

Los Angeles City College Administrative Services "How To" Book	Plant Facilities	VI B-2
How Do I Initiate and Process a Public Project Contract Greater than \$30k but equal to or Less Than \$125,000?		

A. Brief Description

Public Projects or works costing less than or equal to \$125,000.00 (One hundred & twenty five thousand dollars), and greater than \$30,000.00 (Thirty thousand dollars), **may require an informal or formal bid.** These projects are handled by facilities project managers or the College staff. These projects may include the (1) professionals/specialized services, construction, reconstruction, erection, alteration, renovation, improvement, demolition and repair work involving any public owned, leased or operated Facilities; or (2) the painting or repainting of any publicly owned or leased operated Facilities and paid for by Public Fund. **(California Labor code Section 1720 & Public Contract Code Section 22002 (C))**

Employees of the District and members of the Board of Trustees shall not have an interest in any contract, other than their individual agreement, made by the Board. **Board rule 7100.14.** Any contractor performing work or providing services for the District must certify that there is no discrimination in the contractor's hiring or employment practices because of sex, race, religious creed, color, ancestry, national origin, physical disability, mental disability, medical condition, marital status, or sexual orientation, except as provided for in **Section 12940** of the Government Code. All contractors must agree to comply with applicable federal and California anti-discrimination laws, including but not limited to the California Fair Employment and Housing Act. In addition, the contractor must agree to require compliance by all subcontractors employed on the work by him/her. **Board rule 7100.12**

Contractual actions shall be by competitive negotiations and bidding, in compliance with statutes that award to the lowest responsible and responsive bidder meeting the specifications. **(Contractors license are verified on the California State License Board website)** The "lowest responsible bidder" is the lowest bidder whose offer responds in quality, fitness and capacity to fulfill and perform the particular requirements set forth by the District, as well as completes the bidding forms. **Board rule 7102.10**

Most forms that are required for bidding and facilities projects can be found on the District website @ <http://albacore.laccd.edu/#facilities>. (From the College Network Computer). From the College Network computer, the aforementioned link can also be reached by following the procedures below:

1. Log onto the District's website @ www.laccd.edu,
2. Next, click on the link **Faculty and Staff Resources**,
3. Next, click on the link **Intranet (District Network Only)**,
4. Finally, click on the link **Facilities**.

Each form link is listed under the **Facilities** link above. The subsequent links are described by the title of the form.

B. How To

1. The Vice President of Administration assigns the project to the Associate Vice President of Administration for Facilities/Facilities Director.
2. The Associate Vice President for Facilities/Facilities Director oversees the project and assigns the project to a staff member within the Plant Facilities Department or a project manager. These projects could be **Scheduled Maintenance Project (Block Grants)**, **College Funded** or **Specially Funded Program**.
3. The College Budget Office verifies the availability of funds.
4. The Project Manager or College staff (responsible for the project) determines the scope of the project and prepares the project schedule. The schedule takes into consideration the following:
 - a) Timeline [Advertising if formal, Board Date (for the approval of construction contract), Project duration]
 - b) Identification of utility shutdowns, interruption, classroom disruptions etc.
5. The Project Manager or College staff determines whether inspection (**an Inspector of Record (IOR), Special Inspector or In-Plant Inspector**) and/or consultant (s) are required. If inspection is needed, the Project Manager completes the Inspector Request Form and submits the request for inspection to the Senior Construction Inspector at the District Office (District Facilities Department), at least 30 days in advance of the commencement of the project.
6. If a consultant (Architect or Engineer) is required, the Project Manager or College staff initiates a Facilities Order Form (FOF) within the SAP system. The Facilities Order Form can also be found on the District website @ <http://albacore.laccd.edu/#facilities> from any of the District's network computers. The **Facilities Order Form (FOF)** is used to hire a consultant. (Government Code Section 53060). If no consultant is required, the Project Manager develops the specification for the project.
7. If the consultant fee is over \$30k (thirty thousand dollars), the maximum dollar limit required for the use of the Facilities Order Form, FOF, the Project Manager prepares a Board Item with the assistance of the District Facilities Department staff for approval by the Board of Trustees in order for a **Professional Service Agreement (VI-A12)** to be generated in lieu of the **Facilities Order form (FOF)**.
8. Upon approval by the Board of Trustees, a **Professional Service Agreement** is generated via the SAP System to facilitate the utilization of the consultant expertise.
9. The Project Manager or College staff (responsible for the project) prepares the invitation to bid. **If the bid process is formal**, the invitation to bid must be published in a general newspaper 14 calendar days before the opening of the bids; and must be published once a week for two weeks.

