



STRATEGIC PLANNING COUNCIL AGENDA

Date: February 3, 2015
Starting Time: 2:00 p.m.
Ending Time: 3:45 p.m.
Place: **AA-140**

CHAIR: Deegan

MEMBERS: Barton, Claypool/Davis, Cuaron, Dentoni, Dimmick, Falcone, Gaspar, Gonzales, Holmes, Larson, Laughlin, Lienhart, Moore, Navarro, Perez, San Juan, Sourbeer, Stockert, Talmo, Titus, Tortarolo, Velazquez, Wick

RECORDER: Ashour

	Attachments	Time
A. <u>MINUTES</u>		2 min
1. Approve Minutes of January 21, 2015		
B. <u>ACTION ITEMS/SECOND READING</u>		10 min
1. BP 3310-Records Retention and Destruction	Exhibit B1	
2. AP 4220-Standards of Scholarship-Delegation	Exhibit B2	
3. Chapter 6 BP's & AP's Review as part of 3-year Cycle	Exhibit B3	
Section 1		
BP's with no corresponding AP:		
BP 6330 Purchasing		
BP 6390 Consultants (to delete)		
BP 6805 Risk Management (to delete)		
BP 6925 Expenditures for Meetings & Events		
Section 2/3		
AP's with no corresponding BP		
AP 6345 Bids & Contracts using UPCCAA – Revised after first reading – revisions in green		
AP 6350 Contracts – Construction		
AP 6360 Contracts – Electronic Systems & Materials		
AP 6365 Contracts - Accessibility of Information Technology		
AP 6370 Contracts – Personal Services		
AP 6535 Use of District Equipment (to delete)		
AP 6536 Equipment Replacement (to delete)		
Section 4		
BP/AP pairs with no proposed changes		
BP/AP 6150 Designation of Authorized Signatures		
BP/AP 6400 Audits		
BP/AP 6500 Management of Real Property		
BP/AP 6740 Citizens' Oversight Committees		
Section 5		
BP/AP 6100 Delegation of Authority		
BP/AP 6200 Budget Preparation		
BP/AP 6250 Budget Management		
BP/AP 6300 Fiscal Management		
BP/AP 6320 Investments		
BP/AP 6340 Bids and Contracts		
BP/AP 6450 Wireless or Cellular Phone Use (AP for deletion)		
BP/AP 6520 Security for District Property		



**STRATEGIC PLANNING COUNCIL
MEETING MINUTES
February 3, 2015**

A regular meeting of the Palomar College Strategic Planning Council scheduled February 3, 2015, was held in AA-140. Vice President Berta Cuaron called the meeting to order at 2:05 p.m.

ROLL CALL

Present: Barton, Cuaron, Deegan, Dentoni, Falcone, Gaspar, Gonzales, Holmes, Larson, Lienhart, Moore, Navarro, Perez, San Juan, Sourbeer, Stockert, Talmo, Tortarolo, Velazquez, Wick
Recorder: Cheryl Ashour
Absent: Claypool, Dimmick, Laughlin, Titus
Guest: Susan Coleman, Jayne Conway for Mike Dimmick, Kendyl Magnuson, Suzanne Sebring

A. MINUTES

1. Approve Minutes of January 21, 2015

MSC (Larson/Cuaron) to approve the Minutes of January 21, 2015 as presented

B. ACTION ITEMS/SECOND READING

1. Board Policy 3310-Records Retention and Destruction (Exhibit B1)

MSC (Larson/Holmes) to approve Board Policy 3310-Records Retention and Destruction as written

2. Administrative Procedure 4220-Standards of Scholarship-Delegation (Exhibit B2)

MSC (Larson/Cuaron) to approve Administrative Procedure 4220-Standards of Scholarship-Delegation as written

3. Chapter 6 BP's and AP's Review as Part of 3-Year Cycle

MSC (Cuaron/Tortarolo) to approve Section 1 as written

BP's with no corresponding AP:

BP 6330 Purchasing

BP 6390 Consultants (to delete)

BP 6805 Risk Management (to delete)

