

## Public Works Contracting & Purchasing Information for Zones of Benefit

<b>LESS THAN \$60,000</b>		
<b><i>Bidding Requirements</i></b>	<b><i>County Required Documents</i></b>	<b><i>Additional Requirements &amp; Information</i></b>
Quote / Proposal	<ul style="list-style-type: none"> <li>• Completed County Form (maintenance work only)</li> <li>• Quote (Proposal) from Contractor chosen by Zone that includes the following information:               <ul style="list-style-type: none"> <li>○ Date, contractor name, address, phone number, license number</li> <li>○ Zone name &amp; limits of work</li> <li>○ Items of work, quantity of each item, unit price, total</li> <li>○ Any additional costs</li> <li>○ Number of working days &amp; projected start date</li> </ul> </li> <li>• Any required permits / owner notifications</li> </ul>	<ul style="list-style-type: none"> <li>• Public Works contracts less than \$60,000 do not require a competitive bid process (PCC 22032)</li> <li>• Payment and Performance bonds required if &gt;\$25,000</li> <li>• You are encouraged to obtain multiple quotes, but only 1 quote is required to process the Contract.</li> </ul>
<b>BETWEEN \$60,001 - \$200,000</b>		
<b><i>Bidding Requirements</i></b>	<b><i>County Required Documents</i></b>	<b><i>Additional Requirements &amp; Information</i></b>
Informal	<ul style="list-style-type: none"> <li>• Completed County Form (maintenance work only)</li> <li>• Scope of work</li> <li>• Number of working days &amp; projected start date</li> <li>• Detailed limits of work to be done, sketch of work to be done</li> <li>• Cost estimate (prepared by zone)</li> <li>• Any required permits / owner notifications</li> </ul>	<ul style="list-style-type: none"> <li>• County will put together a contract package for bidding (Zones will be billed for this time).</li> <li>• County can put together a CAD design plan set (Zones will be billed for this time) or Zones can put one together</li> </ul>
<b>GREATER THAN \$200,000</b>		
<b><i>Bidding Requirements</i></b>	<b><i>County Required Documents</i></b>	<b><i>Additional Requirements &amp; Information</i></b>
Formal	<ul style="list-style-type: none"> <li>• Completed County Form (maintenance work only)</li> <li>• Scope of work</li> <li>• Number of working days &amp; projected start date</li> <li>• Detailed limits of work to be done, sketch of work to be done</li> <li>• Cost estimate (prepared by zone)</li> <li>• Any required permits / owner notifications</li> </ul>	<ul style="list-style-type: none"> <li>• County will put together a contract package for bidding (Zones will be billed for this time).</li> <li>• County can put together a plan set (Zones will be billed for this time)</li> <li>• A Newspaper advertisement is required (estimated cost \$2,000)</li> </ul>
<b>PURCHASE OF MATERIALS</b>		
<b><i>Bidding Requirements</i></b>	<b><i>County Required Documents</i></b>	<b><i>Additional Requirements &amp; Information</i></b>
Quote	<ul style="list-style-type: none"> <li>• Quote from vendor that includes the following information:               <ul style="list-style-type: none"> <li>○ Date, vendor name, address, phone number</li> <li>○ Material name, description, quantity, unit price, total cost estimate</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Purchases less than \$5,000 do not require a competitive process (multiple quotes) (EDC Ord. Code 3.12.130)</li> </ul>