



County of Santa Clara

Policy Name: Contracting for Minor Public Works

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Policy Type: Administrative

Category: Procurement

Policy Name: Contracting for Minor Public Works

Policy Owner: Facilities

Policy Purpose

The purpose of this policy is to provide County departments with guidelines for executing contracts for public works projects valued at less than \$175,000.

Policy Summary

The [Contracting for Minor Public Works](#) page outlines processes and procedures for executing contracts for Minor Public Works. There are five categories of informal contracting processes:

- 1) Purchase Orders valued at less than \$6,500
- 2) Contracts valued at less than \$30,000 (but greater than \$6,500)
- 3) Contracts valued at between \$30,000 and \$175,000
- 4) Administration of the Agreements/Contracts
- 5) Emergency Contracting

Users should review the procedures and processes for each category and execute accordingly.



Procedures

See the **Contracting for Minor Public Works** page online at <https://sccconnect.sharepoint.com/sites/prc/countywidecontracting/GeneralPolicies/SitePages/Delegations%20of%20Authority.aspx>.

Definitions

None.

Frequently Asked Questions

None.

Related Policies

None.

Related Forms and Information

- Minor Public Works Process Flow Chart \$6500 or less - [https://sccconnect.sharepoint.com/:b:/r/sites/prc/countywidecontracting/GeneralPolicies/Delegation%20of%20Authority/MINOR%20PUBLIC%20WORKS%20PROCESS%20FLOW%20CHART%20\\$6500.pdf?csf=1&e=5X8hWD](https://sccconnect.sharepoint.com/:b:/r/sites/prc/countywidecontracting/GeneralPolicies/Delegation%20of%20Authority/MINOR%20PUBLIC%20WORKS%20PROCESS%20FLOW%20CHART%20$6500.pdf?csf=1&e=5X8hWD)
- Minor Public Works Process Flow Chart \$45000 or less - [https://sccconnect.sharepoint.com/:b:/r/sites/prc/countywidecontracting/GeneralPolicies/Delegation%20of%20Authority/MINOR%20PUBLIC%20WORKS%20PROCESS%20FLOW%20CHART%20\\$45000.pdf?csf=1&e=SpWcaN](https://sccconnect.sharepoint.com/:b:/r/sites/prc/countywidecontracting/GeneralPolicies/Delegation%20of%20Authority/MINOR%20PUBLIC%20WORKS%20PROCESS%20FLOW%20CHART%20$45000.pdf?csf=1&e=SpWcaN)



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- Minor Public Works Process Flow Chart \$175000 or less -
[https://sccconnect.sharepoint.com/:b:/r/sites/prc/countywidecontracting/GeneralPolicies/Delegation%20of%20Authority/MINOR%20PUBLIC%20WORKS%20PROCESS%20FLOW%20CHART%20\\$175000.pdf?csf=1&e=etMoCT](https://sccconnect.sharepoint.com/:b:/r/sites/prc/countywidecontracting/GeneralPolicies/Delegation%20of%20Authority/MINOR%20PUBLIC%20WORKS%20PROCESS%20FLOW%20CHART%20$175000.pdf?csf=1&e=etMoCT)
- Procurement Department's Minor Public Works General Policies site -
<https://sccconnect.sharepoint.com/sites/prc/countywidecontracting/GeneralPolicies/SitePages/Delegations%20of%20Authority.aspx>

History

Date	Changes Made
7/19/2021	Links to Minor Public Works documents updated. (Kyle Larson)
01/21/2014	Policy Uploaded. (Kyle Larson)