BP 6925 Expenditures for Meetings & Events

MSC (Tortarolo/Larson) to approve Section 2/3 as written, with AP 6345 revised

AP's with no corresponding BP

AP 6345 Bids & Contracts using UPCCAA – Revised after first reading

AP 6350 Contracts – Construction

AP 6360 Contracts – Electronic Systems & Materials

AP 6365 Contracts - Accessibility of Information Technology

AP 6370 Contracts – Personal Services

AP 6535 Use of District Equipment (to delete)

AP 6536 Equipment Replacement (to delete)

MSC (Tortarolo/Cuaron) to approve Section 4 as written

BP/AP pairs with no proposed changes

BP/AP 6150 Designation of Authorized Signatures

BP/AP 6400 Audits

BP/AP 6500 Management of Real Property

BP/AP 6740 Citizens' Oversight Committees

(MSC) Tortarolo/Cuaron) to approve Section 5 as written

BP/AP 6100 Delegation of Authority

BP/AP 6200 Budget Preparation

BP/AP 6250 Budget Management

BP/AP 6300 Fiscal Management

BP/AP 6320 Investments

BP/AP 6340 Bids and Contracts

BP/AP 6450 Wireless or Cellular Phone Use (AP for deletion)

BP/AP 6520 Security for District Property
BP/AP 6540 Insurance
BP/AP 6545 Student Accident Insurance
BP/AP 6550 Disposal of Property
BP/AP 6600 Capital Construction
BP/AP 6750 Parking (move to Chap 5)
BP/AP 6800 Occupational Health & Safety

4. Student Services Planning Council Governance Form

Adrian Gonzales stated that the language was amended to state: one faculty representative from the Pride Center, appointed by the Faculty Senate

Discussion ensued on the representation of centers on a council. Aaron Holmes stated that the position of the CCE is that center representation is not equitable because not all groups have direct representation on a council. Adrian Gonzales responded that every department under Student Services has some sort of representation with the exception of the Pride Center.

MSC (Cuaron/Barton) to approve adding one faculty representative, appointed by the Faculty Senate, from the Pride Center to the Student Services Planning Council (11 aye, 6 nay)

5. Disband the Matriculation & Transfer Committee and the Student Equity Committee

Adrian Gonzales reminded members why it was decided to make the Student Success and Equity Council a council instead of a committee.

MSC (Larson/Cuaron) to approve the disbanding of the Matriculation and Transfer Committee and the Student Equity Committee.

C. ACTION ITEMS/FIRST READING

1. 2015-2016 Academic Calendar

Kendyl Magnuson reviewed the information in the 2015-2016 Academic Calendar. Aaron Holmes requested that whenever it is possible to choose a date for a holiday, CCE leadership be notified so they can get feedback from their members; John Tortarolo agreed to do so. This item will return for action/second reading at the next meeting.

2. Holiday Schedule 2015-2016

John Tortarolo reviewed the 2015-2016 Holiday Schedule. This item will return for action/second reading at the next meeting.

3. Winter Holidays Schedule 2015-2016; 2016-2017; 2017-2018

John Tortarolo reviewed the Winter Holidays Schedule for 2015-2016; 2016-2017; and 2017-2018. This item will return for action/second reading at the next meeting.

D. INTEGRATED PLANNING MODEL

1. SPC Timeline Check-In

Michelle Barton reviewed the upcoming tasks. She discussed a new grant at the Chancellor's Office, the Institutional Effectiveness Partnership Initiative, and the component in the grant regarding a state-wide Indicator System. An Advisory Group has been tasked to come up with an Indicator System. She stated that 1.0 of the Indicator System is statutorily required to be implemented by June 30, 2015, so every community college in California will need to identify targets for student outcomes, accreditation status, fiscal viability, and state and federal programmatic compliance by this date. She briefly discussed the other two components of the Initiative.

E. INFORMATION/DISCUSSION

1. Behavioral Health Counselor Representative added to the Behavioral Health and Campus Wellness Committee

Brian Stockert reported that a Behavioral Health Counselor was added to the Behavioral Health and Campus Wellness Committee.

