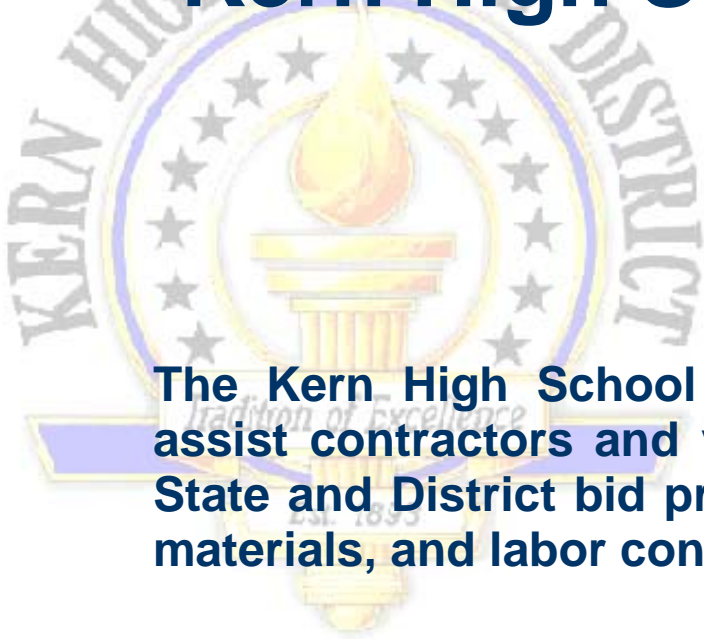
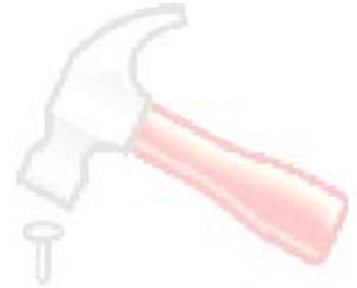


Contracting with the Kern High School District



The Kern High School District's objective is to assist contractors and vendors in understanding State and District bid processes for construction, materials, and labor contracts.



Contract Procedures with the Kern High School District

The District is governed by the California Uniform Public Construction Cost Accounting Act (Public Contract Code Section 22000)

Construction with State Monies Public Bid if more than \$10,000

- New Construction and Modernization
- Labor Compliance Program included
- DVBE Participation Requirements included
- Typically advertise on Mondays in the Bakersfield Californian
- Notice to Contractors faxed, mailed, or emailed 30 days prior to bid opening to the District's List of Qualified Contractors and Construction Trade Journals
- Specifications, plans, and addenda may be distributed to Kern County Builders Exchange, F.W. Dodge, and other specified plan rooms
- Specifications, plans, and addenda may be picked up between 7:30 a.m. and 4:30 p.m. in Business Services at 5801 Sundale Avenue, Bakersfield, CA 93309
- Specifications, plans, and addenda may be mailed to contractors at their expense upon written notification
- Project Information, specifications, plans, and addenda may be viewed online at www.kernhigh.org

Public Uniform Construction Cost Accounting Act

Construction – Informal Public Bid If more than \$30,000 and less than \$125,000

- Construction, reconstruction, erection, alteration, renovation, improvements, demolition, painting or repainting, and repair work involving any public owned, leased, operated facility (Does not include maintenance work)
- Notice to Contractors faxed, mailed, or emailed not less than 10 days prior to bid opening to the District's List of Qualified Contractors by License Classification and/or Construction Trade Journals
- If applicable, job walk not less than 5 days after Notice to Contractors
- Specifications, plans, and addenda may be distributed to Kern County Builders Exchange, F.W. Dodge, and other specified plan rooms
- Specifications, plans, and addenda may be picked up between 7:30 a.m. and 4:30 p.m. in Business Services at 5801 Sundale Avenue, Bakersfield, CA 93309
- Specifications, plans, and addenda may be mailed to contractors at their expense upon written notification
- Project Information, specifications, plans, and addenda may be viewed online at www.kernhigh.org

