LONG ISLAND UNIVERSITY- BID MATRIX AND CONTRACT GUIDE FOR CONSTRUCTION/NON-CONSTRUCTION/PROFESSIONAL SERVICES BIDDING AND CONTRACT REQUIREMENTS

	IF:			THEN:	
Amount of Service (\$)	Construction Work?	Architect Involvement?	Purchasing Requirements	Contract Requirements	Criteria
Less than \$5,000 per year	NA NA	YES	LIU In-House Purchase Order for Services,	F1012: Agreement for Professional Services with COI	Professional Services for small projects involving architects/engineers
	NA	NA	LIU Purchase Order with vendor sign-off on insurance rider.	No separate contract required	Road marking, tree trimming, paving repairs, etc.
\$5,001 to \$25,000 per year	Yes	Yes	Architect: LIU In-House Purchase Order Three proposals or approved Bid Waiver GC, etc.: LIU Purchase Order with vendor sign-off on insurance rider. Three proposals or approved Bid Waiver	Architect: F1012: Agreement for Prof. Services with COI GC, etc.: No separate contract required	Smaller renovations that require an architect
	Yes	No	LIU Purchase Order with vendor sign-off on insurance rider. Three proposals or approved Bid Waiver	No separate contract	Small roofing, asphalt paving, electrical, plumbing, etc.
	No	Yes	LIU In-House Purchase Order Three proposals or approved Bid Waiver	F1012: Agreement for Professional Services with COI	Architects/Engineers as project manager or consultant
	No	No	LIU In-House Purchase Order. Three proposals or approved Bid Waiver.	F1012:Agreement for Professional Services with COI	Maintenance agreements/Prof. Services
				F1013: Agreement for IT Services with COI	IT Consulting/Software Development
\$25,001 to \$50,000 per year	Yes	Yes	LIU In-House Purchase Order. Three proposals (No Bid Waiver exceptions).	Architect: F1012: Agreement for Professions GC, etc.: F1014: Construction Services Contract	Larger construction projects that require an architect
	Yes	No	LIU In-House Purchase Order. Three proposals (no Waiver exceptions).	F1014: Construction Services Contract	Large roofing, electrical, plumbing, HVAC, etc.
	No	Yes or No	LIU In-House Purchase Order. Three proposals (no Waiver exceptions).	F1012: Agreement for Prof. Services F1013: Agreement for IT Services	Architects, business consultants IT services/software installation, etc.
Greater than \$50,000 per year	Yes	Yes	Formal competitive bidding process facilitated by Purchasing Department with requisitioner.	Architect: F1011: Contract AIA B101, as amended (pending D) with COI GC, etc.: F1014: Construction Services Contract with COI	New buildings, major renovation projects.
	Yes	No	Formal competitive bidding process facilitated by Purchasing Department with requisitioner.	F1014: Construction Services Contact; use F1012 if/when any consultants are hired and obtain COI	Renovations, significant repair projects, landscaping, roofing, electrical, plumbing contractors.
	No	Yes or No	Formal competitive bidding process facilitated by Purchasing Department with requisitioner.	A tailored agreement based on University RFP and policy requirements or F1012 & COI	Aramark, Bean Counters Gourmet Coffee.