

Public Works Contracting & Purchasing Information for Zones of Benefit

LESS THAN \$75,000		
<i>Bidding Requirements</i>	<i>County Required Documents</i>	<i>Additional Requirements & Information</i>
Quote / Proposal	<ul style="list-style-type: none"> Completed County Form (maintenance work only) Quote (Proposal) from Contractor chosen by Zone that includes the following information: <ul style="list-style-type: none"> Date, contractor name, address, phone number, license number Zone name & limits of work Items of work, quantity of each item, unit price, total Any additional costs Number of working days & projected start date Any required permits / owner notifications 	<ul style="list-style-type: none"> Public Works contracts less than \$75,000 do not require a competitive bid process (PCC 22032) Payment and Performance bonds required if >\$25,000 You are encouraged to obtain multiple quotes, but only 1 quote is required to process the Contract.
BETWEEN \$75,001 - \$220,000		
<i>Bidding Requirements</i>	<i>County Required Documents</i>	<i>Additional Requirements & Information</i>
Informal	<ul style="list-style-type: none"> Completed County Form (maintenance work only) Scope of work Number of working days & projected start date Detailed limits of work to be done, sketch of work to be done Cost estimate (prepared by zone) Any required permits / owner notifications 	<ul style="list-style-type: none"> County will put together a contract package for bidding (Zones will be billed for this time). County can put together a CAD design plan set (Zones will be billed for this time) or Zones can put one together
GREATER THAN \$220,000		
<i>Bidding Requirements</i>	<i>County Required Documents</i>	<i>Additional Requirements & Information</i>
Formal	<ul style="list-style-type: none"> Completed County Form (maintenance work only) Scope of work Number of working days & projected start date Detailed limits of work to be done, sketch of work to be done Cost estimate (prepared by zone) Any required permits / owner notifications 	<ul style="list-style-type: none"> County will put together a contract package for bidding (Zones will be billed for this time). County can put together a plan set (Zones will be billed for this time) A Newspaper advertisement is required (estimated cost \$2,000)
PURCHASE OF MATERIALS		
<i>Bidding Requirements</i>	<i>County Required Documents</i>	<i>Additional Requirements & Information</i>
Quote	<ul style="list-style-type: none"> Quote from vendor that includes the following information: <ul style="list-style-type: none"> Date, vendor name, address, phone number Material name, description, quantity, unit price, total cost estimate 	<ul style="list-style-type: none"> Purchases less than \$5,000 do not require a competitive process (multiple quotes) (EDC Ord. Code 3.12.130)