



POLICY 6800

PROCUREMENT

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Area of Administrative Responsibility: Finance

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PURPOSE

As a municipal educational corporation, Nassau Community College is committed toward procuring goods and services, as well as negotiating contracts for public improvement works via a process which assures the prudent and economical use of public moneys for the benefit of all constituents of Nassau Community College and Nassau County. This policy lays out the process for the College's acquisition of goods and services of maximum quality at the lowest possible cost, and sets out the steps to be followed to ensure that the College's procurement process guards against favoritism, improvidence, extravagance, fraud and corruption.

The College Procurement Office is responsible for purchasing commodities and services for the entire College community, and for the College's Physical Plant Department, as well as for the procurement of professional architectural, engineering, construction management services and Public Work funded by operating funds. The College Department of Design and Construction is responsible for the procurement of professional architectural, engineering, construction management services and Public Work funded by capital funds.

All purchasing is carried out in strict accordance with State and County ethics codes, State University of New York regulations concerning community colleges and public purchasing laws and regulations. All statutory procurement requirements and procedures, including publication, evaluation, and awarding of bids, awarding of contracts, and retention of procurement records, are performed in accordance with Article 5-A, sections 103 et seq., of the General Municipal Law.

SCOPE

This policy applies to all College employees and to all organizational units of the College, including departments and programs. This policy also applies to purchases funded by federal, state, or private grant funds.

DEFINITIONS

- A. **Aggregate Buy:** A procurement method whereby the total estimated campus-wide demand for a commodity or service is bid collectively in order to achieve the lowest possible pricing. An aggregate buy is generally conducted on an annual, biannual, or quarterly basis.
- B. **Annual or Annually:** Refers to the twelve-month period commencing on the date of purchase.
- C. **Blanket Order (BO):** A written pricing agreement between the College or County (the Buyer) and a seller (the vendor). These documents specify various terms and conditions to which the parties must adhere. Some examples of these terms and conditions include, but are not limited to, price, delivery terms, description of the commodity or service being procured, payment terms, duration of the contract, and liability clauses and any other requirements of either the buyer or seller.
- D. **Contract:** A written agreement that creates a legally binding obligation between the College and one or more outside parties, to purchase goods, commodities, and/or services, including, but not limited to:
 - a. **Construction Contract:** A contract awarded to the lowest responsible bidder after advertising an Invitation for Bid (IFB), also called a Formal Sealed Bid in the manner prescribed in General Municipal Law §103(2) for capital improvements to the College's infrastructure.
 - b. **Grant-Funded Pass-Through Service Contract:** A contract entered into with another agency (i.e., a local school district, local job training agency, etc.), whereby the College is a recipient of grant funding intended solely to be passed through to such agency, and the College is not receiving any goods or services from the agency selected to receive the pass-through funds.
 - c. **On-Call Agreements:** A business process where an RFP for architectural, engineering and construction management services results in the award of contracts for future work for the same services to multiple firms. When services are required, the Department of Design and Construction issues task orders to all firms who have entered into an on-call contract with the College, inviting each firm to respond to the particular task order based on the fees and terms of the contract. The Department of Design and Construction evaluates task order responses and selects the firm most qualified to provide the required services.
 - d. **Personal Service Contract:** is a contract for services which are unique to an individual, such as, but not limited to, a visiting lecturer, art model, artist, etc.

