



COMPTON COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURES

AP 6341 Facilities Order

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- I. **Purpose:** To provide maintenance or service work that is less than \$15,000 in total expenditures to a single contractor for a specific minor maintenance repair or service project that can be completed within the current fiscal year.

II. General Requirements

A. A Facilities Order Agreement (FOA) is a legally binding contract developed between the District and a contractor for the completion of a specific project. As such, each FOA must be prepared in such a manner that it establishes clear terms and conditions of the work to be performed within parameters allowed by law and District policy.

1. FOAs are ratified by the Board of Trustees after the Facilities Order Agreement is completed.
2. The Chief Facilities Officer is responsible for verifying sufficient funds exist in the appropriate account to cover the cost of the work to be done. If necessary additional funding is needed, the Chief Facilities Officer works with the Division Head and Vice President of Administrative Services in transferring the needed additional funds or reducing the size of the project to that which can be paid for. An FOA cannot be processed unless (or until) funds are available in the appropriate line-item.
3. Facility Order Agreements cannot be:
 - a. Changed once issued. If a change should occur, the original order must be cancelled and a new document issued.
 - b. Issued to any company in which the employee has an interest.
 - c. Issued as a "confirming" agreement or "pay in advance" transaction.
 - d. Used as a means for avoiding splitting contracts in violation of California Public Contract Code 20657.
 - e. Used for the sole purchase of goods as a means of circumventing routine purchasing or contract processes. A FOA may, however, include reimbursement of contractor expenses providing that the expenses are necessary to provide services.
 - f. Used if the year payments to a single contractor will be in excess of \$15,000.



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4. Facility Order Number Scheme: FOA####-## (ending Fiscal Year and sequentially numbered), i.e. In Fiscal Year 19/20, the FOA 2020-01.
5. **Allowable Object Codes:** Statute limitations require only specific budget-lines be used for repairs and services. Supplies, equipment, and other services need are to be procured using the applicable procurement or contract process.

B. Document Requirements

1. **Primary Document:** Requisitions, regardless of funding source, are initiated by the Chief Facilities Officer based on college maintenance needs. During processing, the requisition is subsequently converted to the formal FOA. Once issued, this document cannot be changed without a written authorization.
2. **Supplemental Documentation:** Contractors desiring to do business with the District are required to submit supplemental documentation as required by law. The required documents are attached to the FOA when it is sent to the contractor for approval (signature).

C. Estimated Overall Processing Timeline: One business week (five business days).

III. **FOA Processing:** This process is initiated directly by the Facilities Department. Departments and campus personnel indirectly via the Work Order process. Table AP 6341B-1, Facility Order Agreement Processing Summary, below, shows an FOA's basic processing requirements. Procedural details follow this table.

TABLE AP 6341B-1 FACILITY ORDER AGREEMENT PROCESSING SUMMARY			
STEP	RESPONSIBLE PARTY	ACTION	NOTES
1.	Chief Facilities Officer ¹	<ul style="list-style-type: none"> • Facilities staff create Requisition • Chief Facilities Officer approves Requisition 	Sufficient funds must be available in the appropriate account for approval to occur.
2.	Chief Facilities Officer	Chief Facilities Officer initiates FOA.	<ul style="list-style-type: none"> • Formal proposal is not required as part of the process. • Record of quote process kept.
3.	Chief Facilities Officer	Contractor formally agrees to FOA terms, conditions, and price.	<ul style="list-style-type: none"> • Written signature on FOA and supplemental documents required. • Fax transmission allowed.
4.	Vice President of Administrative Services	Formally agrees to FOA.	<ul style="list-style-type: none"> • Original signature required. • Pre-designated alternate acceptable during absence



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5.	Purchasing Agent	DataTel purchasing system creates Facilities Order Agreement Number and verifies accuracy of document..	<ul style="list-style-type: none"> • Document number is added to FOA form: this number is used to track the document. • Copies of completed FOA sent to Facilities Department and contractor. • Original FOA retained in Procurement.
6.	Vice President of Administrative Services	Recommends FOA Board Report ratification list.	<ul style="list-style-type: none"> • Lists only fully completed FOA documents.
7.	Contractor	Work described in FOA is done.	<ul style="list-style-type: none"> • FMO “inspects” work and any needed corrections are made.
8.	Chief Facilities Officer	Officially accepts work through standard industry/contractor “sign-off” process.	<ul style="list-style-type: none"> • Contractor paperwork retained in Facilities until invoice received.
9.	Contractor	Invoices District.	Invoicing instructions are on FOA.
10.	Chief Facilities Officer	Initiates payment processing.	<ul style="list-style-type: none"> • Approves payment directly on invoice. • Provides invoice and “sign-off” document to Accounts Payable.
11.	Board of Trustees	Ratifies the agreement(s).	Steps 7, 8, 9, 10 and/or 11 may be handled simultaneously with Step 6.
12.	Accounts Payable	Authorizes payment processing with LACOE.	<ul style="list-style-type: none"> • Reviews transaction completeness. • Notifies Facilities of any deficiencies.
13.	LACOE	Reviews transactions, prepares checks, and returns all to Accounts Payable.	Process generally takes three business days. May take substantially longer if transaction appears inappropriate.
14.	Accounts Payable	Mails check to contractor.	Files documents.
¹ FOA = Facilities Order Agreement ² LACOE = Los Angeles County Office of Education			

