

### 3-101 CAPITAL IMPROVEMENTS

- (A) Whenever a Department intends to construct buildings and facilities or to make repairs or additions and improvements to existing buildings and facilities, the procedures as outlined in this manual shall be followed.
- (B) Capital improvement projects fifty thousand dollars (\$50,000) or less shall be exempt from Construction and Design Review Sections oversight. Capital improvement projects in the amount of twenty-five thousand dollars (\$25,000) or less may be bid or made by the open market. These projects shall be known as a "Small Order."
- (C) Capital improvement projects more than twenty-five thousand dollars (\$25,000) but less than fifty thousand dollars (\$50,000) (between \$25,000.01 and \$50,000) shall be contracted by contacting and requesting a minimum of three (3) bonafide bidders to bid the work. These projects shall be known as a "Quote Bid."
- (D) See §3-408(E) for guidance pertaining to change orders which increases the contract above the exempt amount.