- e. **Professional Service Contract:** A contract with a company, partnership, corporation, or a professionally licensed individual to provide services requiring licensing, special technical skills, training or expertise.
- E. **Contractor/Vendor:** Any person or entity receiving an award to perform services or provide goods.
- F. **Delivery Order (DO):** Funding encumbrance document, issued by the Procurement Office, pursuant to terms and conditions of a blanket order. A DO usually consists of the vendor's name/address, a description of the item, quantity, cost per item, shipping terms, total cost and some data for College use (BO number, responsibility code, object code, and ordering department).
- G. **Discretionary Purchase:** Purchases below an established dollar level authorized by the Board of Trustees to be made without a formal competitive process.
- H. **Emergency:** An urgent and unexpected situation where health and public safety or the conservation of public resources are at risk. Such situations may create a need for an emergency contract. (State Finance Law §163(1)(b)). A department's failure to properly plan in advance, which results in a situation where the procurement procedures outlined in this policy document cannot be followed, does not constitute an emergency.
- I. **Formal Sealed Bid:** A competitive solicitation seeking bids for a specified commodity or service, pursuant to which award is made to the responsive and responsible bidder(s) submitting the lowest price.
- J. **Informal Bid:** A competitive solicitation in lieu of an IFB for purchases below an established dollar level (currently \$20,000.00) awarded to the lowest responsible bidder after at least three (3) written or electronic quotes are received or requested. If, after every attempt was made to obtain at least three quotes, the buyer is unsuccessful, then the name and contact information of the vendor(s) to which the requests were made must be documented on the procurement record.
- K. **Minority or Women Owned Business Enterprise (M/WBE):** A business certified under Article 15-A of the Executive Law that is independently owned, operated and authorized to do business in New York State; and is owned and controlled by at least fifty-one percent women or minority group members who are citizens of the U.S. or permanent resident aliens. Such ownership must be real, substantial and continuing; and the minorities or women must have and exercise the authority to control independently the day-to-day business decisions of the enterprise.
- L. **Preferred Source:** In order to advance special social and economic goals, State Finance Law §162 requires that a governmental entity purchase commodities and services from designated organizations when the commodities or services meet the "form, function and utility" requirements of the governmental entity. Under State Finance Law §162, purchases of commodities and services from preferred sources are given the highest priority and are exempt from the competitive bidding requirements. The New York State preferred sources include: Corcraft; Industries for the Blind of New York State, Inc.; New York State

Industries for the Disabled; and the Office of Mental Health. These requirements apply to a state agency, political subdivision and public benefit corporation (including most public authorities).

- M. Procurement Record:** Documentation of the decisions made and the approach taken in the procurement process (State Finance Law §163(f)). The Procurement Record, including the solicitation documents, should contain all the materials necessary for contract review purposes and must include each amendment to a contract and the justification for the same.
- N. Public Work:** Construction projects on municipal property where improvements become municipal property, project is subject to municipal control and approval, and contractor will receive consideration from the municipality for the cost of the project.
- O. Purchase Order (PO):** Basic contractual document issued by the Procurement Office, which is generally for a “one time” purchase. A PO usually consists of the vendor’s name/address, a description of the item, quantity, cost per item, shipping terms, total cost and some data for College use (PO number, responsibility code, object code, and the applicable purchasing authority). The PO solidifies the terms of the purchase. POs are used to procure from preferred sources, and open market purchases.
- P. Request for Proposals (RFP):** A competitive solicitation seeking proposals for a specified service or technology which is exempt from competitive bidding requirements of the General Municipal Law §103, pursuant to which an award is made by an RFP evaluation committee to the responsive and responsible proposer(s) offering the best value and skill set.
- Q. Request for Qualifications (RFQ):** A document used to obtain qualifications of firms when the College is seeking services to address a particular need. This process is used to develop a “short list” of qualified firms to be invited to respond to an RFP.
- R. Sole Source:** A procurement in which only one offerer is capable of supplying the required commodities or services (State Finance Law §163(1)(g)).

POLICY

- A. Overview of the College Approvals Processes:**
 - 1. Administrative Approvals: All College purchase requests (requisitions) must have the appropriate approvals based on the anticipated expenditure amount as follows:
 - a. Expenditures up to \$5,000.00 require the approval of a Dean or Administrative Department Head.
 - b. Expenditures of \$5,000.01 or more require the approval of a Dean or Administrative Department Head as well as the Vice President or Vice President’s Designee, as evidenced in writing.
 - c. All grant-funded purchase requests, regardless of the amount, must be reviewed by the Office of Sponsored Programs, and require the approval of the Vice President for Institutional Advancement.

