

Sacramento City

Sacramento City Unified School District Procurement Procedures

		flooring, synthetic turf, lighting system over formal bid threshold other than for new construction (requires use of skilled and trained workforce).		
Any amount	Purchase pursuant to agreement competitively bid by a joint powers authority (JPA).	JPA contract for purchase of goods and services . Examples: NIPA, OMNIA, Sourcewell or TIPS. Price in JPA contract is a ceiling.	Perform due diligence for products/pricing in JPA price list. Agreement incorporating JPA contract is required. One-time Board resolution to join JPA; not required to approve contract as action item.	GOV 6500, et seq.
Any amount	Public agency previously competitively bid lease or purchase in accordance with law and contract has clause allowing piggyback .	Piggyback on public contract for lease of data-processing equipment or purchase of materials, supplies, equipment, vehicles, etc. Must lease/purchase on the same terms and at the same prices. Limited to incidental services (10% or < of contract value).	Perform due diligence for products/pricing in awarded contract. Agreement incorporating piggyback contract is required. Board approves contract and makes finding by resolution that use of underlying piggyback contract is in District's best interest.	PCC 20118

PUBLIC WORKS/CONSTRUCTION

Facility construction, alteration, renovation, demolition, painting, repair, fixed or modular furniture system installation. SCUSD has adopted California Uniform

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\$60 - 200K

Informal Bidding

Notify all relevant contractors on the Pre-Qualified Contractors List and/or advertise in 4 trade journals at least 10 days before bid opening. Award to lowest responsive, responsible bidder or reject all bids. If no bids received, negotiate directly with a contractor.

District reports to DIR/file PWC-100 form within 30 days of award or before work commences, whichever occurs first.

Formal Contract
Prevailing wages
Electronic filing of
certified payroll report
Payment/performance
bonds from approved
CA Surety
Insurance meeting
required SCUSD limits.
All tiers of contractors
required to be licensed
and registered with
DIR.

Contract submitted for Board
approval as action item.
If all bids >\$200,000, Board
resolution with 4/5 vote
required

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Emergency Repairs (State/CUPCCAA) - Board may proceed at one to replace or repair, without giving notice of bid, by resolution with 4/5 vote finding that emergency will not permit a delay and action is necessary for emergency response. If no notice for bids given, Board shall review emergency action at next regular meeting (and each meeting until emergency is terminated) to determine by 4/5 vote that need continue to exist. (PCC 22035 & 22050)

Emergency Purchases (Federal) - Only permitted when the Public exigency or emergency for the requirement will not permit a delay resulting from publicizing a competitive solicitation; The Federal awarding agency or pass-through entity expressly authorizes a noncompetitive procurement in response to a written request from the non-Federal entity; or After solicitation of a number of sources, competition is determined inadequate. (2 CFR 200.320 (c).) The District's requisition process requires compliance review and approval by assigned Budget department staff, Assistant Superintendent of Business Services, Chief Business Officer, and Purchasing Manager.