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GUIDELINES FOR THE ASSIGNMENT OF CAPITAL PROJECTS  
(MAINTENANCE-CONSTRUCTION/REPAIRS AND TECHNOLOGY)  
ESTIMATED TO BE LESS THAN \$30k  
GUILFORD COUNTY SCHOOLS

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**1.0 SCOPE:**

1.1 These are the guidelines that the Purchase Requisition Review Team (PRRT) uses to assign capital projects (maintenance-construction/repairs and technology projects) estimated to be less than \$30k to contractors on the GCS Purchasing Department vendor list. All reference to contracts in this procedure is solely for those maintenance construction/repair or technology purchase requisitions estimated to be less than \$30k. This team and its membership is not authorized to recommend, substitute, review, modify or investigate any actions, functions, policy, procedures within the District and/or responsibilities assigned to a department within the District.

**2.0 RESPONSIBILITY**

1.1 Purchase Requisition Review Team (PRRT)

**3.0 APPROVAL AUTHORITY**

3.1 Superintendent

**4.0 DEFINITIONS:**

4.1 CFO: Chief Financial Officer

4.2 COO: Chief Operations Officer

4.3 PRRT: Purchase Requisition Review Team

4.4 PRRT Membership: MWBE Coordinator, Executive Director of Facilities and Construction, Purchasing Officer, Assistant Director of Maintenance, Chief Operations Officer. The COO will also serve as Chairman.

4.5 PR: Purchase Requisition

4.6 Emergency Need: Situations which endanger lives, property, or the continuation of an important program which can be corrected only by an immediate response. Issues requiring immediate attention as determined by the Superintendent (or designee) shall also fall in this category.

4.7 Planned Need: A need that is not an Emergency Need.

4.8 Vendor List: A list of contractors that completed vendor applications and are included in our vendor file (maintained by the Purchasing Department)

4.9 Responsible Department: Maintenance or Technology Department.

4.10 Quote Process: The Committee will select two (2) to three (3) firms on the Vendor List to provide quotes for the work. The Responsible Department will provide the selected firms with the scope of work and request that quotes be provided within five (5) days to GCS (PRRT may elect to modify this time for a particular PR with good reason). All quotes are to be faxed directly to the office of the CFO. The CFO's assistant turns over hardcopies of quotes to Purchasing for processing. The

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committee will than review the quotes (considering factors noted in this guideline) and make an award.

**5.0 PROCEDURE:**

- 5.1 PRRT will convene weekly (unless cancelled by the Chairman) and/or until a system is generated that will allow for electronic review and approval.
- 5.2 A quorum of at least three committee members shall be required for any given meeting and a majority vote of three members shall be required for approval.
- 5.3 A list of all PR's approved, denied and reviewed for each meeting shall be maintained by the Purchasing Officer. The Purchasing Officer shall also maintain all documents that are used, issued, received in fulfilling PR requests.
- 5.4 All PR's will be assigned to contractors on the Vendor List.
- 5.5 PRRT will effectively and efficiently administer this procedure to insure that the contractors being utilized are capable, experienced and qualified to do the work being sought in a safe, cost effective and timely manner. Factors to be considered by PRRT include, but are not limited to, the following: scope of work, budget, schedule, contractor's status on the vendor list, prior work performance/history, M/WBE participation.
- 5.6 The Responsible Department identifies and estimates need for construction and/or repairs that may be less than \$30k.
- 5.7 The Responsible Department completes the PR for construction and/or repairs that may be less than \$30k.
- 5.8 Emergency Need PR's: The Responsible Department in conjunction with the Purchasing Department will assign and award all PR's that they consider to be an Emergency Need. No prior approval is required from PRRT, but PRRT shall be made aware of these actions and circumstances as soon as reasonably possible by the Purchasing Department.
- 5.9 Planned Need PR's: PR's considered to be a Planned Need by the Responsible Department will be brought to the next PRRT meeting or submitted for electronic review. PRRT will follow the Quote Process in procuring the work.