- d. All requisitions must be approved by the College Budget Office before Procurement will begin to process the requisition.
 - e. All professional service contracts, personal service contracts and public works contracts must be reviewed and approved by the Nassau County Attorney's Office, Office of General Counsel, and a Department Vice President or Vice President's designee, as evidenced in writing, and are executed as follows:
 - 1) Wherein the total contract expenditure is Twenty Thousand Dollars (\$20,000.00) or less, the contract shall be executed on behalf of the College by the Vice President of the contract-initiating department.
 - 2) Wherein the total contract expenditure is over Twenty Thousand Dollars (\$20,000.00) shall be executed on behalf of the College by the College President.
 - f. College contracts other than those listed in the preceding section (i.e., software license agreements, participating institution agreements, grant-funded pass-through service contracts, etc.) shall be approved and executed as follows:
 - 1) Contract expenditures will be approved, as listed in sections A(1)(a) and A(1)(b), above.
 - 2) Contracts will be reviewed by the Office of General Counsel.
 - 3) Contracts wherein the total contract expenditure is Twenty Thousand Dollars (\$20,000.00) or less may be executed on behalf of the College by the Procurement Director, General Counsel or Associate General Counsel, or by the College President.
 - 4) Contracts wherein the total contract expenditure is over Twenty Thousand Dollars (\$20,000.00) shall be executed on behalf of the College by the College President.
 - 5) Agreements which do not involve the expenditure of College funds (i.e., revenue-generating agreements, memorandum of understanding, agreements awarding grant funding, affiliation agreements, etc.) shall be executed by the College President, unless another College policy expressly permits execution by other College officers/employees.
 - g. Blanket Orders and Purchase Orders will be executed by the Procurement Director.
2. Board of Trustees Approval: The following College purchases require the approval of the Board of Trustees prior to the execution of the resulting agreement:
- a. Purchase Orders and Blanket Orders with an anticipated annual expenditure of \$100,000.00 or more that result from a competitive process let by the

College. Any increase to an approved Purchase Order or Blanket Order between 10% of the anticipated annual expenditure and \$100,000.00 must be reported to the Board of Trustees. Any increase above \$100,000.00 will require a new approval. Blanket Orders expenditures which, upon execution by the Procurement Director, were not anticipated to exceed \$100,000.00, but subsequently exceed this threshold must be reported to the Board of Trustees.

- b. Professional Service contracts with an anticipated annual expenditure of \$50,000.00 or more that result from a competitive process let by the College. Any increase to an approved Professional Service contract between 10% of the anticipated annual expenditure and \$50,000.00 must be reported to the Board of Trustees. Any increase above \$50,000.00 will require a new approval.
- c. Personal Service contracts with an anticipated annual expenditure of \$30,000.00 or more. Any increase to an approved Personal Service contract of up to 10% of the anticipated annual expenditure and \$30,000.00 must be reported to the Board of Trustees. Any increase above \$30,000.00 will require a new approval.
- d. Capital Improvement contracts for professional architectural, engineering, construction management services and Public Work with an anticipated annual expenditure of \$250,000 or more. The Department of Design and Construction will report on all planned expenditure against these contracts at each scheduled monthly Board of Trustees Capital Committee Meeting.
- e. When Board of Trustees Approval is not required, a report listing all Professional and Personal Service contracts and associated costs must be presented to Board of Trustees Finance Committee quarterly regardless of the dollar amount.

B. Competitive Bidding Process:

1. All purchase contracts involving expenditures in excess of \$20,000.00 and contracts for public work involving expenditures in excess of \$35,000.00 are generally awarded to the lowest responsible bidder after advertising an Invitation for Bid (IFB), also called a Formal Sealed Bid in the manner prescribed in General Municipal Law §103(2). Alternatively, purchase contracts including contracts for service work (but excluding any purchase contracts necessary for the completion of a public works project pursuant to article 8 of the Labor Law) may be awarded through a request for proposals (RFP) process on the basis of best value as defined by the New York State Finance Law §163.
2. Any award made pursuant to a formal sealed bid must be documented stating that the award was made in accordance with Nassau Community College Procurement Policy. The award affidavit must be approved and signed by the Procurement Director; or if for Public Work, professional architectural, engineering, or construction management contracts by the Assistant Vice President (AVP) for Design & Construction, and included in the procurement record.

