

August 7, 2007

Marin County Board of Supervisors  
3501 Civic Center Drive  
San Rafael, CA 94903

**SUBJECT:** First Reading of an Ordinance to Amend Section 2.18 of the County Code  
Delegation of Authority to Award Informal Construction Contracts up to \$125,000

Dear Board Members:

**RECOMMENDATION:** Read the ordinance by title only and set the merit hearing for August 14, 2007 at 10:30 a.m.

**SUMMARY:** The County of Marin is subject to the Uniform Public Construction Cost Accounting Procedures pursuant to the State Public Contracts Code. This Code provides for an informal bidding and award process for construction contracts below a specified limit. The State recently raised that limit from \$100,000 to \$125,000.

Your Board has previously delegated the authority to award contracts for "informal bids" up to \$100,000 to the Public Works Director, the Parks and Open Space Director and the County Administrator. This facilitates the implementation of smaller projects much more quickly, efficiently and cost effectively than required under the formal bidding process.

The informal bidding process is subject to very specific constraints identified under the Public Contracts Code. Staff is obliged to maintain a list of qualified contractors and to notify them of informal bids; construction trade journals specified in Section 22036 of the Public Contracts Code must be mailed a notice inviting informal bids. The advertising period is truncated to ten days compared to the 30 days required under formal bidding. Contracts subject to the formal bidding process require more detailed plans and specifications and are subject to formal approval by your Board.

The attached Ordinance would modify the County Code to accommodate this increased limit up to \$125,000. All other bidding, noticing and award procedures as specified in other sections of the Public Contracts Code and the Marin County Code would remain unchanged.

If the State Controller or the State Legislature should raise the limit in the future, this action by your Board will also automatically increase the informal bid limit to match the State's without future changes to the County Code.

**FISCAL IMPACT:** Savings in staff time with a more efficient bidding process.

<b>REVIEWED BY:</b>	<input type="checkbox"/> Auditor	<input checked="" type="checkbox"/> Controller	<input checked="" type="checkbox"/> N/A
	<input checked="" type="checkbox"/> County Counsel	<input type="checkbox"/>	<input type="checkbox"/> N/A
	<input type="checkbox"/> Human Resources	<input checked="" type="checkbox"/>	<input type="checkbox"/> N/A

Respectfully submitted,

Bob Beaumont  
Chief Assistant Director