

(This SAMPLE INFORMAL BIDDING ORDINANCE or POLICY indicates action by a county board of supervisors. However, the sample format shall be modified to conform to your governing agency's rules).

ORDINANCE NO. _____	
AN ORDINANCE OF THE BOARD OF SUPERVISORS OF THE COUNTY OF _____	
ADDING SECTION _____ TO THE ORDINANCE CODE OF THE COUNTY OF _____	
TO PROVIDE INFORMAL BIDDING PROCEDURES UNDER THE UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING ACT (Section 22000, et seq. of the Public Contract Code)	
The Board of Supervisors of the County of _____ do ordain as follows:	
SECTION 1	
Section _____ is hereby added to the County Code of the County of _____ to provide as follows:	
Section _____. <u>Informal Bid Procedures</u> . Public projects, as defined by the Act and in accordance with the limits listed in Section 22032 of the Public Contract Code, may be let to contract by informal procedures as set forth in Section 22032, et seq., of the Public Contract Code.	
Section _____. <u>Contractors List</u> . The agency shall comply with the requirements of Public Contract Code Section 22034.	
Section _____. <u>Notice Inviting Informal Bids</u> . Where a public project is to be performed which is subject to the provisions of this Ordinance, a notice inviting informal bids shall be circulated using one or both of the following alternatives: 1. Notices inviting informal bids may be mailed, faxes, or emailed to all contractors for the category of work to be bid, as shown on the list developed in accordance with Section _____, 2. Notices inviting informal bids may be mailed to all construction trade journals as specified by the California Uniform Construction Cost Accounting Commission in accordance with section 22036 of the Public Contract Code. Additional contractors and/or construction trade journals may be notified at the discretion of the department/agency soliciting bids, provided however:	
(1) If the product or service is proprietary in nature such that it can be obtained only from a certain contractor or contractors, the notice inviting informal bids may be sent exclusively to such contractor or contractors.	
Section _____. <u>Award of Contracts</u>	
The County Purchasing Agent and the Director of Public Works are each authorized to award informal contracts pursuant to this Section.	
SECTION 2	
This Ordinance shall take effect and be in force thirty (30) days from the date of its passage, and before the expiration of fifteen (15) days after its passage, it or a summary of it, shall be published once, with the names of the members of the Board of Supervisors voting for and against the same in the _____, a newspaper of general circulation published in the County of _____.	
PASSED, APPROVED and ADOPTED by the Board of Supervisors of the County of _____, State of California, this ____ day of _____, by the following vote:	
AYES:	
NOES:	
ABSENT:	