3. If an award is made to other than the lowest bidder or highest ranked proposer, the rationale for accepting the higher bid or a lower ranked proposer must be documented in the procurement record.
 4. With regard to purchases under \$20,000.00, where it is known, or can be reasonably expected, that the aggregate amount to be spent on particular supplies or equipment will exceed \$20,000.00 annually, then formal sealed bids or a competitive request for proposals to determine the best value is required.
 5. Procurement Process for Purchases of up to \$20,000 (such as Purchase Orders and Delivery Orders, but not including Personal or Professional Service Contracts):
 - a. Any annual expenditure of up to \$2,000.00 are awarded at the discretion of the Director of Procurement in accordance with the Nassau Community College Board of Trustees Resolution, dated June 8, 1999, which references Nassau County Resolution No. 928-1993. However, if it is felt that lower prices can be obtained, competitive bids may be called for.
 - b. Any annual expenditure of over \$2,000.00 but up to \$20,000.00 are awarded to the lowest responsible bidder/proposer after at least three (3) written or electronic quotes or proposals are received or requested. If, after every attempt was made to obtain at least three quotes or proposals, the buyer is unsuccessful, then the name and contact information of the vendor(s) to which the requests were made must be documented on the procurement record.
 - c. Bid and proposal responses up to \$20,000 may be received in writing or electronically in accordance with the requirements of the specific solicitation documents. Electronic bids and offers shall be transmitted by the bidders or proposers to the receiving device designated by Nassau Community College. The method used for receipt of bids and proposals shall comply with the New York State Technology Law §3.
 6. Aggregate Buy: when practical, as determined by the Procurement Director, the College shall initiate an “aggregate buy” whereby the total estimated campus-wide demand for a commodity or service is bid collectively in order to achieve the lowest possible pricing. An aggregate buy is generally conducted on an annual, biannual, or quarterly basis.
 7. Additional procedures applicable to procurements made by the Department of Design and Construction for professional architectural, engineering, construction management services and Public Work are described in Appendix A of this policy.
- C. **Exceptions to Competitive Bidding Requirements and Procurement Procedures for such Purchases:**

The following purchases are exempt from competitive bidding requirements of General Municipal Law §103.

1. Under State Finance Law §162, purchases of commodities and services from preferred sources are given the highest priority and are exempt from the competitive bidding requirements. The New York State preferred sources include:
 - a. New York State Department of Correctional Services Division of Industries (Corcraft);
 - b. Industries for the Blind of New York State, Inc. (IBNYS);
 - c. New York State Industries for the Disabled, Inc. (NYSID); and
 - d. Office of Mental Health
2. New York State Office of General Services (“OGS”): Purchases of materials, food products, equipment or supplies and contracts to obtain services may be made through contracts procured by the New York State OGS.
3. Professional Services requiring licensing, special technical skill, training or expertise and personal services for visiting lectures, artists, etc. are not subject to competitive bidding. Nevertheless, such services must be procured in a manner so as to assure the prudent and economical use of College funds, and to ensure acquisition of such services at best quality and the lowest possible cost under the circumstances. Procurement of such services will be done in accordance with the procedures outlined in the section entitled “Professional/Personal Service Contracts” below.
4. Sole source procurements, wherein only one vendor is capable of supplying the required commodities and services, are exempt from competitive bidding requirements. See N.Y. State Finance Law §163(1)(g); N.Y. General Municipal Law §103, Note 76.
5. Emergencies, in accordance with General Municipal Law §103(4) declared by the College President documenting the facts upon which the declaration is made and describing the action to be taken.
6. In addition, the following purchase authorities satisfy competitive bidding requirements in lieu of Nassau Community College bids:
 - a. Any contract let by the United States of America or any agency, state or other political subdivision or district, if such contract was let to the lowest bidder or on the basis of best value and made available for use by other governmental entities (New York General Municipal Law §103, subsection 16).
 - b. Any consortium agreement awarded as a result of a competitive process and in compliance with General Municipal Law §103, subsection 16, as described above.
 - c. Educational & Institutional Cooperative Purchasing (E&I) contracts.

However, a buyer may decide to, or be directed to, obtain competitive bids or proposals if it is felt that lower prices or a best value can be obtained.

D. **Grant-Funded Pass-Through Contracts.** Recipient selection for grant-funded pass-through contracts shall not be subject to a competitive process, and no Requests for Proposals or price comparisons shall be required. If the recipient agency is not listed by name in the grant award, it will be selected in full compliance with binding grant award documents and with College policies governing Sponsored Programs. A College service agreement must be issued.

E. **Professional / Personal Service Contracts:**

A “PROFESSIONAL SERVICE CONTRACT” is a contract with a company, partnership or corporation, or a professionally licensed individual to provide services requiring licensing, special technical skills, training or expertise.

A “PERSONAL SERVICE CONTRACT” is a contract for services which are unique to an individual, such as, but not limited to, a visiting lecturer, art model, artist, etc.