A. Repair and Service Work Order Requests (Initiating Department)

1. **Departmental Requests** for repair and service are submitted using the Facility Department’s standard work order procedure. Repair and service requests are then reviewed to determine if the request can be handled in-house by college personnel or if it more feasible and economical to handle via an outside contractor.

- **Note:** Depending upon the nature of the repair or service, budget availability and funding source requirements, some work may need to be charged to the



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- requesting department. When the requesting department's budget does not have the appropriate 5000 series budget-line item budget transfer is necessary.
- Additional processing time should be allowed.
2. **General Campus Facility:** Employees identifying a deficiency in a college facility such as a leaking toilet or faucet in a restroom, clogged sink in a lounge, broken electrical switch, etc. are encouraged to submit a work order to the Facilities Department in the manner described for a Departmental Request. Such repairs are not, however, charged to the requesting department.
 3. To facilitate processing departments should identify ensure the Work Order identifies the elements specified in Table AP 6341B-2, Departmental Work Order Requirements, below.

TABLE AP 6341B-2 DEPARTMENTAL WORK ORDER REQUIREMENTS ¹	
IDENTIFY	EXAMPLE
Employee and department requesting service	Calvin Compton, Business Office
Contact Person, if different from employee requesting service	Betty Books, Ext. 1234
Specific nature of work needed	<ul style="list-style-type: none"> • Repair [brand name, model] copier: paper will not feed. • Repair or replace light switch timer: dial will not turn. • Install K-lock on [brand name, model] television.
Building and Room or where work is to be performed	<ul style="list-style-type: none"> • C-36 • Track and Field, West Entrance
Any special circumstances associated with work in terms of its impact on the instructional program, delivery of services to students, or safety to the campus community at large	Copier is needed for registration.

¹ Keep Work Orders to one repair or service per request.

B. Facilities Department (Requisition for Facilities Order)

1. The nature of a Work Request, the Facility Department's workload and ability to perform the needed work; and available funding, the Chief Facilities Officer determines when a Requisition for a Facilities Order Agreement is the most appropriate means for completing a project.
2. The following information must be provided on the Requisition before transmission to the Business Office:
 - **Contractor Section:** Name, Address, Telephone Number, Fax Number
 - **Note:** The Facilities Department cannot enter new vendors into the DataTel system. Consequently, when a new vendor is used, the Purchasing Agent, Business Office physically handles entering new vendors into the computer system.



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- **Name and signature of departmental employee submitting the order.**
This person is generally the contact person.
- **Requisition Number:** DataTel generated number.
- **Amount:** Total dollar amount of the contract. This amount can never exceed \$15,000 and must include all applicable sales taxes, service/handling and/or delivery charges, etc.
- **Date:** Date the requisition is entered into the DataTel system by Facilities, Planning, and Operations staff.
- **Payment Terms (aka Invoice Payment Terms):** Identifies when the contractor expects to be paid for the work and any available discounts available when the payment term is met. The terms specified on the FOA are expected to be the same as the terms on shown on the contractor’s invoice in the abbreviated form. Table 6341B-3, Common Payment Term Abbreviations, below, identifies common payment terms that are feasible for the District to handle.

TABLE 6341B-3 COMMON PAYMENT TERM ABBREVIATIONS		
TERM	DEFINITION	PROCESSING NOTES
Net monthly account	Last date of month following the one in which invoice is dated.	Feasible when District processes and timelines are followed.
Net [number]	[number] days after invoice date	Example: Net 30 Feasible when District processes and timelines are followed.
EOM	End of Month	Feasible when District processes and timelines are followed.
[number] % [number] Net [number]	[number] is the percent discount if payment is received within [number] days, otherwise payment is due 30 days after the invoice date.	Example: 1% 10 Net 30 District processing timelines generally preclude receiving such discounts. ¹
CIA (Not Allowed)	Cash in Advance Pay in Advance	The District cannot pay in cash. The District cannot pay in advance..
Stage Payment	Payment of agreed amounts at stages.	Identify payment schedule in Description / Scope of work or as an additional page.
¹ Unspent funds arising from discount return to department’s budget. ² The “pay in advance” process is typically limited to license fees, unique parts purchased out of state, etc. not to the actual or routine work performed.		

