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| Los Angeles City College Administrative Services "How To" Book | Plant Facilities | VI B-1 |
| How Do I Initiate and Process a Facilities Order Form? | | |

A. Brief Description

Facilities Order Form is used for any contract by the Plant Facilities Department with the value equal to or under \$30,000.00. The Facilities Order Form is used as an agreement between the College and the contractor/consultant for the following services: professionals/specialized services, construction alterations, improvements, equipment rental (not leasing or lease purchasing), maintenance and repairs to the College facilities. Refer to the District website from the college network at @ <http://albacore.laccd.edu/#facilities> and select the link **Facilities Order Form Process** for more detail description of the Facilities Order Form usage.

B. How To

1. Identify the service needed.
2. Submit the request to the Plant Facilities Department for analysis.
3. Plant Facilities Department staff design the scope of the work for obtaining quotations.
4. Plant Facilities Department staff obtains three competitive written quotations from three different contractors/consultants.
5. Plant Facilities department staff selects the lowest responsive and responsible quotation.
6. Plant Facilities staff obtains a Facilities Order Form from the College Website (A copy can also be requested form the Facilities Department Administrative Aide) and prepare a manual Facilities Order Request with the scope of work and attach the three quotations.
7. If the selected Contractor/Consultant is a new Contractor/Consultant, the contractor should complete the **Create Vendor Form (The same form used for Purchasing)** and email the form to the District Facilities Department @ **FacilitiesVendor Maintenance@email.laccd.edu or Facilities Vendor Maintenance from the College e-mail system.** The Create Vendor Form can be accessed by following the instructions in **Section VI-A-14.**
8. The Associate Vice President of Administration for Facilities/Facilities Director signs the Facilities Order Form as a recommendation only.
9. The Vice President of Administration reviews and approves the recommended Facilities Order Form.
10. Upon approval, the Facilities Order Form and the attachment are sent to the Administrative Aide for entering into the SAP system.
11. The Administrative Aide enters the Facilities Order Form information in the SAP system.

12. The Associate Vice President of Administration for Facilities/Facilities Director releases the Facilities Order in the SAP system.
13. The President or Vice President of Administration releases or approves the Facilities Order Form in the SAP system. (Administrative Regulation B-19, http://www.laccd.edu/admin_regs/documents/BRegs/B-19.doc) after it has been released by the Associate Vice President of Administration for Facilities/Director of Facilities. If both the President and the Vice President of Administration are not available, a memo to the Chancellor is required to allow the Vice President of Academic Affairs or the Associate Vice President of Administration to release and approve the Facilities Order Form.
14. The released Facilities Order Form (FOF) is then printed by the Facilities Department Administrative Aide and the selected proposal is attached and sent to the Associate Vice President of Administration for Facilities/Facilities Director for his signature of Approval. (Recommendation only)
15. The Vice President of Administration approves the Facility Order.
16. Upon receipt of the signed Facilities Order Form from the Vice President, the form is faxed to the Contractor/Consultant to commence the work.
17. The Contractor/Consultant **may** be required to acknowledge the Facilities Order Form by signing the form and providing his contractor's license Number before commencing the work.
18. The selected Contractor/Consultant performs the services as agreed and stipulated in the scope of work.
19. The District Facilities Department staff creates the Board item for the Board agenda on behalf of the college for the ratification of the Facilities Order.
20. The Board of Trustees ratifies the Board item (list of Facilities Orders prepared by the District Facilities Department staff.) during the Board of Trustees meeting.
21. All transactions involving any Facilities Order contract or amendment must be reported to the Board of Trustees for ratification within sixty days (60) of such transactions or when the Facilities Order is initially entered into the SAP system. Reference: **Board Rule 7100.15**