Public Uniform Construction Cost Accounting Act (Continued)

Construction – Formal Public Bid if more than \$125,000

- Construction (New and Modernization), reconstruction, erection, alteration, renovation, improvements, demolition, painting or repainting, and repair work involving any public owned, leased, operated facility (Does not include maintenance work)
- Typically advertise on Mondays in The Bakersfield Californian
- Notice to Contractors faxed, mailed, or emailed 30 days prior to bid opening to the District's List of Qualified Contractors and Construction Trade Journals
- Specifications, plans, and addenda may be distributed to Kern County Builders Exchange, F.W. Dodge, and other specified plan rooms
- Specifications, plans, and addenda may be picked up between 7:30 a.m. and 4:30 p.m. in Business Services at 5801 Sundale Avenue, Bakersfield, CA 93309
- Specifications, plans, and addenda may be mailed to contractors at their expense upon written notification
- Project Information, specifications, plans, and addenda may be viewed online at www.kernhigh.org

Public Uniform Construction Cost Accounting Act (Continued)

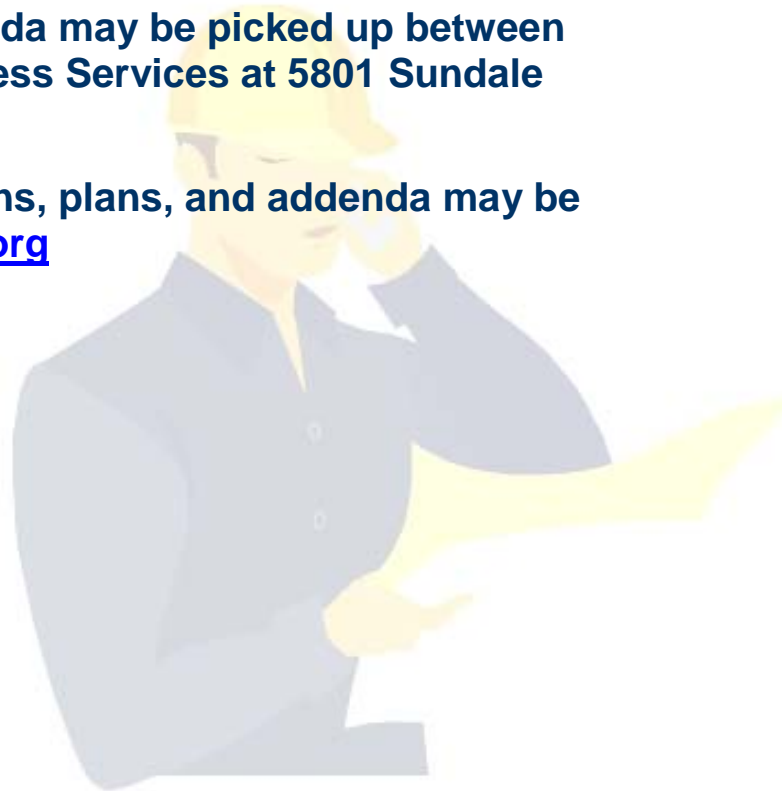
Construction – Quotes if less than \$30,000

- Construction (New and Modernization), reconstruction, erection, alteration, renovation, improvements, demolition, painting or repainting, and repair work involving any public owned, leased, operated facility (Does not include maintenance work)
- Specifications, plans, and addenda, if applicable, are distributed by the District's Project Managers
- Paper and/or electronic quotes will be solicited through the District website
- Determine Lowest Responsible Bidder
- Obtain Contract Documents – Construction Agreement, Certificate of Insurance for General Liability, Automobile & Workers' Compensation with \$1 million dollar limits

Equipment, Materials, Supplies and Services (Except Construction Services)