Personal and Professional Service contracts are not subject to competitive bidding requirements, but will be procured as follows:

1. Contracts for services which are unique to an individual, and are to be provided by a person who, in the documented opinion of the appropriated College official and documented approval of the area Vice President is the only qualified provider, will be procured and awarded by the Director of Procurement.
2. Contracts (other than where unique to an individual, as described above) will be selected by under the following guidelines:
 - a. Requests for contracts of \$2,000.00 or less will be made at the discretion of the appropriate College official or departmental committee and awarded by the Procurement Director.
 - b. Requests for contracts greater than \$2,000.00 but not more than \$20,000.00 must include documentation that an appropriate College official or departmental committee considered at least three potential contractors and identify same with associated costs.
 - c. Requests for contracts greater than \$20,000.00 will be awarded after issuing a Request for Proposals (“RFP”), as described below.
 - d. Professional Service contracts are awarded after an RFP is advertised, and proposals are received and reviewed by an evaluation committee consisting of at least three individuals. The contract will be awarded to the most responsive and responsible proposer offering services of the best quality and expertise. Cost shall not be the determinative factor in an RFP process, but will be considered in arriving at the selection.
3. If the personal or professional services contract is grant-funded, and the grant award documents direct the College to carry out the grant initiatives by contracting with a particular individual or corporation, then the procurement selection procedures outlined in this Section will not be required. Such grant documentation evidencing

the selection of the personal or professional services provider must be appended to the requisition.

F. Zero Tolerance Policy Regarding Gifts:

1. All College employees, agents, consultants, construction managers, or other persons or firms representing the College (a “College Representative”), including their immediate family members, are prohibited from accepting gifts of any kind, form, or value from any College Vendor in connection with the performance by such College Representative of duties involving transactions with College Vendors on behalf of the College.
2. Additionally, all College Representatives, including their immediate family members, are prohibited from offering gifts, gratuities, or payments of any kind, form, or value to any College Vendor in connection with the performance by such College Representative of duties involving transactions with the College Vendor on behalf of the College.
3. As used herein, “anything of value” or “of any kind, form, or value” shall include, but not be limited to, meals, holiday gifts, holiday baskets, gift cards, tickets to golf outings, tickets to sporting events, currency of any kind, cash discounts not available to all College employees, or any other gifts, gratuities, favorable opportunities or preferences. As used herein, “immediate family members” shall include a spouse, child, parent, or sibling. This policy also applies to subcontractors of College Vendors that have been engaged under any College contract.

G. Miscellaneous:

1. Unless an emergency (as defined in the “Definitions” herein) exists, absolutely no Contractor or Vendor shall be given any formal or informal notice to proceed with services or deliver any goods until all required final approvals, written and electronic, and encumbrances of funds have been obtained from the College and County. An official award does not guarantee that the resultant contract or purchase order will be approved by the College or County and such award is not adequate justification to give notice to proceed or deliver goods.
2. Every Formal Sealed Bid and Request for Proposals submitted for advertisement must include documented results of a Minority and Women Owned Business Enterprise (M/WBE) vendor search from the Empire State Development Minority and Women-owned Business Searchable Database located at

[HTTP://WWW.EMPIRE.STATE.NY.US](http://www.EMPIRE.STATE.NY.US).
3. All solicitations for bids and proposals as well as the resulting contracts and purchase orders in excess of \$100,000.00 for the acquisition, construction, demolition, replacement, major repair or renovation of real property and improvements thereon, and any other procurement of goods or services in excess of \$25,000.00 are subject to Nassau County Local Law No. 14-2002, entitled “Participation by Minority Group Members and Women in Nassau County Contracts.”

APPENDIX I

**NASSAU COMMUNITY COLLEGE PROCUREMENT PROCEDURES
FOR CAPITAL CONSTRUCTION PROJECTS****A. Overview:**

- i. In reference to Nassau Community College's Procurement Policy, this Appendix I addresses the procurement of professional architectural, engineering, construction management services and Public Work funded by capital funds.
- ii. Regarding professional architectural, engineering and construction management services as well as other construction contracts, the NCC Procurement Office will perform duties relative to advertising and receiving Request for Proposals (RFP's) and Invitation for Bids (IFB's).
- iii. The NCC Department of Design and Construction (DDC) will be the custodian of record for all original Procurement Records for projects initiated therein.

