

Per OBS 2008-2009 Program Review

Facilities Planning & Campus Development

Contract & Pay Request Process

FP & CD- Facilities Planning and Campus Development

PM – Project Manager

VPBS – Vice President of Business Services

BS – Business Services

Professional Services Contract
Party

Responsible

- Request for Proposal (RFP) FP & CD/PM
- Proposal of Services Vendor
- Proposal Review and Selection FP & CD/PM
- Contract Review & Approval/Signature Vendor
- Contract Approval by AVC Board of Trustees – Board Communication FP & CD
- Purchase Requisition Prepared FP & CD/PM
- (FP & CD) – Record PR # on PR/PO/CR/CP Spreadsheet FP & CD
- PR Contract Approval/Signature by VP of Business Services VPBS
- Purchase Order (PO) – Provided by Business Services BS
- PR Goldenrod & Blue Copy Sent to FP & CD with PO# BS
- (FP & CD) – Record PO# on PR/PO/CR/CO Spreadsheet FP & CD
- Send PO to PM FP & CD
- **Change to Contract** – Made by Consultant/Vendor to AVC
AVC/PM PM
- PSSA Submitted to Consultant/Vendor for Approval PM
- Approved PSSA Submitted to AVC PM
- Change Request (CR) Prepared FP & CD
- (FP & CD) – Record CO# on PR/PO/CR/CO Spreadsheet FP & CD
- CR Submitted to Business Office to Revise Existing PO FP & CD
- Send Revised PO to PM FP & CD
- IF CR Exceeds 10% of Original Contract Amount, Board Approval is required (Board Communication) – VP to Review And Approve FP & CD

- **Completion of Contract** - Sign PR Goldenrod copy and Submit to Business Services Office FP & CD

Professional Pay Applications
Party

Responsible

- Consultant/Vendor submits request for payment and schedule of values to PM for review and validation. Vendor
- PM completes Application and Certificate for Payment (3 copies); PM consultant/vendor signs; PM signs. PM
- Application and Certificate for Payment is sent to AVC – FP&CD FP & CD
- Director of FP & CD Approves Certificate of Payment FP & CD
- One copy of Application and Certificate for Payment is sent to the Business Services office for processing. FP & CD
- Warrant is received by Business Services Office from LACOE BS
- Warrant is sent to Administrative Assistant in FP & CD Office BS
- Warrant, Application and Certificate for Payment (2 copies) is sent to PM. FP & CD
- PM sends Warrant, Application for Payment, and Certificate For Payment to Consultant/Vendor PM
 - ❖ Note: For professional services not handled by PM, the Vendor/Consultant sends Invoices or Application and Certificate for Payment directly to Facilities Planning and Campus Development. The process for Business Services does not change.

Construction Contracts
Party

Responsible

- Construction Bid Packages Prepared by PM PM
- Notice to Bidders Prepared by PM – Job Walk, & Bid Opening Dates Coordinated with FP & CD – Bid # Provided by Buyer, Business Services PM/BS
- Notice to Bidders Submitted to AVC Buyer for Submittal To Valley Press for Publication – Two weeks Public Notice Required PM/BS
- Job Walk held after Second Notice Appears in Valley Press PM
- Bid Opening – Held One to Three Weeks after Job Walk Depending on Scope of Project PM
- Bid Evaluation – Recommendation made by PM to AVC PM
- Contract Approval of Approved low bidders by AVC Board Of Trustees – Board Communication (Board Communications Are due one week prior to the Board which is held on the 2nd Monday of each month) AVC Board
- Contract Approval/Bond Insurance Verification PM
- Purchase Requisition (PR) Prepared FP & CD
- FP & CD Records PR# on PR/PO/CR/CO Spreadsheet FP & CD
- PR Approval/Signature by AVC, VPBS VPBS
- Purchase Order (PO) Provided by Business Services BS

- PR Goldenrod & Blue Copy sent to FP & CD w/PO# BS
- FP & CD Records Po# on PR/PO/CR/CO Spreadsheet FP & CD
- Send PO# to PM FP & CD
- **Change to Contract** – Request made by Contractor to Klassen Vendor
- PM submits CCD to FP & CD PM
- FP & CD approves CCD FP & CD
- If CCD Exceeds Project Contingency Approval Required by VPBS VPBS
- PM Prepares Change Order PM
- Change Order submitted to FP & CD PM
- Approved CO submitted to AVC PM
- FP & CD Record Co # on PR/PO/CR/Co Project Spreadsheet FP & CD
- CO Submitted to Business Office to Revise Existing PO BS
- If CO exceeds 10% of Original Contract Amount, Board Approval (Board Communication) is required (VPBS Review & Approval Required) VPBS
- **Completion of Contract** – Sign PR Goldenrod copy and submit to Business Services Office FP & CD
- Notice of Completion (NOC) is approved by AVC Board Of Trustees – Board Communication FP & CD
- NOC is Filed with L.A. County Records Office FP & CD

Construction Pay Applications
Party

Responsible

- Contractor submits request for payment and schedule of values to Klassen for review and validation. Vendor
- PM completes Application/Certificate for Payment (3 copies); Contractor signs; Project Manager signs Vendor/PM
- Application/Certificate for Payment is sent to FP & CD; Director of FP & CD signs FP & CD
- One copy of Application/Certificate for Payment is sent Business Services office for processing. BS
- Warrant is received by Business Services from LACOE BS
- Warrant is sent to FP & CD Admin. Asst. BS
- Warrant, Application/Certificate for Payment (2 copies) Is sent to PM FP & CD
- PM send Warrant and Application/Certificate for Payment to Vendor PM