2. Succession Plans

Members discussed the process and timeline to replace faculty and staff who may retire this year. The need for communication about the succession plan as it progresses was emphasized. As information is known, it will be shared with the respective areas and governance groups. The procedure to replace the Articulation Officer and other critical positions was discussed. The District and the CCE have agreed to replace like assignment, and the established process in place will be used for faculty positions.

3. Plan for the South Center

Shannon Lienhart asked if market research was done when it was decided to make the South Center a general campus; Ms. Lienhart suggests utilizing the facility for boutique programs. In response, it was said that when the Master Plan 2022 was written, research was done and a decision made to make the South Center a general campus. It was again discussed in 2010 when the Master Plan was updated. In addition, when the Application for Center Status was filed, additional research was done, looking at enrollment patterns and what students are interested in from that area. It was found that students were interested in general education courses. Faculty from all the divisions have been engaged from the beginning as facilities for the South Center have been designed. The opportunity to offer a boutique workforce program at the South Center is still available; if someone is interested in proposing a program, he/she is asked to speak to the Dean of Career, Technical and Extended Education.

F. ACCREDITATION RECOMMENDATIONS AND PROGRESS**1. Accrediting Commission Actions and Policy Updates**

No report.

2. Accreditation Self-Evaluation Update

Berta Cuaron reported that the names of the member of the Site Visit Team will be posted on the Accreditation website. She discussed the preparations that are being made for the Site Team visit.

G. REPORTS OF PLANNING COUNCILS**1. Finance and Administrative Services Planning Council**

Ron Perez reported that FASPC submitted its 2015-2016 Staffing Plan.

2. Human Resource Services Planning Council

John Tortarolo reported on the progress of the District Staffing Plans; a first reading of the final Staffing Plan will come to SPC April 7, and the second reading April 21.

3. Instructional Planning Council

Berta Cuaron reported on the progress of its Staffing Plan and faculty positions. Prioritizing faculty positions requests will be delayed until it is known if the SERP will be approved.

4. Student Services Planning Council

Adrian Gonzales reported that SSPC completed its Staffing Plan last week.

H. REPORT FROM PC3H COMMITTEE

No report.

I. OTHER**1. PFF**

Shannon Lienhart discussed details of a NCEA grant PFF has applied for and a conference PFF will be attending and presenting at in Chicago.

J. ADJOURNMENT

There being no remaining items, the meeting was adjourned at 3:20 p.m.

GENERAL INSTITUTION

REV. 10-20-14

BP 3310 RECORDS RETENTION AND DESTRUCTION**References:**

Title 5 Sections 59020 et seq.;

Federal Rules of Civil Procedure, Rules 16, 26, 33, 34, 37, and 45

Government Code Section 6250 et seq.

Personnel records are subject to the provisions in the applicable collective bargaining agreement.

The Superintendent/President shall establish administrative procedures to assure the retention and destruction of all District records in accordance with Title 5 and applicable state and federal laws, including electronically stored information (ESI) as defined by the Federal Rules of Civil Procedure.

“Records” means all records writings, emails, text messages, maps, books, papers, data processing output, and other documents of the District required by Title 5 to be retained, including but not limited to records created originally on by District owned computers or other District owned electronic devices, and ESI, as that term is defined by the Federal Rules of Civil Procedure. Such records shall include but not be limited to student records, employment records, and financial records.

Note: text in yellow highlight is suggested by the District’s legal counsel

Date Adopted: 5/10/2011; Revised

INSTRUCTIONAL SERVICES

REV 12/5/14

AP 4220 STANDARDS OF SCHOLARSHIP – DELEGATION**References:**

Education Code Section 70902(d);

Title 5 Sections 55020 et seq., 55030 et seq., and 55040 et seq.

