

BIDDING PROCEDURES MATRIX

WEST HILLS COMMUNITY COLLEGE DISTRICT

Last Revision: January 4, 2018

CONSTRUCTION PROJECTS (per UPCCAA)	Min Quotes	Board Action	Prevailing Wage *5	Bid 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	2	N	Y	N	N	Y	Y	PO, RFP or proposal
Projects \$15,000 to \$24,999 *2 *3	2	N	Y	Y	N	Y	Y	PO, RFP or proposal
Projects \$25,000 to \$45,000 *1 *3	2	N	Y	Y	Y	Y	Y	PO, RFP or proposal
Projects \$45,001 to \$175,000 *4 *7*10	Bids	CA	Y	Y	Y	Y	Y	Informal bidding per UPCCAA
Projects \$175,001 and larger *9	Bids	BPA	Y	Y	Y	Y	Y	Formal bidding with advertisement per UPCCAA
NON-CONSTRUCTION Equipment, Materials, Services etc.								
INFORMAL- Purchases \$20,001 to \$84,100 *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 \$90,200 *6 *7	3	CA						Informal RFQ with 3 written quotes
FORMAL- Purchases \$90,200 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, 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 \$45,000 may be done by force labor, negotiated or PO

*4- Per Uniform Public Construction Cost Accounting Act, Projects up to \$45,000 to \$175,000 may be bid by informal Bidding. This amount is subject to Annual Adjustments per Public

Contract Code (PCC) Section 20651(a) (d), as noticed by the California Community College System Office.

*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 \$175,000, 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 \$83,400 in order to execute an Agreement.

*9- WHCCD Board approval required for any purchase/agreements over \$175,000 in order to execute an Agreement.

*10- If all of the informal bids received exceed \$175,000 project may still be awarded to lowest bidder, up to a maximum of \$187,5000.