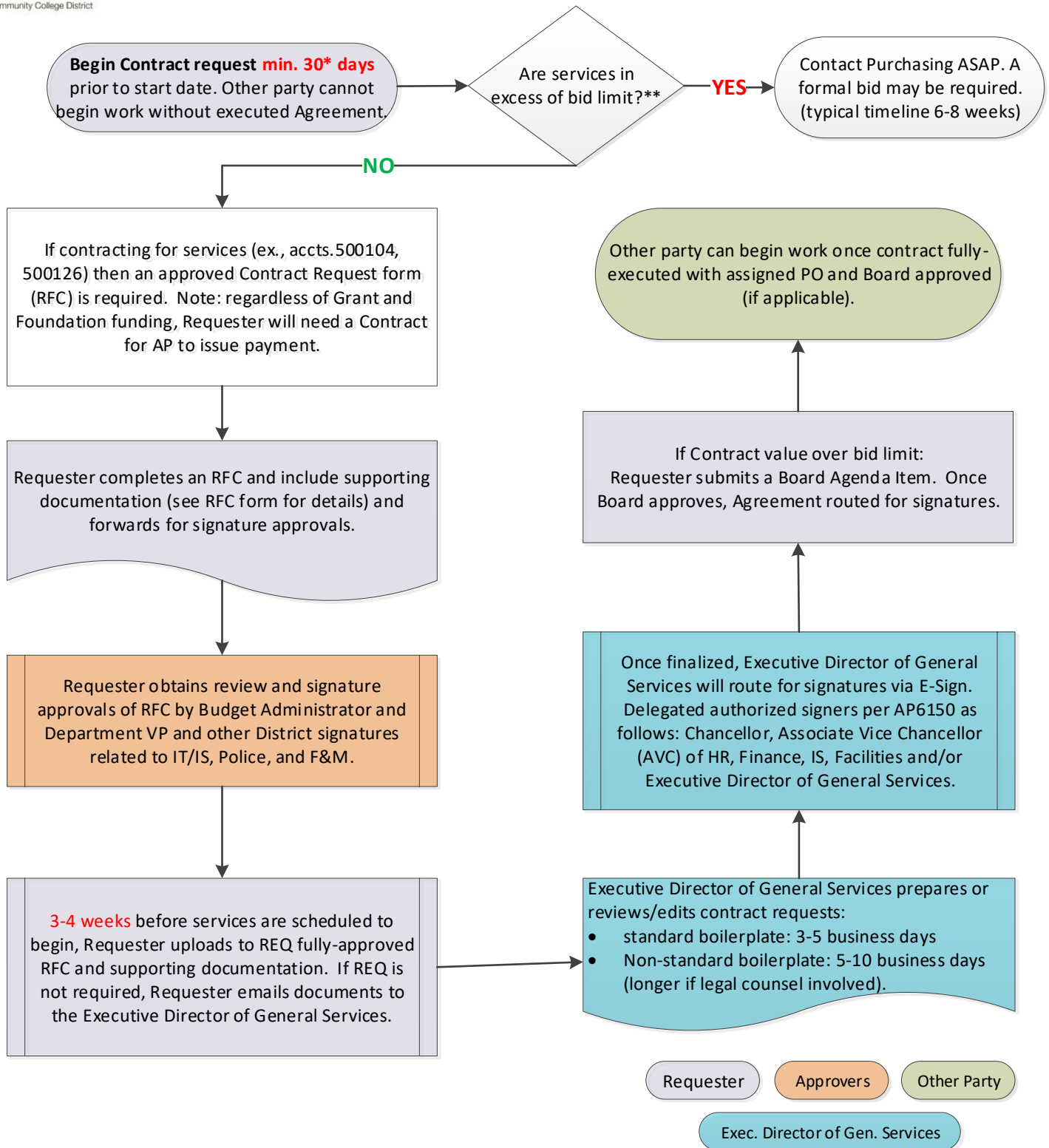




REQUEST FOR CONTRACT PROCEDURES

Goods and Services (Non-Construction)



*Contract execution between two parties could take min. 30-60 days, especially if a non-standard agreement is being used. Please coordinate accordingly. If a formal bid is required, typical timeline is 6-8 weeks; however, this timeline depends on formal bids in Purchasing's queue. Advance planning is strongly recommended.

**As of 20/21, bid amount \$95,200. Pursuant to PCC §20651(d), the annual amount specified in PCC §20651(a) may be adjusted annually to reflect the percentage change in the annual average value of the Implicit Price Deflator.

NOTE: At the discretion of the Executive Director of General Services or AVC of Finance, Requester may need to place high risk contracts under the Action(Consent)/Action section. **For more information, visit the General Services webpage: [Contract Services](#)**