

# CITY OF BREA

## Notice Inviting Qualified Bidders for the California Uniform Public Construction Cost Accounting Act Informal Bidding Process

The Public Works Department of the City of Brea invites interested contractors to complete a Contractor's Qualification Application to be placed on the City of Brea's qualified contractor's list. This list is designed so contractors can receive "Notice Inviting Bids" for informal projects under \$200,000 in their work category. Only qualified contractors will be notified. For more information about this process, please read California Public Contract Code Section 22034 below.

### **\*\*Instructions for contractors interested in being added to the City's 2024 Qualified Contractor's List\*\***

#### **STEP 1:**

Go to **City Services/Public Works/Bids & RFP's** on the website located at the following web address:

<http://www.cityofbrea.net/Index.aspx?NID=409>

#### **STEP 2:**

Under the Form labeled "Notice Inviting Qualified Bidders" download the following 2 forms:

- 1) Contractor's Pre-Qualification Application**
- 2) Supplemental Questionnaire**

#### **STEP 3:**

Mail your completed forms to:

Public Works Department  
Attn: Kristen Kaake/Engineering Division  
City of Brea  
1 Civic Center Circle  
Brea, CA 92821

### **PUBLIC CONTRACT CODE SECTION 22034**

Each public agency that elects to become subject to the uniform construction accounting procedures set forth in Article 2 (commencing with Section 22010) shall enact an informal bidding ordinance to govern the selection of contractors to perform public projects pursuant to subdivision (b) of Section 22032. The ordinance shall include all of the following:

(a) Notice to contractors shall be provided in accordance with either paragraph (1) or (2), or both.

(1) The public agency shall maintain a list of qualified contractors, identified according to categories of work. Minimum criteria for development and maintenance of the contractors list shall be determined by the commission. All contractors on the list for the category of work being bid shall be mailed, faxed, or emailed a notice inviting informal bids unless the product or service is proprietary. All mailing of notices to contractors pursuant to this subdivision shall be completed not less than 10 calendar days before bids are due.

(2) The public agency may elect to mail, fax, or email a notice inviting informal bids to all construction trade journals specified in Section 22036.

(b) The notice inviting informal bids shall describe the project in general terms and how to obtain more detailed information about the project, and state the time and place for the submission of bids.

(c) The governing body of the public agency may delegate the authority to award informal contracts to the public works director, general manager, purchasing agent, or other appropriate person.

(d) If all bids received are in excess of two hundred thousand dollars (\$200,000), the governing body of the public agency may, by adoption of a resolution by a four-fifths vote, award the contract, at two hundred twelve thousand five hundred dollars (\$212,500) or less, to the lowest responsible bidder, if it determines the cost estimate of the public agency was reasonable.

*(Amended by Stats. 2018, Ch. 169, Effective January 1, 2019)*