

How to purchase construction services valued between \$1 and \$9999

Identify need.



Conduct basic market research to estimate cost.



Is estimated cost between \$1 and \$9999?

Yes



Complete Request for Procurement Form and submit to Purchasing. Prevailing Wage Rates will be provided to you. Do not complete your purchase until PO issued.



Requisition will be converted to a Purchase Order and item or service can be purchased

No



Purchase will need to go through the IFB or RFP process. (see next highest threshold instructions)

How to purchase construction services valued between \$10k and \$50k

Identify need.



Conduct basic market research to estimate cost.



Is estimated cost between \$10k and \$50k?

Yes



Complete Request for Procurement Form and submit to Purchasing. Prevailing Wages apply. Quotes will be solicited.



Purchasing will receive, review, and recommend award of contract. Contract execution process follows.

No



Purchase will need to go through the IFB process. (see next highest threshold instructions)

*If cost is less than \$10k, see lower threshold instructions.

How to purchase construction services valued at more than \$50k

Identify need.



Conduct basic market research to estimate cost.



Complete Request for Procurement Form and submit to Purchasing. Prevailing Wages will apply. An IFB process will be completed by Purchasing. For building construction over \$150k, see following chart for special circumstances.



Purchasing will receive bids, review, and recommend low bidder for a contract. Contract execution process follows.

**Please note the IFB process takes 4-6 weeks due to advertising requirements.*

How to purchase building construction services valued at more than \$150k


Identify need.



Conduct basic market research to estimate cost.



Complete Request for Procurement Form and submit to Purchasing. Prevailing Wages will apply. An IFB process will be completed by Purchasing. DCAMM certification will be required of all bidders and filed sub-bids are required if the cost is over \$25k.



Purchasing will receive bids, review, and recommend low bidder for a contract. Contract execution process follows.

**Please note the IFB process takes 4-6 weeks due to advertising requirements. Should sub-bidding be required, the process will be extended an additional 4-6 weeks.*

How to issue a Change Order to the Contract

Will the Change Order substantially change the original Specifications or Scope of Services?

Yes



See Purchasing. It is likely the new or added work will require a new procurement.

No



Submit a written Change Order to Purchasing who will acquire signatures of all parties to original contract.



Submit a Purchase Order Change Order in Munis. Purchasing will review and approve, if warranted.

**Note: Contract obligation can also be reduced using this method.*