



TRACKING SHEET FOR AGREEMENTS/CONTRACTS/MOUs/GRANTS

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|--|--|------------------------------------|--|
| DOCUMENT PACKET = 1 Tracking Sheet, 1 GLBS Report, 1 Board Agenda Item Cover Sheet, HCCD Agreement/Contract/MOU/Grant documents**PLEASE ATTACHED VENDORS AGREEMENT AS AN ADDENDUM <i>Note: Ultimate approval is at the discretion of the Superintendent/President and/or Governing Board.</i> Work is not to begin before the document has been signed by both parties | | | |
| ❖ Originator please retain a copy of the Document Packet until a fully signed copy is received by mail | ❖ All Grants must be processed through Elizabeth Flores, Budget & Grants Accountant (ext. 6983) | | |
| ❖ All Agreements/Contracts/MOUs/Grants must be submitted to Governing Board (see Bid Matrix , on next page) | ❖ All Grant Applications require Governing Board <u>Approval</u> (see Bid Matrix , on next page) | | |
| Contract Start Date | | Contract End Date | |
| Date Submitted to G.B. | | Submission Type | <input type="checkbox"/> ACTION <input type="checkbox"/> CONSENT |
| Contractor and Contractor's Contact Info <small>(Contact Name, Title, Organization, and Mailing Address, City, State, ZIP)</small> | | Hartnell Originator / Phone | STATUS |
| | | | <input type="checkbox"/> NEW <input type="checkbox"/> RENEWAL |
| TYPE OF CONTRACT | <input type="checkbox"/> Consultant Agrmt. <input type="checkbox"/> Independent Contractor <input type="checkbox"/> Performer/Lecturer Agrmt. <input type="checkbox"/> Vendor Agrmt. <input type="checkbox"/> Amendment to existing/active Agrmt. <input type="checkbox"/> Service Agrmt. | | |
| PAYMENT TYPE | Blanket Purchase Order <input type="checkbox"/> Check Request <input type="checkbox"/> *Note: your department designee is responsible for processing. Purchase Order <input type="checkbox"/> Other <input type="checkbox"/> | | |
| Description of Project or Service Being Performed | | | |
| Contractor's Phone/Email | | Email | |
| Is this a new vendor? | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |

**If yes, please follow New Vendor Setup Guidelines*

| | | | | | |
|-------------------------------|---------------|--|-------------------|--|----|
| Budget Implication | | Revenue | \$ | Expense | \$ |
| Fund Source | GRANT? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Grant Type | <input type="checkbox"/> Federal <input type="checkbox"/> State <input type="checkbox"/> Local | |
| Budget Account Code(s) | | | % | | % |

**Attach a copy of a Colleague GLBS report for each budget account code (GL#) being used.*

1. Preliminary Review:

_____ Administrative Services _____ Date

2. Review & Approval:

_____ Controller / or / Grants Accounting Manager _____ Date

3. Review & Approval:

_____ Dean / Dept. Manager / Director (printed name: _____) _____ Date

4. Review & Approval:

_____ Area Vice President (printed name: _____) _____ Date

5. Final Review & Approval:

_____ Vice President of Administrative Services _____ Date

Administrative Services use only:

| | | | |
|--|--|------------------------------------|--|
| Certificates of Insurance: | <input type="checkbox"/> Yes <input type="checkbox"/> No | Additional Insured? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Originals to President for signature: | Date: _____ | Fully executed copy to Originator: | Date: _____ |
| Originals to Contractor for signature: | Date: _____ | Fully executed copy to Contractor | Date: _____ |

COMPLETED

BIDDING PROCEDURES MATRIX

HARTNELL COMMUNITY COLLEGE DISTRICT

| CONSTRUCTION PROJECTS (per UPCCAA) | Min Quotes | Board Action | Prevailing Wage *5 | Bid Bond *2 | Payment Bond *1 | Liability Insur. Cert. | Auto Insur. Cert. | Remarks |
|---|---------------|-----------------|--------------------------|-------------------|-----------------------|------------------------------|-------------------------|---|
| Projects under \$1,000 | 1 | CA | N | N | N | Y | Y | PO, RFP, or proposal |
| Projects \$1,000 to \$14,999 *5 | 2 | CA | Y | N | N | Y | Y | PO, RFP, or proposal |
| Projects \$15,000 to \$24,999 *2 *3 | 2 | CA | Y | N | N | Y | Y | PO, RFP, or proposal |
| Projects \$25,000 to \$60,000 *1 *3 | 2 | CA | Y | Y | Y | Y | Y | PO, RFP, or proposal |
| Projects \$60,001 to \$200,000 *4 *6 *9 | Bids | CA | Y | Y | Y | Y | Y | Informal bidding per UPCCAA |
| Projects \$200,001 and larger *8 | Bids | BPA | Y | Y | Y | Y | Y | Formal bidding w/advertisement per UPCCAA |
| | | | | | | | | |
| NON-CONSTRUCTION Equipment, Materials, Services, etc. | | | | | | | | |
| Purchases of \$0 to \$5,000 *10 *11 *12 | 1 | CA | N | N | N | | | 1 quote required, 2 recommended |
| Purchases of \$5,001 to \$20,000 *10 *11 *12 *13 | 2 | CA | N | N | N | | | 2 written quotes (catalog/internet OK) |
| Purchases of \$20,001 to \$114,499.00 *6 *10 *11 *12 *13* | 3 | CA | N | N | N | | | Informal RFQ w/3 written quotes |
| Purchases of \$114,500 or more *6 *7 *10 *11 *12 *13 | Bids | BPA | N | N | N | Y- Contractor | Y- Contractor | Formal RFP, specs, advertisement, Bid bond 5% optional by the CEO |
| | | | | | | | | |

CA = Board Consent Agenda approval required, CBO/CEO may approve contract/agreements prior to Board Approval

BPA = Action requires Board prior approval to execute agreements and contracts

N/A = Not Applicable; Superintendent/ President authorized to approve

***1** = Per California Civil Code 9550, all projects 25,000 or more require a payment bond

***2** = Per California Public Contract Code 20651(b), all construction contracts \$15,000 or more require a bidders bond

***3** = Per Uniform Public Construction Cost Accounting Act, projects up to \$60,000 may be done by force labor, negotiated, or PO

***4** = Per Uniform Public Construction Cost Accounting Act, projects up to \$60,001 to \$200,000 may be bid by Informal Bidding. This amount is subject to Periodic Adjustments per Public Contract Code (PCC) sect2io2n032(a)(b), as noticed by the California Community College System Office

***5** = Per Labor Code 1771, all project of \$1,000 or more shall require prevailing wages be paid and meeting requirements of Labor Code

***6** = Amount is subject to Annual Adjustments per Public Contract Code (PCC) section 20651(a)(d), as noticed by the California Community College System Office

***7** = HCCD Board approval required for purchase/agreement over \$114,500 in order to execute an Agreement

***8** = HCCD Board approval required for any purchase/agreement over \$200,000 in order to execute an Agreement

***9** = If all of the informal bids received exceed \$200,000, project may still be awarded to lowest bidder, up to a maximum of \$212,500 per section 22032(b)

***10** = Unless a California Multiple Award Schedules (CMAS) contract has been approved by the District

***11** = Per Labor Code section 1720, some furniture installation contracts also require prevailing wages

***12** = Under PCC 20651(a), bidders must give "such security as the Board requires," typically either a bid bond, cash, cashier's check, or certified check

***13** = Sole Source Justification