B. Processing and Approvals:

1. Professional Services:
 - a. When retaining a firm for a project-specific professional service contract relative to professional architectural, engineering and construction management services, the Department of Design and Construction will prepare an RFP to be advertised and received by the Department of Design & Construction. When received, an evaluation committee will evaluate the technical proposals; such committee shall include representatives from the Procurement Office, the Department of Design and Construction and the department requesting the services (optional). Regardless of the specific departments, at least three (3) individuals must evaluate an RFP.
 - b. An exception to issuing an RFP is if the Department of Design and Construction has determined that the requested services are unique to an individual, or are to be provided by a person or firm who, in the documented opinion of the AVP of the Department of Design and Construction is the only qualified provider. Documented approval of the Vice President of Facilities Management, with the concurrence of the Procurement Office, must be received.
 - c. If the requested services are unique in nature and it is believed that the services can only be provided by a limited number of firms, the Department of Design and Construction may issue a Request for Qualifications (RFQ) (as defined in the Definitions) prior to the RFP. The RFQ will similarly be evaluated by an evaluation committee and a limited number of firms will be selected (short-listed). Those firms will be issued an RFP directly, without further publication. Similarly, if it is anticipated that the response to a particular RFP will be too broad and will solicit too many unqualified responses, the Department of Design and Construction may decide to issue

an RFQ first. An RFQ is NOT a required step in the procurement of professional services but an option afforded to lessen the number of unqualified responses to an RFP.

- d. The Department of Design & Construction will retain all cost proposals until after technical proposals are rated by the rating committee. At that time, Procurement will open cost proposals and give the original copies to the Department of Design and Construction for review and inclusion into the Procurement Record. In the case any further negotiations are required, the Department of Design and Construction will conduct such negotiation and document the same for the Procurement Record.
 - e. When requested by the professional services consultant, the Department of Design and Construction will confer with the Vice President of Facilities Management on all increases in fees and/or amendments to a professional services contract. If approved, the Department of Design and Construction will prepare the requisite amendment and encumbrance documentation for approval by the College and County.
 - i. The Office of General Counsel will review and approve all proposed amendments to a contract before the document is forwarded to the consultant.
2. On-Call Architectural/Engineering and Construction Management Contracts:
- a. All work undertaken utilizing On-Call Agreements (as defined in the Definitions) will be in the format of a task order, to be requested from all On-Call firms and evaluated by the Department of Design and Construction. Task Orders will be evaluated based on qualifications.
 - b. After the most qualified proposal is selected, the Department of Design and Construction will negotiate with the firm to obtain the best cost for the College.
 - c. A recommendation letter will be forwarded to the Vice President of Facilities Management documenting the selection and negotiation process. Upon approval, the Department of Design and Construction will process encumbrance documentation for required approvals.
 - d. On-Call RFP's will be reissued at least every five (5) years to allow additional firms to compete for on-call contracts.
3. Construction Contracts:
- a. All construction contract IFB's will be prepared by the Department of Design and Construction. Complete IFB documents will be forwarded to the Procurement Office for publication and receipt of same. The Department of Design and Construction will be responsible for evaluating all bids and apparent low bidders, including pre-award meetings, reference checks, etc. The Department of Design and Construction will make IFB awards for projects initiated therein.

- b. After award, the Department of Design and Construction will be responsible for managing, preparing and approving all construction contract documentation in conjunction with the Office of General Counsel.
 - c. All proposed construction change orders are to be reviewed and approved by the Department of Design and Construction and forwarded to the Vice President of Facilities Management for preliminary approval.
 - iv. After final costs are determined, a complete change order package (replicating a Nassau County Change Order Package) is to be reviewed and authorized by the College Change Order Committee, comprised of the Vice President of Facilities Management, General Counsel, the College Comptroller and the College Budget Office who will meet regularly to evaluate the need for and appropriateness of construction change orders.
 - v. After approval, the Department of Design and Construction will route the change order for encumbrance and payment.
- 4. Job Order Trade Construction Contracts:
 - a. To establish initial contracts, the procedures above for construction contracts will be followed.
 - b. After initial award of zero-dollar trade contracts, all task orders issued to the on-call construction trade contractors are to be prepared and issued by the Department of Design and Construction. Task Order proposals will be evaluated and negotiated by the Department of Design and Construction with a recommendation of award approved by the Vice President of Facilities Management.
 - c. Encumbrance and management of such Task Order and related construction work will be the responsibility of the Department of Design and Construction.
- 5. Blanket Orders / Delivery Orders:

When using funds under the management of the Department of Design and Construction (i.e. County capital, College capital grants and/or College facilities operating funds) for any delivery orders against established blanket orders, the requesting department must route the requisition document to the Department of Design and Construction before processing through to the Office of Procurement. Design and Construction will review the appropriateness of the proposed work against the identified capital project, and/or funding source, will review the available balance in the funding source project, and will appropriately code the document for use of the funds. The Department of Design and Construction will also review the delivery order request for completeness in regards to the scope of work being requested.