase order or upon a specified later date
	Time Frame	1-2 weeks	1-4 weeks	8-12 weeks	8-12 weeks