
PUBLIC WORKS BIDDERS LIST (CON-P003)

Sacramento City Unified School District

1.0 SCOPE

- 1.1 This procedure discusses the process to add contractors to the list of qualified contractors to be notified of public projects advertised under the informal bidding rules (Public Contract Code 22032 and 22034).

2.0 RESPONSIBILITY

- 2.1 Contracts Officer or as assigned by Director of Purchasing

3.0 APPROVAL AUTHORITY

- 3.1 Director of Purchasing _____
Signature Date

4.0 DEFINITIONS

- 4.1 Public works: construction, reconstruction, erection, alteration, renovation, improvement, demolition, and repair work, painting and repainting involving publicly owned, leased, or operated facility, which are within the expenditure limits allowed. (Public Contract Code 22002)

5.0 PROCEDURE

- 5.1 An annual solicitation of bidders is made via a Public Notice to Contractors which is advertised each October in a newspaper of general circulation. Respondents are added to a list of qualified contractors who will receive notice of public works construction projects (for which they are qualified to bid) advertised under the informal bidding rules. The Contracts Department maintains a "Master Bidders List" in Microsoft Excel which includes contractor information including name, address, phone and fax numbers, and license classification.
- 5.2 When an informal public works project is ready to bid, a Public Notice to Contractors is mailed to the contractors on the list who possess the required classification of contractor license.
- 5.3 The list of qualified contractors who receive the Public Notice is maintained electronically.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 List of Qualified Contractors
- 6.2 Public Notice to Contractors

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
List of Qualified Contractors	On-line	1 year	Discard as Desired	Secured by IS Dept at Serna
Public Notice to Contractors	File	1 year	Discard as Desired	Secured Files

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8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
12/13/04	A	Initial Release
08/22/05	B	Revise 2.1 to Contracts Officer
06/05/06	C	Revise records retention table
05/25/07	D	Revise procedure
11/12/08	E	Revise 5.0 and 7.0

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