

## **Coryell County Contract Procedures for Small (less than \$25,000) Construction Projects for County Buildings**

**PURPOSE:** To outline procedures for contracting of construction work in the amount less than \$25,000 to support additions or modifications of county buildings.

**BACKGROUND:** Until recently, the County employed a maintenance chief who was able to complete most small construction projects himself. Although there were times that subcontractors were needed to complete some specific project requirements, that was normally done directly by the maintenance chief based on the approval of the County Judge. With the departure of the maintenance chief, the procedures for completing small construction projects will be modified pending future potential decisions regarding county maintenance personnel. Effective immediately, Commissioner Don Jones will be the Commissioners' Court lead in evaluating bids, selecting bids, checking quality control during construction, and accepting the final construction project.

### **PROCEDURES:**

1. The County Judge will send a notice of procedures to the three major newspapers in Coryell County for their posting in a paper. In addition, the notice of procedures and all small construction requirements will be posted to the County web site under the County Judge's Office along with a paper copy in the Judge's Office to allow for any future bids on small construction projects.
2. Department heads, when small construction projects are determined to be required, will provide sufficient information to the County Judge for posting to support an announcement of the project.
3. The Judge's Office will post the requirement on the web and in hard copy with a notice of two weeks for anyone to provide a proposal and bid if desiring consideration to be selected for the project.
4. Department heads, or their representative, along with Commissioner Jones the County Judge if necessary, will answer questions as required for prospective contractors.
5. Upon receipt of bids, Commissioner Jones along with input from department heads will assess the bids to determine the best bid considering both cost and project execution.
6. Commissioner Jones will make the project bid selection and will inform the County Judge and County Auditor.
7. Project completion will be certified by Commissioner Jones in consultation with the department head.
8. The County Judge and County Auditor will be informed of project completion.

**PREPARED BY:** John Firth, Coryell County Judge

**Oct 28, 2008**