- **Confirmed With:** Name of the contractor’s employee who confirmed the price. This name is often, but not always, the same as the name shown in the Attention line.



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- **Start Date:** Identifies date when work is authorized to start.
 - **Note:** Work started before this date is considered unauthorized unless the Vice President of Administrative Services or President/ Chief Executive Officer authorize, in writing, emergency processing. Consequently, the start date is customarily at least the same day as the Requisition rate.
- **End Date:** Identifies when the District and contractor have agreed the work is to be finished. This date may be the same as the Start Date and may not be later than the last day of the fiscal year.
- **Charge Account:** Identifies the account where funds are budgeted, available for encumbering, and available to pay the contractor. This account is usually an account budgeted in the Facilities Department but may, especially in the case of Specially Funded Program (SFP), be budgeted in a departmental budget.
- **Remarks:** Identifies any information affecting processing or delivery, e.g., special instructions such as “Will deliver to contractor, etc.”
- **Description / Scope of Work:** Gives the full and complete details that needs to be done, specifies exactly what is to be provided by the contractor, and exactly, if anything, is expected of the District. Depending upon the complexity of the work to be done, this section should contain some, if not all, of the elements listed in Table 6341B-6, Description / Scope of Work Contract Elements, on the next page. The “Description / Scope of Work” area ends with two boxes which function as follows:
 - **Completion of enclosed supplemental forms required.** This box is “permanently” marked and identifies forms required by the Business Office with each FOA regardless of vendor status with the District. Each form must be received in the Business Office prior to completion of the FOA. Table AP 6341B-4, Required Supplemental Contractor Forms, below, lists these forms and their purpose.

TABLE AP 6341B-4 REQUIRED SUPPLEMENTAL CONTRACTOR FORMS		
FORM TITLE	PAGES	PURPOSE
• Affirmative Action Status Code	2	Comply with statutory requirement
• Independent Contractor or Employee?	2	Assist with contract preparation.

¹ Supplemental forms are not counted in “additional page” count.

- **Additional ___ page(s) attached.** This box is marked when the nature of the work requires additional pages so that projects “Description / Scope of Work” is full and complete. The number of pages in this attached should be identified, e.g., Additional 1 page(s) attached; Additional 3 page(s) attached.



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- Recommended By:** The Chief Facilities Officer, Vice President of Administrative Services or President/Chief Executive Officer must sign and date each FOA submitted for processing. The signature must be an original. In the event both individuals are absent due to vacation, conference attendance, etc., the pre-designated alternate may sign. A copy of the written designation must be provided to the Purchasing Agent for audit purposes.

TABLE 6341B-5 DESCRIPTION / SCOPE OF WORK CONTRACT ELEMENTS		
CONTRACT ELEMENT	DESCRIPTION	EXAMPLE
Description/ Scope of Work	Specifies what the contractor is to provide in terms of material to be used, equipment to be installed or repaired, and, if applicable, what is expected of the District.	<ul style="list-style-type: none"> Install ___ sq ft of [brand name, style, color] flooring . . . District to remove all carpeting prior to commencement of contractor's work.
Location of work	Where the work is to be performed.	<ul style="list-style-type: none"> Payroll, C-36 Track & Field, West Entrance
Scheduling	Allowable time for work such as start and finish time, number of hours that can be billed per week or month, etc.	<ul style="list-style-type: none"> Work to be performed in afternoon when classes are not in session. Saturday between 7:00 AM and 4:30 PM
Deliverables Schedule	Specific work to be done and by when.	<ul style="list-style-type: none"> Powerwash walkways April 10-15, 2010
Applicable Standards	Any industry specific standards that must be followed in order to fulfill contract	<ul style="list-style-type: none"> UL Listed NFPA Standards
Acceptance Criteria	How will the District determine if the project or service is acceptable, e.g., what criteria will be used to state work is acceptable.	<ul style="list-style-type: none"> All work to be performed according to industry standards. Chief Facilities Officer to inspect and sign-off at satisfactory completion of work.
Special Requirements	Identify any specialized workforce requirements (degrees or certifications) for personnel; travel requirements, specialized hardware, software, etc. not covered elsewhere in contract.	<ul style="list-style-type: none"> Any chemicals brought on site shall be removed by the contractor, along with any waste associated with them. Hazardous chemicals shall not be put into the District's waste stream. Contractor to affix calibration label identifying contractor, technician performing the calibration, and date of calibration on all equipment calibrated.
Contract Price	<ul style="list-style-type: none"> Fixed Price Agreement <u>or</u> Time and Material Charge 	<ul style="list-style-type: none"> Total Agreement Price is \$_____. Time and Materials Agreement based on estimated material charges \$____, including overhead and profit. Time to be billed at \$____ per [quarter, half hour, hour]. The actual amount of time and materials may not exceed the estimated agreement amount.
Payment Schedule	Identify when contractor expects payment.	See Table AP 6341B-6, Common Payment Term Abbreviations below.
Miscellaneous	Others items which, if overlooked, could pose problem for project implementation or acceptance.	<ul style="list-style-type: none"> Contractor to take replaced parts. Contractor shall immediately notify District of (a) latent physical conditions at the site



