

## EXHIBIT TO BP/AR 3311 BIDS

### Procedures for Maintenance and Operations Bids

The following procedures will be followed by the Maintenance Supervisor or designee:

- All laws are to be followed under current Board Policy and Administration Regulation 3311 (Public Contract Code 20111).
- It is the supervisor's responsibility to understand the law and present any material that would update or change the current law. He/she will present updated information to the Board of Trustees and Superintendent on an annual basis.

As per AR 3311:

**Public Projects** are construction, reconstruction, erection, alteration, renovation, improvement, painting, repainting, demolition, and repair work involving a district-owned, leased, or operated facility. Any project over \$15,000 requires a formal bid.

**Maintenance** is defined as routine, recurring, and usual work for preserving, protecting, and keeping a district facility operating in a safe, efficient, and continually usable condition for the intended purpose for which it was designed, improved, constructed, altered or repaired. For 2014 the bid limit is \$84,100. Any project over \$84,100 requires a formal bid.

For all *Public Projects* 2 or more quotes will be obtained for any project under \$15,000. If the equipment is a proprietary item, then only one quote is required.

For all *Maintenance Projects* 3 quotes will be obtained for any dollar amount above \$15,000. For any amount from \$1.00-\$15,000 the supervisor may obtain only one quote for items that need to be repaired immediately. The supervisor is to keep track of current costs for repairs. If he/she is unfamiliar with current market costs then he/she should obtain 3 quotes. (To be familiar with current market costs files from previous jobs should be reviewed.)

All job documentation must be maintained in files. Under the California Public Records Act or Freedom of Information Act any member of the public has a right to review files.

This process is to create an atmosphere of efficiency and fairness for all involved. Only “responsible contractors” should be selected for school district business. Local contractors should be first choice and should be rotated as evenly as possible to help disburse the market share of work (only if they fall within fair market prices).

Adoption: June 30, 2014

CALAVERAS UNIFIED SCHOOL DISTRICT  
San Andreas, California