Eastside Union School District

CUPCCAA Procedures

**California Uniform Public Construction Cost Accounting Act (CUPCCAA)**
The Eastside Union School District adopted the California Uniform Public Construction Cost Accounting Act (CUPCCAA) Procedures in March 2015.  The District invites all licensed contractors, who are registered with the Department of Industrial Relations to perform public works projects, to apply for inclusion on the District's list of qualified contractors for the next calendar year.

Department of Industrial Relations (DIR):

Contractors must register with the Department of Industrial Relations. When a contractor registers they are given a number, this number allows the contractor to bid and work on Public Works Projects through the State of California. The application procedure are advertised in the local paper and Trade websites in November/December for the next calendar year. The application is also available on [www.eastsideusd.org](http://www.eastsideusd.org) under Administrative Services /Support Services/Purchasing/Contractor Application.

Project Determination:

Project procedure will be determined by Manager/Admin by the estimated cost.

* From one dollar ($1) to forty thousand dollars ($60,000.00) will be given to a contractor on the approved contractor list and by Purchase Order
* From forty thousand one dollars ($60,001.00) to two hundred thousand dollars ($200,000.00) contractors on the approved contractor list will be invited to bid though the request for proposal (RFP) process.
* The RFP process is as follows:
1. RFP (Scope of work, job walk date, and any other pertinent information along with the proposal submission deadline date) is written by manager/admin
2. RFP is approved by cabinet
3. RFP is sent to the approved contractors
4. RFPs’ are reviewed by manager/admin or by committee
5. Lowest responsible/responsive proposal is chosen and contractor is contacted to finalize contract.
6. Contract is discussed and signed by contractor and Assistant Superintendent of Business Services and a purchase order is requested.
7. Contractor may begin the project when the contract and the purchase order are complete.

**Documents needed for informal bid/RFP process**

**Copy of RFP**

* + **DIR Application from selected contractor and any sub-contractors**
	+ **Contract or information to process the purchase order for project**
	+ **Board approval or date of board meeting**
* Projects over two hundred thousand dollars ($200,000.00) will be advertised as a formal bid and we will follow the formal bid process outlined in the CUPCCAA procedures.

**Documents needed for Formal Bid Process**

* **Formal Bid Documents**
* **DIR Application from selected contractor and any sub-contractors**
* **Prequalification packet**
* **Contract**
* **Board approval or date of board meeting**