

**SHASTA VALLEY RESOURCE CONSERVATION  
DISTRICT**

**Construction Related Projects  
Bidding Policy**

**Approved 10-14-09**

Qualified Contractor: The Shasta Valley RCD will consider contractors “qualified” if they meet all of the following general requirements:

1. Holds a valid license from the State of California for the work to be undertaken;
2. Has past experience in similar work and activities as determined by the Shasta Valley RCD Board; and
3. Has completed and submitted all information required by the District.

The Shasta Valley RCD shall maintain and update, annually, a list of qualified contractors interested in receiving notice for projects of a particular type.

For projects equal to or less than \$10,000 (ten thousand dollars) bid acquisition, negotiation and selection of contractors and contracting can be performed by the RCD’s District Administrator. The District Administrator will have the authority to enter into a contract on behalf of the District.

For contracts greater than \$10,000 (ten thousand dollars) and less than or equal to \$100,000 (one hundred thousand dollars) will undergo an informal bidding process. At a minimum this process will:

1. Provide notice, to a pool of qualified contractors who have expressed interest in receiving notice of a particular type of project,
2. Notice shall be provide to contractors no less than 10 calendar days prior to the date of selection;
3. Notice shall describe the project in general terms and how to obtain more detailed information and will establish the time and place for the submission of bids;
4. Selection of a contractor will be made by the Shasta Valley RCD Board of Directors in a public forum;
5. The contract shall be awarded to the lowest responsive responsible bidder.

For contracts greater than \$100,000 (one hundred thousand dollars) the Shasta Valley RCD will enter into a formal bidding process. This formal process will follow requirements outlined in Chapter 1-9, Part 1 of Division 2 of the California Public Contract Code in addition to §§ 22037 and §§ 22038 as modified below:

Publication of notice inviting formal bids. The notice shall be published at least 14 calendar days before the date of opening the bids in a newspaper of general circulation, printed and published in the District; or, if there is no newspaper printed and published within the District, in a newspaper of general circulation which is circulated within the District, or, if there is no newspaper which is circulated within the District, publication shall be by posting the notice in at least three (3) places within the District as have been designated by ordinance or regulation of the District. The notice shall state the time and place for the receiving and opening of sealed bids. The notice shall also be mailed to all construction trade journals specified in California Public Contract Code Section

22036, as amended. The notice shall be mailed at least 30 calendar days before the date of opening the bids. In addition to notice required herein, the District may give such other notice as it deems proper.

Rejection of bids; Options on rejection and when no bids are received. In its discretion, the District may reject any bids presented. If the District determines that rejection of all bids is appropriate, the District shall furnish a written notice to the apparent low bidder at the time the determination is made. The notice shall inform the bidder of the District's intent to reject the bid and shall be mailed at least two (2) business days prior to the hearing at which the District intends to reject the bid. If after the first invitation of bids all bids are rejected, the District shall have the option of the following: (1) abandoning the project. (2) readvertising for bids in the manner described herein, or (3) by passage of a resolution by a four-fifths vote of the Board of Directors declare that the project can be performed more economically by the employees of the District.

If a contract is awarded, it shall be awarded to the lowest responsive, responsible bidder. If two or more bids are the same and the lowest, the District may accept the one it chooses.

If no bids are received through the formal procedure, the project may be performed by the employees of the District, by force account or negotiated contract, without complying with this policy.

#### EMREGENCY REPAIRS

In case of emergency when repair or replacements are necessary, the Shasta Valley RCD board of directors may elect to proceed at once to replace or repair a facility without adopting plans, specifications, working details or giving notice for bids to let contracts. The work may be done by day labor under the direction of the Shasta Valley RCD board of directors, by contractor or, or by the combination of the two. In case of an emergency, if notice for bids to let contracts will not be given, the public agency shall comply with Chapter 2.5 (commencing with Section 22050) of the CA Public Contracting Code.