

Public Works Agreements (PWA) Process/Procedures

Projects from \$1,000 - \$60,000

For all jobs ranging from one thousand dollars (\$1,000.00) to sixty thousand dollars (\$60,000.), the Escondido Union High School District shall utilize the following procedures.

1. The Department will have the discretion to select, from the CUPCCAA prequalified contractors list, any contractor they deem to be in the best interest of the District and have a written quote submitted from such contractor;
2. The Department will then create a requisition in PeopleSoft identifying the scope of work in the description.
3. The following information will be listed on the requisition's additional comments:
 - a) The Contractor shall contact: Name & Title of District contact;
 - b) Districts contact telephone number/extension: _____;
 - c) Districts contact email address: _____;
 - d) Contractors State License number: _____;
 - e) Contractors DIR Registration number: _____;
 - f) Estimated Start Date: MM/DD/YR _____;
 - g) Estimated Completion Date: MM/DD/YR _____.
4. The Department will then submit the requisition and the requisition will enter a designated approval route.
5. Once Purchasing receives the requisition, Purchasing will check the CUPCCAA list to ensure the vendor is prequalified. Purchasing will also check that the Contractor license and DIR Registration (if applicable) is valid.
6. Purchasing will then create a "Public Works Contract Under CUPCAA Not to Exceed \$60,000" and send to contractor to sign and complete.
7. Once the agreement and insurance requirements are signed and received, Purchasing will obtain the District's signatory.
8. Purchasing will then process the requisition into a purchase order in lieu of a Notice to Proceed and attach the fully executed contract to PeopleSoft.
9. Purchasing will return a copy of the fully executed agreement and Purchase order to the Contractor and will copy the Department's contact.

*****Public Works Agreement for Projects between \$25,000 and \$60,000 *****

-Quotes must include the cost for Performance and Payment bonds.

*****DIR Registration Number Not Required for Small Projects*****

DIR has allowed for a special exemption to all contractors who only perform small projects. Small projects are defined as follows:

- Under \$15,000.00 for Maintenance
- Under \$25,000.00 for New Construction or Repair

Projects from \$60,000. - \$200,000.

For all jobs above sixty thousand dollars (\$60,000.) up to two hundred thousand dollars (\$200,000.), the Escondido Union High School District shall utilize the following CUPCCAA "informal bidding" procedures.

1. The Department will gather all plans and specifications for submission to the Purchasing, Nick Brizeno, at nbrizeno@euhsd.org, ext. 3223;
 - a. The type of Contractor License/classification needed for project: _____;

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- b. Pre-bid conference: None _____ Mandatory _____ Non-mandatory _____;
 - c. The Contractor shall contact: Name & Title of District contact;
 - d. Districts contact telephone number/extension: _____;
 - e. Districts contact email address: _____;
 - f. Estimated Cost for project: _____;
 - g. Estimated Start Date: MM/DD/YR _____;
 - h. Estimated Completion Date: MM/DD/YR _____.
2. Purchasing will issue a notice to all pre-qualified contractors inviting them to provide quotes by the specified date and times as follows:
 - a. Only those CUPCCAA prequalified contractors within the applicable trades will be notified,
 - b. All projects will be assigned a "CUPCCAA Job Number" that is unique to that project,
 - c. The lowest submitted bid shall be awarded the job by the District,
 3. Upon award, Purchasing will send the following to the Contractor:
 - a. "Public Works Agreement for Projects between \$60,000 and \$200,000",
 - b. Performance and Payment Bonds
 - c. Insurance Requirements;
 4. Once all required documents (the agreement, bonds and insurance certificate with endorsements) are received by Purchasing, Purchasing will obtain the District's signatory, process a Notice to Proceed and return a copy of the executed agreement with the Notice to Proceed to the Contractor and will copy the Department's contact;
 5. The Department will then submit to Purchasing a requisition and attach the fully executed "Public Works Agreement for Projects between \$60,000 - \$200,000";
 6. Purchasing will then process the requisition into a purchase order.

Projects from \$200,000. +

For all jobs from two hundred thousand dollars (\$200,000.) and over, the Escondido Union High School District shall use the Formal Bidding process as specified in the California Education Code and Public Contract Code.

Please contact Nick Brizeno at nbrizeno@euhsd.org, ext. 3223, to complete the timeline and Bid Documents for the project.

Splitting projects/bids to avoid bonding or the formal bidding process is not permitted.

Note: Contact the Purchasing Department to obtain names on the District's CUPCCAA prequalified contractors list