



CONTRA COSTA COMMUNITY COLLEGE DISTRICT

MAINTENANCE WORK - MATRIX
(Process Flow – Updated: January 2010)

MAINTENANCE WORK LESS THAN \$30,000 (Shall follow the Informal Bidding Procedures pursuant to PCC Section 22032 (a) and District’s Matrix on Maintenance Work; Work and Construction Management shall be handled by Buildings & Grounds Department)

Work may be performed by: PCC Section 22032 (a)	DOCUMENTATION NEEDED	FORMS USED	Person / Dept Involved
Force Account <ul style="list-style-type: none"> Campus Employees 	Labor Hours Tracking Report (No Bids Required)	Project Ledger Card (DO - Accounting)	Bldg & Grounds Dept District Office – Accounting
Negotiated Contract <ul style="list-style-type: none"> Blanket Purchase Order Purchase Order <p>For Urgent Work: <i>The Director of Purchasing reserves the right to request additional quotes</i></p>	Buildings & Grounds Department: <ul style="list-style-type: none"> Generates Request for Quote; Urgent Work – one (1) proposal / quote from prequalified list of contractors; Obtains two (2) or more quotations from prequalified list of contractors; Creates Purchase Requisition Online System; College Business Office approves Requisition and approves Project Information Form (PIF); Sends package to Purchasing; Purchasing Department: <ul style="list-style-type: none"> Converts Requisition to Purchase Order; Creates Short Form Construction Contract; Requests Contractor Insurance w/ Endorsement; Checks License validity status; Prints Prevailing Wage Rates on file; Seeks signature approval of BPO from Director of Purchasing; Distributes Executed BPO; Purchasing Coordinator creates Board report for ratification; Buildings & Grounds: <ul style="list-style-type: none"> Starts Construction Phase; Approves Invoices and Pay applications; Notifies Purchasing on contract close out. 	Online Requisition for BPO Project Information Form Blanket Purchase Order	Bldg & Grounds Department Campus Business Office Purchasing Department

MAINTENANCE WORK \$30,000 to \$125,000 (If DSA application and approval is needed, project shall follow Informal Bidding procedures pursuant to PCC Section 22032 (b) and District’s Matrix on Public Works Construction; Project and Construction Management shall be handled by Facilities Department)

INFORMAL BIDDING PROCEDURES PCC Section 22032 (b)	DOCUMENTATION NEEDED	FORMS USED	Person / Dept Involved
	If DSA application & approval is NOT needed:		Buildings & Grounds Manager
Work Initiation Pre-Bid Meeting & Job Walk	Scope of Work / Plans & Specs Notice Inviting Informal Bids (By Mail) (Pre-Qualified Contractor List (PCC 22034 a, b, c, e) Prevailing Wage Rates Newspaper Publication – NOT Required	Project Information Form (PIF)	Buildings & Grounds Manager Campus Business Office Purchasing – Contracts Manager
Bid Opening Contract Award	Bid Tabulation & Bid Evaluation Contract Negotiation Board Ratification	Bid Tabulation Form Construction Agreement Form	Purchasing - Contracts Manager Purchasing - Admin
Construction Phase Close-Out Phase	Construction Schedule Project Status Meeting Payment Requests / Change Orders	Change Order Form (Use Facilities C/O Form)	Buildings & Grounds Manager
Notice of Completion	Stop Notice / Release Retention - Release	NOC Form	Purchasing – Contracts Manager Campus Business Office

MAINTENANCE WORK OVER \$125,000 (Shall follow the Formal Bidding Procedures pursuant to PCC Section 22032 (c) and District’s Matrix on Public Works Construction; Project and Construction Management shall be handled by Facilities Department)

DEFINITIONS:

Public Projects (PCC Section 22002 (c): (1) Construction, re-construction, erection, alteration, renovation, improvement, demolition, and repair work involving any publicly owned, leased, or operated facility; (2) Painting or Re-Painting any publicly owned, leased, or operated facility.

Maintenance Work (PCC Section 22002 (d): (1) Routine, recurring, and usual work for the preservation or protection of any publicly owned or operated facility; (2) Minor painting, (3) Resurfacing of streets (less than 1 inch); (4) Landscape maintenance, mowing, watering, trimming, pruning, planting, replacement of plants, and servicing of irrigation and sprinkler system. (Also PCC Section 20655 – 56)