

INSTRUCTIONS FOR PUBLIC WORKS and MAINTENANCE AGREEMENT

- 1. INTENDED PURPOSE:** This Agreement is exclusively for public works projects (PCC 22002) defined as construction, reconstruction, erection, alteration, renovation, improvement, demolition, painting, and repair work involving any publicly owned, leased, or operated facility. Maintenance is also covered under this Agreement which is defined as routine, recurring, and usual work for the preservation or protection of any publicly owned or publicly operated facility for its intended purposes.
- 2. DO NOT USE.** This Agreement is NOT intended for services such as consulting, technology, engineering, architectural, legal, medical, training, interpreting, or other non-construction type services.
- 3. INSURANCE.** Your vendor must carry insurance under this Agreement as indicated in Exhibit A.1. Insurance must be obtained before commencement of services.
- 4. LICENSE, DIR REGISTRATION, and BONDS.** Your Contractor must carry the appropriate [CSLB](#) license to perform services under this Agreement.
 - \$15,000 or greater for maintenance, [DIR](#) registration is required.
 - \$25,000 or greater for construction, [DIR](#) registration is required with [Payment and Performance Bonds](#) (Exhibit B).
- 5. HOW TO USE.** Fill in all fields of the Agreement and have your Contractor sign first. District signature authority is based on the Agreement amount pursuant to [Board Resolution 2022-25](#).
 - If the contract amount is \$60,000 or greater. **STOP** – A public bid process is required. Contact Purchasing Services for assistance.
- 6. REQUISITION.** After receiving the vendor signed Agreement, initiate your Purchase Requisition and upload the Agreement to Banner Document Management as supporting documentation. The Senior Buyer will countersign the agreement and once your Purchase Order is established by Purchasing Services, it will be transmitted to your vendor.