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		differing materially from those indicated in this contract, or (b) unknown physical conditions differing materially from those ordinarily encountered and generally recognized as inherent in work of the character provided for in this contract.
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C. Business Office

1. Purchasing (FOA Processing and Issuance)

Purchasing reviews Requisitions for compliance with policy and statutory requirements; appropriate contract considerations; and budget availability and, based upon this review, initiates one of the actions described in Table 6341B-6, Purchasing Agent Facility Requisition Review Actions, below.

TABLE 6341B-6 PURCHASING AGENT FACILITY REQUISITION ACTIONS	
STATUS	ACTION(S)
Criteria Met	<ul style="list-style-type: none"> • Verifies official FOA.¹ • Routes FOA to Vice President of Administrative Services for approval. • Notifies Chief Facilities Officer that FAO FOA is completed and ready to send to contractor. • Routes payable copy to Accounts Payable.
Policy / Statutory Audit Exception	
<ul style="list-style-type: none"> • Splitting² • Supply or Equipment Purchase • Service • Over Dollar Limit • Missing/Incorrect Authorization 	<ul style="list-style-type: none"> • Provides Chief Facilities Officer with previous FOA number(s) and a request to review and, if appropriate, to change vendors or process. • Processes as a purchase order and notifies Chief Facilities Officer of processing change. • Processes as a Personal Services Agreement and notifies Chief Facilities Officer of processing change. • Notifies Chief Facilities Officer that transaction must be processed as a formal contract with formal bidding process.³ • Returns to Chief Facilities Officer for resolution.
Budget Line-Items	
<ul style="list-style-type: none"> • Incorrect Budget Line-Item • Insufficient Funds 	<ul style="list-style-type: none"> • Consults with Chief Facilities Officer; may change account without returning document⁴ • Notifies Chief Facilities Officer of deficiency and requests budget transfer.
Technical Elements	
<ul style="list-style-type: none"> • Vague Scope of Work • Missing Data Elements 	<ul style="list-style-type: none"> • Identifies deficiencies and assists with ensuring contract considerations are specific to protect District's interests. • Consults with Chief Facilities Officer; may initiate technical change without returning document⁴
¹ FOA = Facility Order Agreement ² In addition to violating California statute, LACOE can delay or stop payment to the vendor. Vendors contract with the District in good faith and such situations is to be avoided. ³ Timeline with formal contract process is considerably longer. Work cannot proceed until contract is awarded. ⁴ A record of the technical correction is noted in the FOA file.	



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2. Accounts Payable (Payment Processing)

- a. Accounts Payable “matches” the invoice and “sign-off” document with the Requisition and Payable FOA on file and, based upon this review, initiates one of the actions described in Table AP 6341B-7, Payment Processing Actions, below.

TABLE 6341B-7 ACCOUNTS PAYABLE PAYMENT PROCESING ACTIONS	
DOCUMENT STATUS	ACTION(S)
Match	<ul style="list-style-type: none"> • Sends documents to LACOE¹ for warrant issuance.² • Logs transmittal date.
Does Not Match	Notifies Chief Facilities Officer of missing item(s).
Audit Exception Occurrence	Consults with Chief Facilities Officer ³
Incorrect Invoice Submitted	Notifies Contractor of
Insufficient Funds	Notifies Chief Facilities Officer and Purchasing Agent
¹ LACOE = Los Angeles County Office of Education ² Sent using LACOE’s “Jet Bag” courier service. ³ If substantial change in work performed is noted on invoice, current FOA may need to be cancelled and new document initiated..	

- b. Los Angeles County Office of Education (LACOE) reviews all request for payment for completeness of documentation, compliance with statutory requirements, and funding. Based on this review, one of the following actions occur:
- **Meets Requirements:** Warrant is prepared and sent to the District for distribution.
 - **Audit Exception Noted or Likely:** Contacts District and requests clarification.
 - **Funding Deficiency:** Contacts District and requests additional funding.
- c. Accounts Payable mails the warrant or releases warrants to the contractor. A log is maintained of all warrants received, mailed, and released.
- d. **Estimated Processing Timeline:** Three (3) business days.