



BRIEF FORM CONSTRUCTION CONTRACT PROCUREMENT
Under \$100,000.00

CONTRACTING SERVICES
CAMPUS DESIGN & FACILITIES

FREQUENTLY ASKED QUESTIONS:

1. What is a Project?
2. What is the difference between maintenance, repair and construction?
3. Is maintenance a project?
4. How much work can I do with PF staff?
5. Can I do part of the work with PF staff and the rest of the work with a contractor?
6. When do I have to bid a project?

MAINTENANCE is the upkeep of buildings, roads, grounds, equipment, and systems to keep them operational and in good working order. It is preservation but not improvement. Maintenance may include replacement if done on a (1) routine and reoccurring basis, (2) bring equipment & systems back to a fully functional state, (3) to assure the building & systems retain their functionality or useful life.

Internal PF staff can do ALL of the work regardless of value if it is **MAINTENANCE**.

- The **exception** is **Painting** with a **limit of \$25,000 for Maintenance**.
- If the **MAINTENANCE** work exceeds \$50K it cannot be 'split' between PF Staff & Contractors.

If the **MAINTENANCE** work exceeds \$50K and ALL of the work cannot be done by PF Staff, the entire work is a **PROJECT** and is competitively bid.

PROJECT includes the erection, alteration, repair or improvement of any University of California structure, building or road that will exceed in cost including labor and material \$50,000 falls within the statutory definition of a project and must be competitively bid per the Public Contract Code.

If the total value of labor & materials to do this work is **OVER \$50,000**
This IS a PROJECT

CONSTRUCTION consists of moving, demolishing, altering, upgrading, renovating, installing, or building a structure, facility or system according to a plan or by a definite process. Upgrading or replacing a building system in its entirety is generally construction not maintenance. **Repair** means to restore according to a plan or definite process. May include the preparation of plans, specifications, and calculations to insure compliance with the California Building Code.

- Informal Competitive Bids are solicited from a minimum of 3 preselected contractors.
- No public advertising required

If the total value of labor & materials to do this work is **under \$50,000**.
This is NOT a PROJECT

- Internal PF staff can do all of the work. (*Exception is Painting with a limit of \$25,000)
- Contractors can do all of the work; or
- A combination of contractors and PF staff can do the work.
- "Who" can do the work is dependant on staffing levels in FM.

- No competitive Bids are required
- Receive quotes from a rotating pool of contractors and negotiate a price
- PF staff provides quote

Bids are rejected if all Bids received exceed \$100,000. Project requires Public advertising & Formal bidding