**Public Bid if more than \$78,900
(State Monies if more than \$10,000)**

- Typically advertise on Mondays in The Bakersfield Californian
- Specifications, plans, and addenda may be distributed to Kern County Builders Exchange, F.W. Dodge, and other specified plan rooms
- Specifications, plans, and addenda may be picked up between 7:30 a.m. and 4:30 p.m. in Business Services at 5801 Sundale Avenue, Bakersfield, CA 93309
- Project Information, specifications, plans, and addenda may be viewed online at www.kernhigh.org



Kern High School District's Labor Compliance Program

- Labor Compliance Provisions of State & Federally-funded Public Works Contracts
- Payment of Prevailing Wage Rates
- Apprentices
- Penalties
- Certified Payroll Records
- Nondiscrimination in Employment
- Kickback Prohibited
- Acceptance of Fees Prohibited
- Listing of Subcontractors
- Proper Licensing
- Unfair Competition Prohibited
- Workers' Compensation Insurance
- OSHA

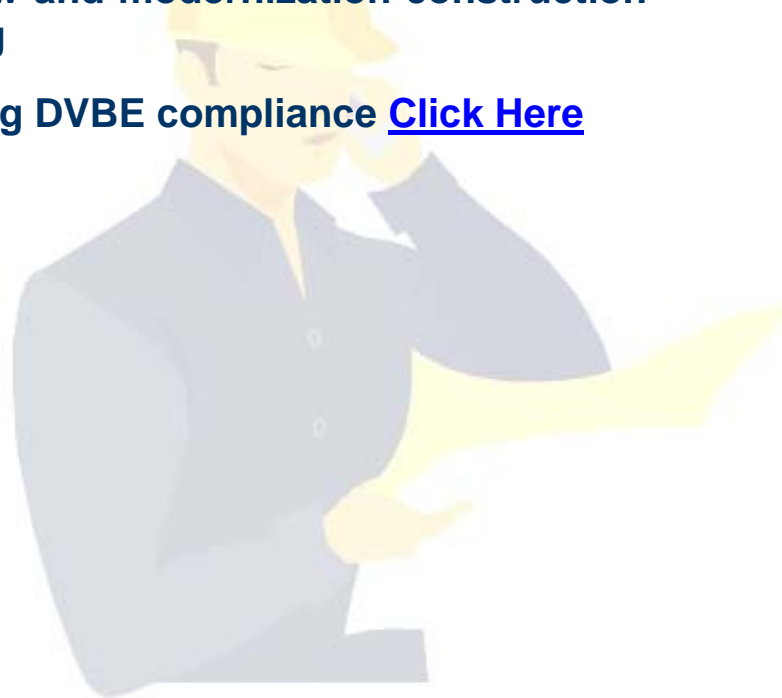


DVBE Requirements (Disabled Veterans Business Enterprise)

Do not assume DVBE does not apply to you or that you do not have to do this because you believe there are no Disabled Veterans Business Enterprises (DVBE'S) available for your type of work.

If DVBE forms are in the bid specifications you **MUST** complete and submit pages 8-11 of the thirteen pages with your sealed bid accurately. This is a state-mandated requirement of the Office of Public School Construction for new and modernization construction of high schools, subject to auditing

For additional information regarding DVBE compliance [Click Here](#)



Department of Justice (DOJ) Fingerprint Clearance

- In accordance with California Education Code Sections 33192 and 45125.2, requires independent contractors providing services to school districts must certify that it will provide continual supervision and monitoring of all employees of the Contractor by an employee of the Contractor whom the Department of Justice (DOJ) has ascertained has not been convicted of a violent or serious felony
- Fingerprints are submitted to DOJ, not to the District
- Business Services maintains a database which lists contractor's employees that have DOJ clearance based on information submitted by contractor
- If new to the school district, "Request for Authorization to receive State Summary Criminal History Information" will be issued to awarded contractor by Director of Business Services
- If employee(s) of the contractor are currently DOJ Certified, the "Fingerprint Certification by Contractors" form submitted with bid must list employee(s) that will provide continual supervision and monitoring at the project site
- If additional employee(s) need to be added to the District's database, submit the Kern High School District Certificate of Compliance

