



# California Community Colleges Facilities–Procurement Guidebook

November 2021

Lead Sponsor



28<sup>th</sup> Annual Conference

## Panelist



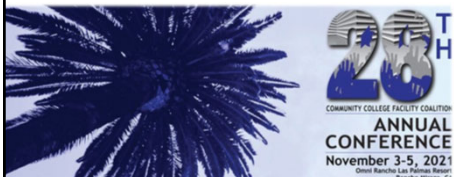
▶ **Jorge Burwick**, Operations Manager, CollegeBuys, Foundation for California Community Colleges (Moderator)



▶ **Kim Carrillo**, Contract Specialist/Senior Buyer, Los Rios CCD



▶ **Yanely Pulido**, Director of General Services, San Mateo County CCD





## Additional 2021 Committee Members



- ▶ **Yolanda Perregil**, Assistant Director, Facilities Planning & Operation, Yosemite CCD



- ▶ **Simone Wolfe**, Facility Planning Specialist, Rancho Santiago CCD



- ▶ **Betty Castano**, Senior Administrative Assistant, Maintenance and Operations, Chabot-Las Positas CCD



- ▶ **Mina Hernandez**, Director, Purchasing & Material Management



## 2019 Cohort



- ▶ **Mina Hernandez**, Director, Purchasing & Material Management (Lead)



- ▶ **Fred Diamond**, Director of Facilities and Construction, Citrus CCD



- ▶ **Lyndsey Olson**, Coast CCD



- ▶ **Yanelly Pulido**, Director of General Services, San Mateo County CCD



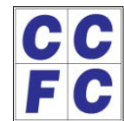
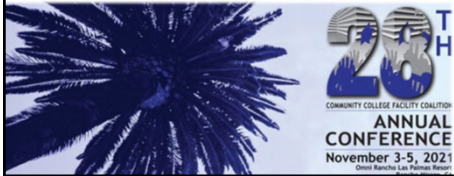
- ▶ **Rondell Schroeder**, Procurement Specialist, Mt. San Antonio College CCD





## Empowering One Another Through Best Practices

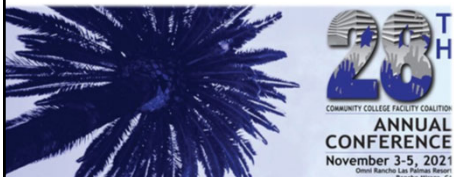
- ▶ New Employee Training
- ▶ Sample policies and procedure documents from districts
- ▶ Reference and resource tool
- ▶ Encourage cross-department training and collaboration



## Testimonial

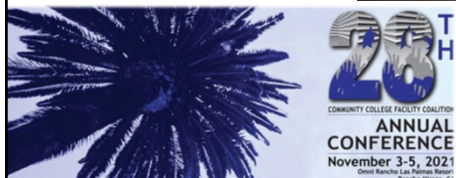
*Even before I joined the CCC Facilities Procurement workgroup, I found the Guidebook to be a great resource! It addressed the variety of facilities procurement methods and many eye-opening topics that were new to me. The original committee put a lot of thought, energy and time into the Guidebook format to create an easy to use and searchable PDF: find a topic and peruse the information. I would recommend the Guidebook to anyone new to facilities procurement or those already deep in the weeds! The Guidebook provides valuable information and recommendations for a deeper understanding of how Districts bridge procurement and facilities, including codes, methods and document examples.*

Kim Carrillo, Los Rios CCD





## 2021 Focus on Efficiency Award



## CollegeBuys Overview

- ▶ A Program of the FCCC
- ▶ Leverages bargaining power of CCCs to secure best terms and pricing with pre-approved vendors
- ▶ Advisory Group and Workgroups
  - Identify systemwide priorities
- ▶ Professional Development
  - Conferences, forums, statewide meetings
- ▶ Systemwide resources
  - Facilitate development of Purchasing handbook and Facilities guidebook

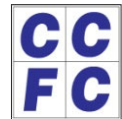
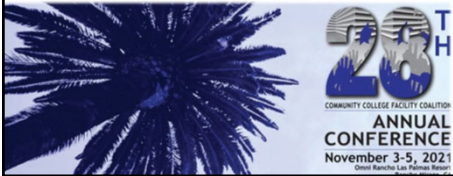






