

Los Angeles City College Administrative Services "How To" Book	Contracting Procedures	VII E-3
How Do I Process Contract Equal To Or Greater Than The Statutory Bid Amount (\$72,400)?		

A. Brief Description

These procedures are established to guide staff through the contracting process for services with total cost equal to or greater than \$72,400 (Seventy-two thousand four hundred dollars), the statutory bid limit.

B. How To

1. Identify the service needed.
2. Obtain three competitive written quotations from three different contractors and evaluate them.
3. Select the contractor with the lowest cost and the most responsive quotation.
4. Complete a Request for Contract Form (RFC) online (**Section VII-A-2**) with the department information and the contractor's information provided on the quotation. Refer to (**Section VII-B-2-.2**) to see a completed sample contract request form and (**Section VII-B-2-1**) for instructions on how to fill out the form.
5. Sign the Request For Contract Form (RFC) as requestor and include the department contact person's name.
6. If the Dean or Department Manager is not the requestor, obtain the Dean or Department Manager's signature of approval.
7. Submit the signed Request for Contract Form (RFC) to the division Vice President's Office and obtain a signature of approval.
8. Submit the signed Request for Contract Form (RFC) to the Vice President of Administration's Office and obtain the Vice President of Administration's signature of approval.
9. Submit the signed Request for Contract Form (RFC) to the President's office and obtain the President's signature of approval.
10. The College Purchasing Department processes the Request For Contract (RFC) in the SAP system using the vendor code (#7000000) designating the Request For Contract

(RFC) for formal bidding to be administered by the District Contract and Purchasing Section.

11. The College Purchasing Department sends a hardcopy of the Request For Contract (RFC) form and the specifications from the end-users to the District Contract and Purchasing Section.
12. The District Purchasing Agent then creates a bid package by utilizing the specifications (Provided by the end-user via the College Purchasing Department).
13. The District Purchasing Agent prepares a formal bid package based on specifications provided from the end-user.
14. The District Contract and Purchasing Section advertises the bid for a minimum period of two consecutive weeks.
15. The District Contract and Purchasing Section opens the sealed bids from the bidders in the public.
16. The District Contract and Purchasing Section recommends the bidder with the most responsive /responsible lowest cost bid to the Board of Trustees for approval.
17. The award is made by the Board of Trustees at a regular public meeting to the lowest responsible bidder. All bidders are notified in writing of the recommendation of the bid award as approved by the Board of Trustees.
18. The Purchasing Agent creates the contract and obtains approval from the Board of Trustees.
19. The District Contract and Purchasing Section sends the contract to the contractor for signature of approval or acceptance upon approval by the Board of Trustees.
20. The District Purchasing Manager signs the contract on behalf of the District or the Board of Trustees.
21. The District Contract and Purchasing Section sends a copy of the signed contract to the contractor for execution.
22. The District Contract and Purchasing Section sends the signed copy of the contract to the End- User.
23. All transactions involving the aforementioned Request For Contract (RFC) and amendments must be reported to the Board of Trustees for ratification within sixty days (60) or less of such transactions or when the Request For Contract (RFC) is initially entered into the SAP system. Reference: **Board Rule 7100.15**