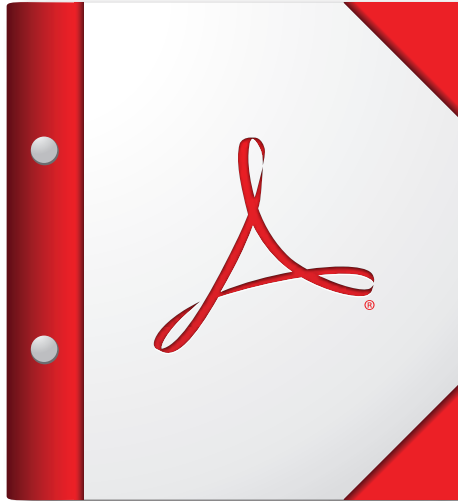
Matters identified by Title 5 as standards of scholarship are grading practices, credit-noncredit options, credit by examination, standards for probation and dismissal, remedial course work, academic record symbols, grade changes, course repetition, and academic renewal. Authority and responsibility is delegated to the Faculty Senate and the Chief Instructional Officer as described in the policies and procedures on participation in local decision-making.

These procedures shall be described in the District catalogs.

Office of Primary Responsibility: Faculty Senate and Instructional Services

Change in yellow suggested by the P&P on 10/3/14. Strike-out of “s” in “catalogs” on 12/5/14 P&P.

Date SPC Approved: 5/15/2012; Revised 5/15/2012; Revised:



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GOVERNANCE STRUCTURE GROUP REQUEST

Request submitted by: Adrian Gonzales				Date: January 20, 2015			
Proposed Name of Requested Group: Student Services Planning Council							
X	Council		Committee		Subcommittee		Task Force
Action Requested:		X	Add		Delete		Change
<p>Role:</p> <ul style="list-style-type: none"> • Develops, implements, evaluates and revises Student Services' plans and initiatives, both short- and long term. • Develops, reviews, and updates the process (qualitative and quantitative elements and instrument) and establishes the timeline for the 2-year Institutional Program Review and Planning (IPR&P) cycle for Student Services. • Reviews and summarizes IPR&P documents and utilizes them to develop and guide recommendations for priorities for Student Services, including budget, staffing needs, equipment, technology, facilities, and other resources essential to support Student Services and the success of students. • Utilizes the District's Strategic Plan and the Annual Implementation Plan to guide and outline its goals, tasks and actions to be accomplished in the academic year. • Make recommendations relevant to any matters or issues that impact Student Services and/or by request from SPC. • Provides guidance, direction, and oversight to these committees: Academic Review Committee, Campus Police Committee, Student Equity Committee, Matriculation and Transfer Committee, Registration Committee, Financial Aid & Appeals Committee, Scholarship Committee • Convenes a subcommittee to review and update the process (qualitative and quantitative elements and instrument) and timeline for requesting full-time positions and to prioritize each year's list of full-time positions for discussion and endorsement by SSPC, forwarding the recommendation to SPC as information. <p>Products:</p> <ul style="list-style-type: none"> • Institutional Program Review and Planning documents, summaries and recommendations, including budget, staffing needs, equipment, technology, and facilities priorities • Progress report on Strategic Plan and AIP • Annual goals and accomplishments • Full-time Position Priority Recommendations 							
Reporting Relationship: Strategic Planning Council							
Meeting Schedule: Second and Fourth Wednesday of the month from 9:30 a.m. to 11:00 a.m.							
<p>Chair: Vice President, Student Services</p> <p>Members:</p> <ul style="list-style-type: none"> • Dean, Counseling Services • Director, Health Services • Director, Enrollment Services • Director, Student Affairs • One Faculty representative appointed by Faculty Senate from Instructional Areas • One Faculty representative who is also on the Faculty Senate • One Palomar Faculty Federation representative appointed by PFF • Two Classified Unit Employee representatives appointed by CCE/AFT (one from Student Services) • One Student representative appointed by ASG • One Confidential and Supervisory Team representative from Student Services appointed by CAST • One representative from the Pride Center • Director, Career Services • Director, Athletics • Chief of Police • Research Analyst • One EOP&S Faculty • One DRC Faculty • Chair, Counseling (or designee) • Director, Transfer Center 							

Reviewed by Strategic Planning Council:

10-07-03 Approved

04-04-06 Revised

11-17-09 Revised

03-15-05 Revised

03-03-09 Revised

Approved by PAC: 10/2/01

May-15						
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SUMMER 2015						
Jun-15						
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SUMMER			FALL 2015			
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Dec-15						
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SPRING 2016						
Jan-16						
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Feb-16						
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Mar-16						
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Apr-16						
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SPRING						
May-16						
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SUMMER 2016						
Jun-16						
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Jul-16						
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SUMMER			FALL 2016			
Aug-16						
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28	29	30	31			

SUMMER 2015	
May 19	Summer 4-wk Intercession classes begin
Jun 12	Summer 4-wk Intercession classes end
May 25	Holiday - Memorial Day
Jun 15	Summer 6-and 8-wk sessions begin
Jul 3	Holiday - Independence Day
Jul 24	6-wk session ends
Aug 7	8-wk session ends
Aug 12	Summer grade rosters due

FALL 2015	
Aug 13	Part-time Faculty Plenary
Aug 14	Faculty Plenary
Aug 17	Fall semester/Fast Track 1 begins
Aug 22	Fall Saturday classes begin
Aug 31	Census Date
Sep 7	Holiday - Labor Day
Oct 12	Fast Track 1 ends
Oct 14	Fast Track 2 begins
Nov 11	Holiday - Veterans' Day - Can be 9, 11 or 13
Nov 23 - 25	Non-Instructional Days
Nov 26-27	Holiday - Thanksgiving
Nov 28	Non-Instructional Day
Dec 10-16	Final Exams
Dec 16	Fall semester/Fast Track 2 ends
Dec 21	Fall grade rosters due
Dec 25	Holiday - Christmas
Jan 1	Holiday - New Year's Day

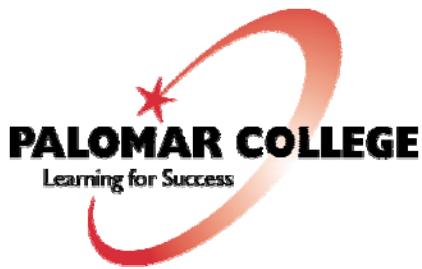
SPRING 2016	
Jan 14	Part-time Faculty Plenary
Jan 18	Holiday - Martin Luther King Jr Day
Jan 19	Spring semester/Fast Track 1 begins
Jan 23	Spring Saturday classes begin
Feb 11	Non-Instructional Day
Feb 12	Holiday - Lincoln's Day
Feb 13	Non-Instructional Day
Feb 15	Holiday - Washington's Day
Mar 19	Fast Track 1 ends
March 21-26	Spring Break
Mar 29	Fast Track 2 begins
May 17-23	Final Exams
May 20	Commencement
May 23	Spring semester/Fast Track 2 ends
May 26	Spring grade rosters due

SUMMER 2016 (Tentative)	
May 30	Holiday - Memorial Day
Jun 20	Summer 6-and 8-wk sessions begin
Jul 4	Holiday - Independence Day
Jul 29	6-wk session ends
Aug 12	8-wk session ends
Aug 17	Summer grade rosters due

163 Instructional Days, 12 PD Days (11 PD + 1 Plenary)

FALL 2015 SEMESTER MEETING DAYS						
M	T	W	TH	F	S	
16	17	16	16	16	16	
SPRING 2016 SEMESTER MEETING DAYS						
M	T	W	TH	F	S	
16	17	17	16	16	16	

LEGEND	
◇	Faculty Plenary
⊗	Part-time Faculty Plenary
➡	Semester Begins
△	Spring Recess
○	Final Exams
■	Shaded Areas-Instructional Days
■	Shaded Areas-Non-instructional Days
■	Shaded Areas-Holidays



HOLIDAY SCHEDULE

2015-2016

Board Approved:

DATE HOLIDAY OBSERVED	HOLIDAY
Friday, July 3	Independence Day
Monday, September 7	Labor Day
Wednesday, November 11	Veterans Day
Thursday, November 26	Thanksgiving Day
Friday, November 27	Local Holiday
Thursday, December 24	Local Holiday
Friday, December 25	Christmas Day
Monday, December 28	Admission Day (Observed)
Tuesday, December 29	Added Board Holiday
Wednesday, December 30	Added Board Holiday
Thursday, December 31	Local Holiday
Friday, January 1	New Year's Day
Monday, January 18	Martin Luther King, Jr. Day
Friday, February 12	Lincoln's Day
Monday, February 15	Washington's Day
Friday, March 18	Spring Holiday
Monday, May 30	Memorial Day

