

**County of Sonoma
PURCHASING DIVISION**

GENERAL INFORMATION FOR CONSTRUCTION CONTRACTORS

1. **STATE OF CALIFORNIA CONTRACTOR'S LICENSE**

We only hire state licensed contractors for construction projects regardless of size, scope or dollar amount and we confirm that the license is current and active with the State before issuing a Purchase Order or entering into a contract.

2. **VENDOR REGISTRATION AND GETTING ON THE RIGHT BID LIST(S)**

Registration ensures that you get your company on the appropriate bid lists. Construction Contractors should register with County Purchasing on the Internet at:

http://www.sonoma-county.org/purchasing/vendor_reg.htm

You will find step-by-step Registration Instructions for Licensed Contractors on our Internet Site. We hope you find these instructions easy to follow.

Please make sure to check every license that you hold. Bid lists are identified by license type. For instance all vendors with a C-10 Electrical license should check the C-10 list. When a bid is sent out that requires a C-10 license to perform the work, all vendors on that list will receive an e-mail Notice Inviting Bids, as will the North Coast Builders Exchange.

Also, Be sure to list your contractor's license number. Be aware that the date requested on the certification is the date of issue or renewal, not the expiration date.

3. **INSURANCE REQUIREMENTS**

The Board of Supervisors has mandated an insurance level that we are not able to negotiate. All vendors that perform services, particularly construction services, must supply our office with acceptable certification prior to the start of any job. Our basic requirements include proof of General Liability with specific endorsement language naming the County as additional insured, Automotive, Worker's Comp and in some cases environmental pollution. All limits are \$1,000,000. The name insured must match the name your Contractor's license is issued in.

4. **PREVAILING WAGE**

State law requires that we pay prevailing wage on all construction projects over \$1,000. Prevailing Wage rates may be obtained through the North Coast Building Exchange or from the State Industrial Relations Department. The County reserves the right to require copies of payroll records, certified in accordance with the State of California Labor Code Section 1776.

5. **SIGNATURE AUTHORITY**

The Purchasing Agent is responsible for all projects valued at \$0.00 to \$125,000. We issue informal sealed bids for projects over \$30,000. These projects are put out to bid utilizing the bid list identified in Item 2. Contracts of \$30,000 or more use the Sonoma County Construction Contract rather than a purchase order. A Bid Bond, Performance Bond, and Labor and Materials Bond as well as insurance are all required on projects this size.

Projects less than \$30,000. We can choose to do projects under \$30,000 in house using County staff or we can get quotes from licensed contractors. To expedite the quote process the Architect or Facilities team usually contacts two to three contractors for competitive quotes. Based on those quotes a Purchase Order is issued to the low responsive and responsible bidder.

Projects over \$125,000. Projects over \$125,000 are Board Bids and the Sonoma County Board of Supervisors will sign the resultant contracts.

6. **BID PACKAGE**

Our bid packages include detailed job specifications, and directions on what documents are to be included with the bid: How a bid will be awarded, what documents require a Notarized signature, and where to deliver the bid. If at any time you need technical assistance, be sure and contact the project manager who is named in the bid. They can assist you in understanding the document requirements. Procedural questions should be referred to the Purchasing Division.

If there are any changes made to the specifications, you will receive a written addendum. Do not bid based on a conversation with the project manager. Always bid based on what is written in the bid unless you receive a written addendum changing the specifications. If you want to offer something other than what is specified, complete the bid as requested and then add additional sheets of paper describing your alternate offer. It is critical that the bid be filled out and signed as required by the bid instructions in order to assure your bid is considered.

7. **BONDING**

BID BOND

Bid bonds are generally required on projects valued at \$30,000 or more. Bid Bonds guarantee that the bidder on a project will enter into the contract and furnish the required payment and performance bonds. A Bid bond is usually for 10% of the total project cost. The key here is that it must be included with the bid or your bid will be deemed non-responsive. Sometimes, depending on the job, we may require a bid bond for projects less than \$30,000.

PERFORMANCE AND PAYMENT BONDS

The successful bidder of projects valued at \$30,000 or more must execute the required Performance and Payment Bonds within five (5) days after notice of award. The cost of the bonds must be included in the bid. The County includes the cost of bonding in the price evaluation.

PERFORMANCE BOND

The amount of the bond to be given to secure faithful performance of the contract shall be equal to one hundred percent (100%) of the contract price thereof and shall provide, in effect that the principle shall sell and truly perform the "contract" rather than "work contracted to be done" as is quite common. If the latter language is used, the bond will be rejected.

PAYMENT BOND

The amount of the bond to be given to secure the payment of all claims, demands, lien, or changes or material, men, mechanics, or laborers employed by the Contractor shall be equal to one hundred percent (100%) of the contract price.

8. **PURCHASE ORDER VS CONTRACTS**

Purchase Orders are normally issued for projects valued from \$0.00 to \$29,999. Before the start of any job, the contractor must acknowledge the acceptance of the Purchase Order in writing by signing the acceptance declaration and returning a signed copy to the Purchasing Division. Sonoma County Construction Contracts are executed for projects valued at \$30,000 or more.

Remember, register to bid at http://www.sonoma-county.org/purchasing/vendor_reg.htm