

SANTA YNEZ COMMUNITY SERVICES DISTRICT
MEMORANDUM

TO: Board of Directors
FROM: Loch Dreizler, General Manager
DATE: January 17, 2024
SUBJECT: District Purchasing and Procurement, Introduction to the California Uniform Public Construction Accounting Act

Recommendation / Proposed Motion

Staff recommends reviewing the benefits of the California Uniform Public Construction Accounting Act with the Finance Committee to bring back to the Board for a recommendation.

Proposed Motion: not necessary for this meeting.

Policy Implications

Codes for CSDs are found in the Public Contract Code. Section 20682 refers to purchasing materials and supplies, and 20682.5 relates to construction.

District ORDINANCE NO. O-17-02 outlines the General Manager's ability to make expenditures for acquiring materials, supplies, equipment, and other personal property up to \$25,000.

Fiscal Implications

There are no direct fiscal implications. However, the benefits include the flexibility to deliver a small public project efficiently, speed up the award process, improve the timeliness of completion, identify spending thresholds, and simplify administrative workloads.

Alternatives Considered

None currently

Discussion

Staff wanted to introduce the California Uniform Public Construction Accounting Act to the Board but bring it to the Finance Committee for a more in-depth discussion and recommendation to the Board. The Act would add an additional option for bidding on construction projects greater than \$25,000 but under \$200,000.

The Public Contract Code. Section 20682 refers to purchasing materials and supplies, and 20682.5 relates to construction. Both sections set \$25,000 as the limit to which a district may make purchases without having to undergo the bidding process.

These sections also outline guidelines for the bidding process, which includes requiring the district to publish a notice inviting bids for a contract in a generally circulated newspaper at least one week before bids will be received or, if preferred by the general manager and Board of directors, in a trade journal or paper at least ten days before receiving bids.

Source: Public Contract Code sections 20680-20

Santa Ynez CSD Purchasing and Procurement Table

The proposed modifications are shown in **Red Font**

Supplies & Equipment		Professional Services		Construction Projects			
<\$25,000	>\$25,000	<\$25,000	>\$25,000	<\$25,000	>\$25,000	<\$200,000	>\$200,000
Authority of General Manager	Option to use an ITB, Cooperative Agreement, or Sole Source Board Award	Authority of General Manager	Option to develop an RFP Board Award	Authority of General Manager	Formal Bidding Board Award	Public projects for \$200,000 or less may use an informal bidding procedure outlined in Section 22032(b) or (c) of the Act. Board Award	Public projects that cost more than \$200,000 must use formal bidding procedures to let the contract pursuant to PCC Section 22032(c) Board Award
Reference: Ordinance O-17-02		Reference: Ordinance O-17-02		Reference: Public Contract Code (PCC) Section 22000-22045.			

ITB = Invitation to Bid

RFP = Request for Proposal

The ITB is used for an easily specified supply, equipment, or service where the lowest price will be the only determining factor when approving the award.

*In cases of **emergency** when repair or replacements are necessary, the governing body may immediately proceed to replace or repair any public facility without adopting plans, specifications, strain sheets, or working details or giving notice for bids to let contracts. The work may be done by day labor under the governing body's direction, by contractor, or by combining the two. Section 22050 et seq. provides the emergency contract procedures for these cases.*