

SixTen and Associates

MANDATE REIMBURSEMENT SERVICES

PROGRAM: **455/02 PUBLIC CONTRACT CODE (K-14)** **PCC 1.2**

DISTRICT/COE: San Mateo CCCD

REIMBURSABLE ACTIVITIES: (FROM THE FILED TEST CLAIM)

Pursuant to:

Public Contract Code Sections: 2000, 2001, 3300, 6610, 7104, 7107, 7109, 9203, 10299, 12109, 20100, 20101, 20102, 20103.5, 20103.6, 20103.8, 20104, 20104.2, 20104.4, 20104.6, 20104.50, 20107, 20110, 20111, 20111.5, 20116, 20650, 20651, 20651.5, 20657, 20659, 22300; and Business and Professions Code Section 7028.15;

Title 5, California Code of Regulations Sections: 59500, 59504, 59505, 59506, and 59509,

for each eligible school district, county office of education, and community college district, the direct and indirect costs incurred for the following mandate activities are reimbursable:

1. Policies and Procedures

Developing and periodically updating policies and procedures for compliance with the requirements of the laws pertaining to public contracts.

2. Staff Training

Training staff to implement the mandate.

3. Contract Specifications

Specifying the requirements for the contractor license in any project plans and in any notice inviting bids and verifying such license through the Registrar of Contractors. Specifying the provisions of Article 1.5 (Resolution of Construction Claims) and any contract provisions regarding liability in any project plans and in any notice inviting bids.

4. Minority and Women Business

Establishing goals and requirements relating to participation in the contract by minority and women business enterprises and verifying compliance.

5. Graffiti Abatement

Establishing a graffiti abatement program and financing methods.

6. Bidding Process

- A. Rating System: Adopting and applying a uniform system of rating bidders and specifying the methods used to determine the lowest bid.
- B. Notice Register: Publishing a notice inviting contractors to register to be notified of future informal bidding projects and providing such notice.
- C. Pre-qualification: Pre-qualifying prospective bidders on a quarterly basis.
- D. Questionnaire: Processing and maintaining a standardized questionnaire, proposal form, security, and financial statement from each prospective bidder.
- E. Conference: Conducting a mandatory pre-bid conference, site visit, or meeting.

7. Contract Performance

- A. Site Visits: Receiving notification from the contractor and investigating physical conditions at the site of any unusual nature.
- B. Project File: Preparing and maintaining a project file of job orders, change orders, day labor, and cost data in accordance with the procedures of the California School Accounting Manual for a period of not less than three years after completion of the project.

8. Contract Payments

- A. Contract Payments: Reviewing each payment request. Returning any denied payment request with the reasons why the payment request is not proper.
- B. Materials Retention: Retaining no less than 5 percent of the actual work completed and of the value of material delivered on the ground or stored until final completion and acceptance of the project.
- C. Return of Securities: Returning the securities and retentions withheld to the unsuccessful bidders upon award of the contract and to the successful contractor upon satisfactory completion of the contract.

9. Disputes

- A. Pre-Qualification: Establishing a pre-qualification rating dispute process.
- B. Disqualification: Providing notification to the disqualified bidders and responding to any complaint.
- C. Performance: Responding to actions taken by the contractor to resolve disputes between the contracting parties.