

1. General

All contracts with outside contractors supplying labor and/or materials for facilities projects up to \$25,000 within the purview of the colleges shall be contracted for using the Facilities Order Form (See attached). Such projects do not require formal or informal bidding prior to selection of an appropriate contractor to do the work. Except under the limited circumstances described in Section 3(f) herein, an officer or authorized representative of the outside contractor or vendor must sign the Facilities Order Form prior to performing any work on the contract.

2. Use of Form

Specifically, the Form may be used for construction alterations, improvements, equipment rental (not leasing or lease purchasing), maintenance and repair to the college facilities up to \$25,000. An example of this type of work may be as follows:

- (a) Repairing, modifying or servicing of any district-owned equipment or property that is not a fixed part of a building or structure.
- (b) Repairing, modifying or servicing buildings, grounds, structures and installed equipment all of which is the property of the District.
- (c) Short-term equipment rental. If long-term equipment rental is required for work involving several projects or on-going maintenance functions, such contracts must be processed through the Contracts Section.
- (d) Cleaning district-owned property purchased with District funds.
- (e) Trash removal on a project or one-time only collection basis (i.e., trash or debris that is generated on the campus and cannot be removed under the conditions of the existing trash collection contract).
- (f) Installation of new equipment in any college facility, which would then become a permanent part of that facility (also known as installed equipment).

The procurement of professional services from architects, engineers, environmental consultants, soil testing specialists and other professionals who may be utilized to provide studies, plans, specifications, drawings or other detailed information necessary to undertake the project shall be contracted for using a consultant proposal or professional services agreement depending on the total cost and complexity of the work being requested. The Facilities Order Form may not be used for procurement of these services. The procurement of professional services shall be in accordance with the relevant Board Rules and Business Operations Procedures.

The Facilities Order Form may be used for making multiple payments such as periodic payments, when expressly written into the description of the work on the form. However, such multiple payments shall not exceed \$25,000 when aggregated. Moreover, such use of the Form for multiple payments shall not be used to engage in any type of project splitting as specified herein.

3. Guidelines for Processing the Form

