

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 Procurement Request Form and submit to Procurement Team. 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 Procurement Request Form and submit to Procurement Team. Prevailing Wages apply. Quotes will be solicited.



Procurement Team will receive quotes and coordinate with Department Head. 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 Procurement Request Form and submit to Procurement Team. Prevailing Wages will apply. An IFB process will be completed by Procurement Team. For building construction over \$150k, see following chart for special circumstances.



Procurement Team will receive bids and coordinate with Department Head. Contract execution process follows.

**Please note there are special rules for building construction over \$150k, see next page.*

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

Identify need.



Conduct basic market research to estimate cost.



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



Procurement Team will receive bids and coordinate with Department Head. 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 Procurement Team. It is likely the new or added work will require a new procurement.

No



Submit a written Change Order to Procurement Team, who will circulate for signatures from all parties to original contract.



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

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