



How & When to Hire a Contractor

Arizona Rural Schools Association

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What Type of Project Is This?

Maintenance –
Renovation - New
Construction

Mechanical-Plumbing-
Electrical

Bathroom Fixtures /
ADA Compliance

Paint, Lighting,
Flooring

Roofing

HVAC

Security

Structural Safety

Water Quality

Weatherization

Window Replacement

What You Need To Know

- **Are members of your Maintenance & Facilities Staff capable/qualified to address your project needs?**
 - Start In-house and/or determine local support
 - If you need a permit to complete, you'll also need a licensed contractor.
- **How fast does the work need to be done? Establish a Timeline. Is it an emergency?**
 - If an emergency your first step is to contact your SFB liaison
- **What is the scope of the project?**
 - Maintenance – Renovation - New Construction
 - Architect may serve as Construction Manager for Renovation projects.
- **Do you have a budget?**
 - District Funded – Grants – School Facilities Board – Bonds & Overrides

Procurement Of Services

If the projected costs are < \$1M

- You are highly encouraged to utilize Procurement Services such as 1GPA or Mohave which is free to K-12 schools. Will save you valuable time and money. Job Order Contracting (JOC)

If the projected costs are > \$1M

- You will want to develop an RFQ or RFP and utilize the bid process. Your Business Office should be able to assist you in this regard. AASBO will provide templates that can be easily modified. If not, choose to solicit an outside consultant to lead your district through this process.

Utilize Your Relationships & Networks

Please know that you have support should you have questions or need further assistance.

Encourage you to utilize contractors that have experience working in a school environment - (Active Campus setting).

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