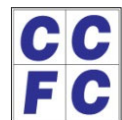
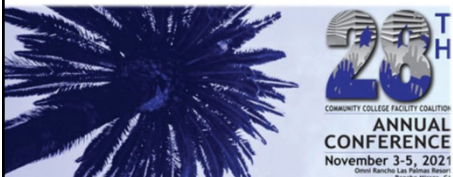
## Timeline

- ▶ 2016 – Launched CCC Purchasing Best Practices Guide
- ▶ 2017 – Presented at CCFC
  - Discussed personal experiences in building internal collaborative administrative processes between Facilities and Purchasing through the creation of a Facilities Procurement Guidebook created specifically for District’s F&M
  - Participants loved the idea and requested that a systemwide handbook be created
- ▶ 2018 – Formed Guidebook Committee
- ▶ 2019 – Completed 1<sup>st</sup> edition and released at CCFC
- ▶ 2021 – Completed 2<sup>nd</sup> edition and releasing at CCFC



## Disclaimer

- ▶ **Legal Disclaimer:** This Guidebook is designed to be a best practice guide for California Community College Facilities and Procurement professionals across the state. The application and impact of laws may vary widely based on the specific facts involved and your District’s policies and procedures on the matter. Given the changing nature of rules and regulations, there may be omissions or inaccuracies contained in the information contained in this Guidebook. Please do not use this Guidebook as a substitute for consulting with your District’s legal counsel.





# Table of Contents

- ▶ Roles and Responsibilities
  - Key Stakeholders
  - Minimum Contractor Requirements
  - Preferences to Small Businesses and DVBE
- ▶ Project Delivery Methods
  - Traditional Design / Bid / Build (DBB)
  - Multi-Prime
  - Design-Build (DB)
  - Lease-Leaseback (LLB)
  - Construction Management at Risk (CMAR)
  - Force Account
  - Job Order Contracting
- ▶ California Uniform Public Construction Cost Accounting Act (CUPCCAA, UPCCAA)
  - Thresholds
  - Prequalification of Bidders
  - Legal Requirement for Public Advertising
  - Bidding Process Requirements
  - Pre-bidding procedures
  - Reviewing Bids
  - Contract Award
  - Correspondences
  - Compliance Requests



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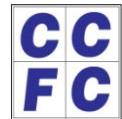
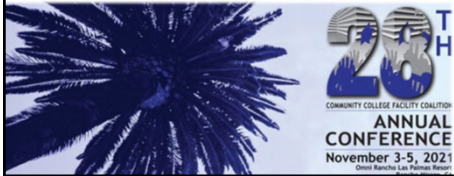
- ▶ Non-CUPCCAA Districts
  - Threshold
  - Non-CUPCCAA Bid Documents
  - Pre-Bid Advertising and Public Notice
  - Job Walk Meeting
  - Pre-Conference Meeting
  - Issuing Addenda
  - Closeout Meeting
- ▶ Contractor Default or Failure
- ▶ Surety Solutions to Contractor Default
  - Take Over
  - Tender
  - Contractor Assistance
  - Bid Protests
- ▶ Change Orders (PCC 20118.4 and 20659)
- ▶ Preliminary Notices
- ▶ Stop Notices
- ▶ How to Comply with the Department of Industrial Relations
  - Contractor Registration & Prevailing Wage Program
  - Contracts Affected by DIR Registration Requirements
  - Contractor Registration
- ▶ Project Closeout
  - Substantial Completion
  - Final Completion
  - Final Payment and Release of Retention
  - Notice of Completion
- ▶ Escrow Accounts
- ▶ Guarantees
- ▶ Professional Services





## New Content for 2021 Edition

- ▶ Lease-Lease Back
- ▶ Piggybacking/Cooperatives
- ▶ Federal Grant Procurement
- ▶ Maintenance Quick Reference
- ▶ Field Service Contracts
- ▶ Total Cost of Ownership



## Future Topics

- ▶ Defining different types of Funding Sources – Ex., Donations to projects: local, bond, state capital outlay. Donated labor in prevailing wage project.
- ▶ State capitol outlay projects
- ▶ Other





## Lead Sponsor

- ▶ PlanetBids sponsored the printing of the 1<sup>st</sup> Facilities-Procurement Guidebook and is the lead sponsor this year.
- ▶ PlanetBids provides the PB System™, a suite of modular innovative eProcurement solutions that are cloud-based, comprehensive and easy to use Info
  - Vendor Management
  - Bid & Evaluation Management
  - Contract Management
  - Insurance Certificate Management
  - Prequalification Management
  - Reverse Auction



## Questions