Bid Process and the Importance of Timelines

➤ Notice to Contractors faxed, mailed, or emailed to District's List of Qualified Contractors based on License Classification per PCC Section 22034

➤ Instruction to Bidders located in Bid Specifications

Bid Documents are submitted to the District at Bid Opening Date, Time, and Location located in Bid Specifications:

➤ Bid Form

➤ Bid Bond

➤ List of Subcontractors

➤ Non-Collusion Affidavit

➤ Exclusion of Asbestos Products

➤ Notification of Asbestos Material Locations Letter

➤ Exclusion of Lead Products

➤ Mandatory Job Walk (if applicable)

➤ Fingerprinting Certification

➤ Contractors Qualifications Questionnaire (if applicable)

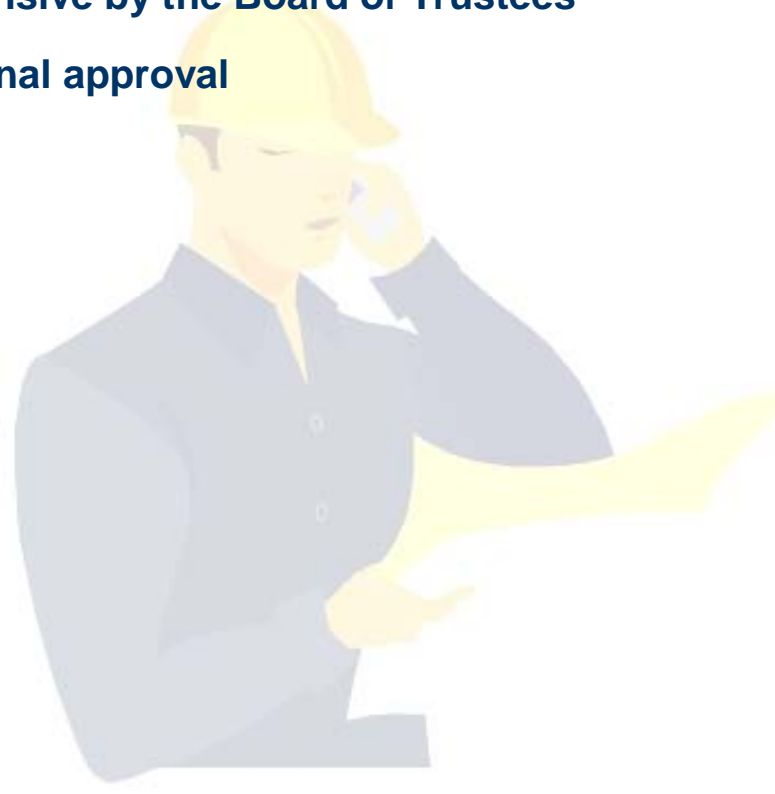
➤ Substitution Listing (if applicable)

➤ Substitution Warranty (if applicable) and

➤ DVBE Participation Forms (if applicable)

Bid Process and the Importance of Timelines (Continued)

- All Bids are opened and read publicly
- Bids are reviewed for compliance to law and bid specifications
- The lowest responsible bidder is recommended to Board of Trustees for awarding
- Incomplete bid documents, bid bond not admitted surety in the State of California, or incomplete DVBE forms may result in the bidder being deemed non-responsive by the Board of Trustees
- The Board of Trustees has the final approval



Business Services Contacts

Department Phone Number – (661) 827-3122

- **Richard J. Ruiz, Director**
- **Jay M. Olsen, Assistant Director**
- **Sandy Castorena, E-Procurement Coordinator**
- **John Cronen, Contracts Coordinator**
- **Linda Goodman, Contracts Coordinator**

