

## **SUMMARY OF CONTRACT PROCESSES**

- **Public Works Contract**

**Examples:**

Whole roof replacement, replacement of heating/air conditioning systems, initial (first time) painting, parking lot resurfacing, sidewalk repair, etc.

**Comments:**

Required if work fits definition of a public works project, i.e., the erection, construction, alteration, repair or improvement of any public structure, building, road, or other public improvement of any kind.

- **Multi-Provider, On-Call Service Contract**

**Suitability:**

State rental units are geographically concentrated. Before submitting Form ADM-0360 (Service Contract Request), check with the Division of Procurement and Contracts (DPAC) to see if multi-providers will be allowed for your contract.

(Single provider contracts should be used whenever possible, rather than multi-provider contracts.)

**Examples:**

Best suited for continuous or routine maintenance services such as plumbing, electrical, gardening, painting, roof repair, septic tank and cesspool pumping, pest control, trash and garbage removal, weed abatement, etc.

**Comments:**

When contract work is needed, the contract manager will call the contractor with the lowest hourly, daily, weekly, monthly, square foot, etc., rate. When the contractor with the lowest rate is unable to accept additional work or is unavailable to respond within the time frame requested, the next contractor on the list of approved contractors will be called based upon the bid rate submitted. Documentation of refusal or lack of availability to work by any low-bid contractor shall be maintained in the Contract Manager's contract file.

**SUMMARY OF CONTRACT PROCESSES (Continued)**

- **Single-Provider, On-Call Service Contract**

**Suitability:**

State rental units are geographically concentrated.

**Examples:**

Best suited for continuous or routine maintenance services such as plumbing, electrical, gardening, painting, roof repair, septic tank and cesspool pumping, pest control, trash and garbage removal, weed abatement, etc.

**Comments:**

A single provider is used to complete all maintenance work requests and task orders for the duration of the contract (can be a multi-year contract). This type of contract is also suitable for renting equipment, performing hazardous waste surveys, and performing demolitions.

- **Single-Provider, One-Time Service Contract**

**Suitability:**

State rental units are geographically scattered and there is not a sufficient concentration of State rental units in any one area to justify use of on-call service contracts, or service is required infrequently.

**Comments:**

Contract is advertised for a single, specific job.

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**SUMMARY OF CONTRACT PROCESSES (Continued)**

- **CAL-Card**

**Suitability:**

There is no existing service contract covering the same type of service for the subject area. Cost cannot exceed \$9,999.99 per service and, if repetitive in nature, cannot exceed the aggregate amount of \$9,999.99 in a 12-month period for the same type of service with the same vendor. Work may not be split to circumvent expenditure limitations.

**Comments:**

Payments with CAL-Card are useful for expediting maintenance work because process procedures have been simplified. Although bids are not required, users should contact more than one contractor to find the best value. If multiple quotes are not obtained, then the CAL-Card cardholder must provide documentation of fair and reasonable pricing. See CAL-Card Handbook on the DPAC Intranet for more information.

- **Non-Credit Card Process (Form ADM-3015, Service Agreement Under \$10,000)**

**Suitability:**

This method is used when a service supplier does not accept CAL-Card or when a Cardholder is not available. The aggregate amount of the service agreement cannot exceed \$9,999.99 and the term over which services are to be provided cannot extend beyond three years in length. Work may not be split to circumvent expenditure limitations.

**Comments:**

Although bids are not required, users should obtain a minimum of two quotes to find the best value. If the Contract Manager only obtains one quote, the Contract Manager shall provide justification that quote is fair and reasonable. See instructions on Form ADM-3015 and the CAL-Card Handbook on the DPAC Intranet for more information.

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