10. **If the bid process is informal**, no publication is required. However, the invitation to bid must be sent to the contractors list to be obtained from **Build-LACCD, the District's Bond Fund and Projects Management team**. The mailing must be completed no less than ten days prior to the bids due date.
11. Either informal or formal invitation to bid may be published on the LACCD website (optional). Contact the District Facilities Department for any publication on the District website.
12. The bid packets are then prepared for the Pre-bid conferences by the Project Manager or College staff. **See Section VI-B-4 for contents of the Bid Packet.**
13. A Pre-bid conference (at the discretion of the Project Manager, the Pre Bid Conference could have a required mandatory attendance, if desired) is held where the bid packets are distributed to the prospective bidders. Each contractor present must sign the Pre-bid Conference attendance sheet.
14. At the Pre-bid conference, the following staff or individuals must be present: the Project Manager, the Associate Vice President of Administration for Facilities/Facilities Director, the Consultant (if there is any), the Inspector of Record (if there is any), and the prospective bidders.
15. The bid packets and the specifications are given to the prospective bidders at the pre-bid conference.
16. The Project Manager or College staff introduces the staff and provides an overview or scope of the project. If there is a consultant, the consultant explains the scope of the project. If there is an Inspector of Record, the Inspector explains the inspection requirements also.
17. A walk through is then made at the job site location by all the parties involved including the prospective bidders.
18. The contractors that are bidding submit their bid packets to the Facilities Department and the bids are received, as enumerated or requested in the invitation to bidders.
19. An independent person from another section (preferably a purchasing staff or a staff member from the District Facilities Department) opens the bid.
20. Each bid is opened and read aloud in public. **Board Rule 7101.12.**
21. The bids are received and analyzed for the lowest bid amount that is most responsive to the project requirements from a responsible contractor.
22. The lowest responsible and responsive bidder is selected. The final decision is made by the Project Manager or College staff (responsible for the project).
23. The Facilities Department records its decision and prepares and sends a Notice of intent to award the contract to the successful bidder. A Notice of Intent to award a contract to the successful bidder is also issued to all bidders submitting bid proposals within 14 (fourteen) calendar days following the opening of the bids.
24. The Project Manager or College staff (responsible for the project) prepares a Board Item for submission to the Board of Trustees via the District Facilities Department for approval of the selected contractor.
25. The Board of Trustees awards the contract. **Board Rule 7100.16.**

26. Upon the award of the contract, the following procedures are executed and adhered to:
 - a. The Facilities Department prepares three copies of the standard contract and obtains the signatures of the Vice President of Administration of the College and the contractor.
 - b. Upon obtaining the signature of the Vice President of Administration; the three copies of the contract, with copies of the specification and drawings, if there are any, are sent to the contractor for signatures.
 - c. The Contractor signs the contract and sends one copy to the College Facilities Department; another copy with the payment and performance bond forms, to the bonding company; and retains one copy.
 - d. Copy of the document depicting the insurance requirements is then sent to the contractor. The document can also be obtained from the District website @ (<http://albacore.laccd.edu/#facilities>)
 - e. The Board Authorization Letter is prepared and sent to the contractor.
27. The Contractor must return the following before any certification of the contract is made:
 - a. Fully executed contract
 - b. Bonds (Must be certified at the County Registrar Office by the Facilities Department.)
 - c. Insurance document (Must meet the District approval).
28. The successful bidder has fifteen (15) calendar days from the date of notification to execute and submit all the required contract documents. In the event the successful bidder refuses to execute the contract or fails to submit the required documents, the college may award the contract to the next lowest responsible and responsive bidder.
29. Upon the certification of the contract, a preconstruction meeting is then scheduled. Attendees at this meeting should be the Project Manager, Consultant (if hired), Inspector (If required), the contractor and any staff relevant to the project. Written notification should be sent to the parties to provide reasonable advance notice to ensure their attendance.
30. The agenda for the Pre-Construction meeting should at least include the following:
 - a. Introduction of all the necessary parties involved in the project
 - b. Clarification of the responsibilities of each of the parties.
 - c. Revision of the "General Conditions" of the specifications that would provide the guidelines for performance and administration of the project.
31. The Project Manager or College Staff then provides to the Contractor a notice to proceed or commence the project.
32. The Contractor commences the contract as agreed in the contract.
33. If there are further changes to the scope of work after the contract has been signed and agreed upon, the changes must be made through a change order and approved by the Project Manager or College Staff and the Board of Trustees.

34. After the contractor completes the project or work, the work has to be inspected either by the Project Manager or College staff or the Inspector (If requested).
35. The Project Manager or College staff or Inspector completes a review or walk-through of the completed project and create a punch list if necessary. Either the Project Manager, College staff, or Inspector signs off substantial completion date and determines the dates of the final completion when all outstanding items on the punch list have to be completed.
36. Upon completion of the entire work as provided for in the contract, the Plant Facilities Department (Project Manager) or College staff submits a Board Item via the District Facilities Department for acceptance of completion or approval of the project by the Board of Trustees.
37. After acceptance or Board Approval of the Board Item, a Notice of Completion of Contract Form is completed and signed by the Vice President of Administration and filed with the County Recorder Office. **Board rule 7101.15.**