

MENDOCINO UNIFIED SCHOOL DISTRICT CONSTRUCTION PROJECT REQUIREMENTS

The Mendocino Unified School District (“District”) uses the California Uniform Construction Cost Accounting Act (“CUPCCAA”) process to procure contractors for its public project work (https://www.sco.ca.gov/ard_cuccac.html). Only contractors on the District’s qualified list will be eligible to bid on the work. To get on the list, contractors must complete the District’s Contractor’s Qualification Application. A contractor may join the District’s qualified list at any time. All documents and sample contracts can be found at www.mendocinoused.org

Only contractors who have registered with the Department of Industrial Relations will be eligible to join the qualified list. To register, please go to: <https://www.dir.ca.gov/Public-Works/Contractor-Registration.html>

Once a contractor has been added to the District’s qualified list, the District will notify the contractor of any public projects that the contractor holds a license to perform. For projects between \$60,001-\$200,000, an informal bid process will be used. A formal bid process will be used for all projects over \$200,000. For more information about this process, please review the CUPCCAA FAQ - https://www.sco.ca.gov/Files-ARD-Local/frequently_asked_questions_faq_-_uniform_public_construction_cost_accounting_act.pdf.

If you are selected to perform a public project for the District, you will be required to comply with the following:

- Execute the District’s applicable Construction Contract
- If the project will be over \$25,000, provide performance and payment bonds for the maximum total contract price.
- Provide the following insurance coverage:
 - General Liability - \$1,000,000 per occurrence; \$2,000,000 aggregate.
 - Larger projects may require a \$2,000,000 umbrella/excess.
 - Auto Liability - \$1,000,000 per occurrence
 - Workers Compensation - \$1,000,000
 - Certain projects may require Builders’ Risk Insurance on a 100% completed value basis on the insurable portion of the project.
 - All insurance must include an Additional Insured and Primary endorsement.
- Pay prevailing wages as required by the Department of Industrial Relations - <https://www.dir.ca.gov/Public-Works/Prevailing-Wage.html>
- Submit Certified Payroll at least monthly to the Labor Commissioner - <https://www.dir.ca.gov/Public-Works/Certified-Payroll-Reporting.html>
 - This requirement does not apply to public projects under \$25,000 or maintenance projects under \$15,000
- Provide the District with any requested documentation concerning its Disabled Veteran Business Enterprises (“DVBE”) requirements.
- Comply with any Fingerprinting requirements as set forth in the Construction Contract.

Please contact Jason Morse at 707-937-5868 or jmorse@mcn.org with any questions concerning the above information.