

## **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](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](http://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](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](mailto:jmorse@mcn.org) with any questions concerning the above information.