

**MARINWOOD COMMUNITY SERVICES DISTRICT
INFORMAL BIDDING POLICY**

Adopted by the Board of Directors: June 11, 2019

Purpose:

The purpose of this policy is to provide the Marinwood Community Services District (the District) Board of Directors and the District Manager with Informal Bidding Procedures for use in public projects under the California Uniform Public Construction Cost Accounting Act.

Policy and Procedure:

SECTION 1

1. **Informal Bid Procedures:** Public projects, as defined by the California Uniform Public Construction Cost Accounting Act (the Act) and in accordance with the limits set forth in Section 22032 of the Public Contract Code, may be let to contract by informal procedures as set forth in Section 22032, et seq., of the Public Contract Code.
2. **Contractors List:** Marinwood Community Services District shall comply with the requirements of Public Contract Code Section 22034.
3. **Notice Inviting Informal Bids:** Where a public project is to be performed which is subject to the provisions of this Policy, a notice inviting informal bids shall be circulated using one or both of the following alternatives:
 - a. Notices inviting informal bids may be mailed, faxed, or emailed to all contractors for the category of work to be bid, as shown on the list developed in accordance with Section 1-(2) of this Policy.
 - b. Notices inviting informal bids may be mailed to all construction trade journals as specified by the California Uniform Construction Cost Accounting Commission in accordance with Section 22036 of the Public Contract Code. Additional contractors and/or construction trade journals may be notified at the discretion of the District, provided however:
 - i. If the product or service is proprietary in nature such that it can be obtained only from a certain contractor or contractors, the notice inviting informal bids may be sent exclusively to such contractor or contractors.
4. **Award of Contracts:** The District Manager is authorized to award informal contracts pursuant to this Policy for public projects previously approved by the Board of Directors.

SECTION 2

1. Emergencies: In accordance with Public Contract Code section 22035, in cases of emergency the District may proceed at once to repair or replace any public facility without giving notice for bids to let contracts.
2. Emergency Authority: In accordance with Public Contract Code Section 22050(b)(1), the Board of Directors does hereby delegate to the District Manager the authority to declare an emergency condition and to order any emergency action necessary pursuant to Public Contract Code Section 22050, et seq.

SECTION 3

1. Conflict: In the event of a conflict with any other policy relative to public project bidding procedures previously adopted by the Board of Directors, this policy shall apply and supersede any such policy which may be in conflict with the provisions contained herein.

PASSED, APPROVED and ADOPTED by the Board of Directors of the Marinwood Community Services District this 11th day of June, 2019, by the following vote:

AYES: Green, Oyserman, Perry, Shea

NOES:

ABSENT: Naylor