

: Education Code Section 81800; Public Contracts Code Sections 20650 et seq., 22000 et seq.

The Superintendent/President or designee shall be responsible for the planning and programming of new construction, alterations and repairs of existing plants, and leasing of facilities that require state approval. This includes the planning and programming of college initiated new construction, additions to existing plants, and major alterations and repairs of buildings and grounds.

The Superintendent/President or designee shall be responsible for preparation of drawings and specifications for new buildings, leased facilities, additions, major alterations and improvements of buildings and grounds together with estimates of costs.

The preliminary drawings, which shall cover all proposed facilities together with construction cost estimates, shall be submitted to the Board of Trustees for approval and authorization to proceed with the working drawings and specifications. Upon completion, the working drawings, specifications and revServices as required by statute in the name of the Board of Trustees.

The final working drawings and specifications, approved by the State Department of General Services and the CCC Chancellor's Office, together with revised estimates, if any, shall then be submitted to the Board of Trustees for adoption. The letting of contracts for construction shall comply with procedures of the District regarding contracts that exceed the statutory minimums for competitive bidding (see AP 6340 titled Bids and Contracts).

#### Adoption of Uniform Public Construction Cost Accounting Act

The District has adopted the Uniform Public Construction Cost Accounting Act (the "Act") as set forth in Public Contract Code Section 22000 .. The Act provides for the development of

### Bids and Contracts Not Covered by this Administrative Procedure

Procedures governing bids and contracts for goods and services not subject to the Act are set forth in Administrative Procedure (AP) 6340.

### Informal and Formal Bidding Procedures under the Act

"Public projects" are defined in PCC Section 22002(c) as construction, reconstruction, erection, alteration, renovation, improvement, demolition, repair work, or painting or repainting of or involving any publicly owned, leased or operated facility. "Public project" does not include "maintenance work" as defined in PCC Section 22002.

### Limits

Public Contract Code Section 22032 authorizes public projects of \$45,000 or less to be performed by District employees by force account, by negotiated contract, or by purchase order.

Public projects estimated to cost up to \$175,000 shall be let to contract by procedures described below.

Public projects in excess of \$175,000, with limited exceptions, shall be let to contract by formal





four-fifths (4/5) majority of the Board declaring that the project can be performed more economically by District employees.

#### Unlawful to Split Bids

It is unlawful to split or separate into smaller work orders or projects or any project for the purpose of evading the provisions of the Act requiring work to be done by contract after competitive bidding.

#### Contracts for Maintenance Work

Contracts for maintenance work may be bid pursuant to the Informal Bidding Procedures described above. "Maintenance work" is routine, recurring work done for the preservation or protection of a public facility; minor repainting; landscape maintenance including mowing, watering, trimming, pruning, planting or replacement of plants, and servicing of irrigation systems; or work performed to keep, operate, or maintain publicly owned water, power, or waste disposal systems.

#### Duration of Continuing Contracts for Services and Supplies

Continuing contracts for work or services furnished to the District are not to exceed five years. Contracts for materials and supplies are not to exceed three years.

Continuing contracts for work to be done, services to be performed, or for apparatus or equipment to be furnished, sold, built, installed, or repaired shall not exceed the term specified in the contract, but in no event shall such term exceed the term specified in the following table:

