Is building being altered, repaired, improved, demolished?

- Yes
  - Are contractors bidding typically on construction projects?
  - Are there multiple sub-contractors? Layered?
  - A professional is required?

- Possible

- Construction Contract

- Is a bond needed to protect the work?

- Does the work need detailed plans/specs?

- End

- Is majority of cost associated with equipment/service?

  - Service Purchase Contract (SPC)

  - Standard PO

  - State/COSTARS contract

  - Obtain 2-3 informal quotes

  - Formal bid

  - >$18.9K

  - >$10K < $18.9K

  - >$10K

- Service

- Maintenance (PO or SPC)

**Factors to Consider**

Notes:
1. Service of any sig. not allowed on COSTARS contracts; inly materials