**WINTER HOLIDAYS
FY16-FY18**

**WINTER HOLIDAYS SCHEDULE
FOR 2015-2016; 2016-2017 and 2017-2018**

December/January 2015-2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
December 13	December 14	December 15	December 16	December 17	December 18	December 19
	Work day	Work day	Work day	Work day	Work day	
December 20	December 21	December 22	December 23	December 24	December 25	December 26
	Work day	Work day	Work day	Local Holiday	Christmas Day	
December 27	December 28	December 29	December 30	December 31	January 1	January 2
	Admission Day	Added Bd. Holiday	Added Bd. Holiday	Local Holiday	New Year's Day	

December/January 2016-2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
December 18	December 19	December 20	December 21	December 22	December 23	December 24
	Work day	Work day	Work day	Work day	Local Holiday	
December 25	December 26	December 27	December 28	December 29	December 30	December 31
	Christmas Day (Observed)	Admission Day	Added Bd. Holiday	Added Bd. Holiday	Local Holiday	
January 1	January 2	January 3	January 4	January 5	January 6	January 7
	New Year's Day (Observed)	Work day	Work day	Work day	Work day	

December/January 2017-2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
December 17	December 18	December 19	December 20	December 21	December 22	December 23
	Work day	Work day	Work day	Work day	Work day	
December 24	December 25	December 26	December 27	December 28	December 29	December 30
	Christmas Day	Admission Day	Added Bd. Holiday	Local Holiday	Local Holiday	
December 31	January 1	January 2	January 3	January 4	January 5	January 6
	New Year's Day	Work day	Work day	Work day	Work day	

Board Approved:

FINANCE AND ADMINISTRATIVE SERVICES

REV 12-5-14

This procedure was CCLC revised to reflect an increase in the UPCCAA informal bid limit and make other minor changes.

AP 6345 BIDS AND CONTRACTS USING UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING ACT (UPCCAA)**References:**

Education Code Sections 81641 et seq.;

Labor Code Sections 1770 et seq., 1725.5

Public Contract Code Sections 20110 et seq., 20650 et seq., 22000 et seq.
(Uniform Public Construction Cost Accounting Act)

The Palomar Community College District has elected to adopt the Uniform Public Construction Cost Accounting Act (Act) by resolution of the Governing Board. The Act provides for alternate bidding procedures to expedite the awards process, improve the timeliness of project completion, eliminate paperwork, and simplify administration on Public Projects.

Public Projects are defined in Public Contract Code (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 projects estimated to cost up to \$175,000¹ shall be let to contract by the procedures described below.

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

All bid notices for work to be done shall contain an affirmative statement requiring compliance with Labor Code Sections 1775 and 1776 governing payment of prevailing wages and Labor Code Section 1777.5 governing employment of apprentices. All bid submissions must contain all documents necessary to assure compliance with these Labor Code Sections. Failure to provide such documentation shall cause any such bid to be deemed incomplete.

¹ The California Uniform Construction Cost Accounting Commission (Commission) may recommend that the State Controller amend these amounts. Public Contract Code section 22032 authorizes public projects of \$30,000 or less to be performed by District employees by force account, by negotiated contract, or by purchase order. Public projects up to \$175,000 may be let to contract by informal procedures. Public projects in excess of \$175,000, with limited exceptions, shall be let to contract by formal bidding procedure. PCC 22032.

NOTE: The yellow highlighted language is from legal Update 20 disseminated to PCCD in May 2012

Pursuant to SB 854, no contractor or subcontractor may be listed on a bid for a public works project (submitted on or after March 1, 2015) unless registered with the Department of Industrial Relations (DIR) and no contractor or subcontractor may be awarded a contract for a public works project (awarded on or after April 1, 2015) unless registered with the DIR per California Labor Code section 1725.5.

