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# CONSTRUCTION CONTRACT PROCEDURE (CON-P001)

Sacramento City Unified School District

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## 1.0 SCOPE

1.1 Contracting for public works projects.

## 2.0 RESPONSIBILITY

2.1 Assigned Analyst

## 3.0 APPROVAL AUTHORITY

3.1 Director of Purchasing

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## 4.0 DEFINITIONS

4.1 PCC: Public Contracts Code

## 5.0 PROCEDURE

5.1 Facilities Planning and Construction sends a Request Memorandum which includes relevant project information to the Contracts Office.

5.2 Public Contracts Code determines whether the project goes to bid: **(PCC §22032)**

5.2.1 Informal bid public works project via direct mail to Contractors. **(PCC §22034(c))**

5.2.2 Formal bid with a 30-day notice in a general circulation newspaper. **(PCC §22037)**

5.3 Contracts Office prepares the front end of the public works project manual and advertisement. **(PCC §22032(b) and 22034)**

5.4 A Notice to Contractors is sent to:

5.4.1 Newspaper (formal bid) **(PCC §22036, 22037)**

5.4.2 Contractors (informal bid. See 5.2.1)

5.5 Pre-bid walks may be required and addenda may be issued during the bidding period. **(PCC §6610)**

5.6 Bid Opening

5.6.1 The Contracts Office opens and announces the bid results at the designated date, time and place per the Notice to Contractors.

5.6.2 The bid amounts are recorded on the bid summary sheets.

5.7 After the bid opening, Contracts Office determines if bids are "responsive" and Contractors are "responsible", and confirms the apparent low bidder. **(PCC §10164)**

5.8 Operations Support Services recommends approval or rejection.

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5.9 The recommendation is forwarded to the Board for approval. After Board approval, a "Notice of Selection" is issued:

5.9.1 To notify the Contractor of the bid award

5.9.2 To inform the Contractor of contract requirements

5.10 The "Notice to Proceed" is issued after contract requirements are met. **(PCC §4108)**

### 6.0 ASSOCIATED DOCUMENTS

6.1 Request Memorandum

6.2 Notice to Contractors

6.3 Project manual

6.4 Bid Summary Sheet

6.5 Notice of Selection

6.6 Notice to Proceed

6.7 Hard Copy and On-Line Purchase Order

### 7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Contract Files (Services and/or Construction)	Secured Files	5 years (Minimum)	Discard as desired	Secured Warehouse
On-Line Purchase Order	District Network	5 years	Discard as desired	Secured Information Services, Serna Center

### 8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
12/13/04	A	Initial Release
08/02/05	B	Revise Bid Limits: 5.3.1 and 5.3.2
06/05/06	C	Revise records retention table
03/14/08	D	Update procedures
11/12/08	E	Revise 5.8 and 7/0

**\*\*\* End of procedure \*\*\***