




# Santa Cruz Consolidated Emergency Communications Center

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## COMMUNICATIONS ADMINISTRATIVE POLICY/PROCEDURE

Policy No: 450  
Date Issued: November 1, 1993  
Date Revised:

APPROVED:

  
Board Chairperson

10/21/93

SUBJECT: CONTRACTS FOR GENERAL SERVICES

1. General Services shall be defined as any work performed or services rendered by an independent contractor(s), with or without the furnishing of materials, to accomplish the following:

1.1 Maintenance or non-structural repair of Authority buildings, structures or improvements, which does not require engineering plans, specifications or design, including but not limited to:

1.1.1 unscheduled replacement of broken window panes.

1.1.2 fire extinguisher maintenance.

1.1.3 plumbing and minor building, roof, carpet and parking lot repair.

1.1.4 custodial or pest control services.

1.2 Repair, modification and maintenance of Center equipment and software.

1.3 Cleaning, analysis, testing, moving, installing, removal or disposal (other than by sale) of Authority supplies, materials or equipment.

1.4 Replanting, care or maintenance of public grounds (trees, shrubbery, flowers, lawns, etc.) which does not require engineering plans, specifications or design.

1.5 temporary personnel services.

1.6 other miscellaneous services to facilitate Center operations, which may include, but would not be limited to:

1.6.1 Licensing Software.

1.6.2 leasing or rental of personal property for use by the Authority.

1.6.2 leasing or rental of real property for temporary use by the Authority.

2. General Services shall not include any public works project, any purchase of supplies, materials or equipment, or any professional service as defined in Policy No. 460.

2.1 Public Works projects shall be governed by the State of California Public Contracts Code and the Labor Code.

3. Formal bidding shall not be required for contracts or purchase orders for general services.

3.1 Three competitive proposals shall be obtained, if practical, on all contracts or purchase orders for general services with an annual payment amount exceeding \$2500.

4. Proposals may be solicited by direct mail requests to prospective contractors or by telephone.

5. A record of general services contracts and purchase orders and proposals shall be maintained by the General Manager.

6. Contracts or purchase orders for general services shall be made or awarded on the basis of the most advantageous proposal to the Authority.

7. In determining the most advantageous proposal, the Board of Directors or the General Manager shall consider the following factors:

7.1 Cost to the Authority.

7.2 Quality of the proposed service.

7.3 Location of the vendor in relation to the work required.

7.4 Capabilities and expertise of the contractor.

7.5 Capability of the contractor to perform the services.

7.6 Responsibility of the contractor.

7.7 Past service record of the contractor.

7.8 References from other customers of contractor.

8. Contracts or purchase orders for general services which do not exceed \$2500. may be made without competitive proposals, if such procedure is determined by the General Manager to be in the best interest of the Authority.

9. If a contract or purchase order for general services in excess of \$2500. is made to other than the contractor submitting the lowest price, a written justification sufficient to withstand normal audit scrutiny shall be prepared and kept as part of the transaction record.

10. Each agreement for the lease or rental of real property for the temporary use of the Authority shall be approved by the Board of Directors.

11. Each agreement for the lease or rental of personal or real property by the Authority shall be subject to the appropriation balance requirements as set forth in Policy No. 440, paragraph 6.