Public Projects funded by the Kindergarten-University Public Education Bond Acts of 2002 and 2004 and any future State Bond funds require that the District initiate and enforce a labor compliance program pursuant to Labor Code Section 1771.5.

Procedures Not Covered by this AP

When this Procedure does not establish a process for bidding Public Projects, the procedures described in AP 6430 titled Bids and Contracts shall govern.

Contractors List

Lists of contractors shall be developed and maintained.

Award to Low Bidder; No Bids

All contracts must be awarded to the lowest bidders. If two or more bids are the same and lowest, the District may accept the one it chooses. When no bids are received, the District may perform Public Projects with District employees or through a negotiated contract without further complying with this procedure.

Notice Inviting Informal Bids

When a Public Project anticipated to cost less than \$175,000 is to be performed, the District shall prepare a notice of the opportunity to bid. The notice must describe the project in general terms, state the time and place for the submission of bids and describe how to obtain more detailed information about the Project. The District shall mail the notice to all contractors for the category of work to be bid, as shown on the Contractors List developed in accordance with the above section. The District may also mail the notice to all construction trade journals. Other contractors and/or construction trade journals may also be notified at the discretion of the department soliciting bids. Mailing shall be completed at least ten days before bids are due.

Award of Informally-Bid Contracts

The Chief Business Officer or designee is authorized to award informal contracts (defined as contracts for less than \$175,000.00), except those contracts described below.

Bids Exceed Informal Bidding Limit

If all informal bids received exceed \$175,000 but do not exceed \$192,500, and the District determines that the cost estimate was reasonable, the District may award the contract at up to \$192,500-187,500 to the lowest responsible bidder. The contract must be approved by Resolution receiving a four-fifths (4/5) vote of the Governing Board.

NOTE: The yellow highlighted language is from legal Update 20 disseminated to PCCD in May 2012

Date SPC Approved: 4/17/12

Bid Documents for Formal Bids

The Superintendent/President or designee will see that plans, specifications, and working details for all Public Projects estimated to cost more than \$175,000 are adopted.

Notice Inviting Formal Bids

When a Public Project, which is anticipated to cost in excess of \$175,000 is to be performed, the District shall publish a notice inviting formal bids in a newspaper of general circulation. The notice shall also be mailed to all construction trade journals. Other contractors and/or construction trade journals may also be notified, at the discretion of the department soliciting bids. Mailing shall be completed at least 30 days before bids are due.

When Contractors List Has Not Been Prepared: Proprietary Product or Service

Notwithstanding the sections titled Notice Inviting Informal Bids and Notice Inviting Formal Bids:

- If the District has not prepared a list of contractors for the particular category of work to be performed, the notice inviting bids shall be sent to each of the construction trade journals
- If the product or service is proprietary in nature, such that it can be legally obtained only from a certain contractor(s) pursuant to **Public Contract Code** Section 3400, the notice inviting informal bids may be sent exclusively to such contractors

Contracts for Maintenance Work

Contracts for Maintenance Work may be bid pursuant to the Informal Bidding Procedures described in the section titled Notice Inviting Informal Bids, 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.

Rejection of Bids, Re-solicitation, and Use of District Employees

If the District intends to reject all bids, it must mail the apparent low bidder a written notice of the District's intent to reject the bid at least two business days prior to the hearing at which the bids will be considered.

After rejecting all bids, the District may:

- abandon the project;
- re-advertise the project; or
- perform the work with District employees, after passing a resolution by a four-fifths (4/5) majority of the Governing Board declaring that the project can be performed more economically by District employees.

NOTE: The **yellow highlighted** language is from legal Update 20 disseminated to PCCD in May 2012

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Emergency Procedures

When an emergency necessitates repair or replacement, contracts shall be awarded pursuant to the procedures described in AP 6340 titled Bids and Contracts.

Office of Primary Responsibility: Finance and Administrative Services

NOTE: The **yellow highlighted** language is from legal Update 20 disseminated to PCCD in May 2012

Date SPC Approved: 4/17/12