

APPENDIX A

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A1- PROFESSIONAL/ TECHNICAL CATEGORY

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Advertising/ Public Relations

These are technical services related to publications and community relation type offices. Consulting, research, advertising, conceptual design work, production work, marketing, public relations, and editorial/ script writing done in support of these tasks. The applicable basis is Colorado Revised 24-50-504 (2)(c).

Analytical Studies and Surveys

Specialized, analytical studies conducted by contractors with the necessary field expertise, continuing knowledge beyond the state system is required including studies where corrective assistance is involved. Also includes development of courses and materials. Examples: consultants to examine traffic patterns, space utilization, or safety; environmental impact studies; audits; etc. The applicable basis is Colorado Revised 24-50-504 (2)(c).

Audio/ Video Production

Miscellaneous and variety of services required to support any production, event, recording, advertising project, or instructional graphic service project. It includes such services as: audio production for commercial and documentary style sound tracks; audio/ recording mixing for film, video and multimedia; sound engineer production for videos; voice overs; compatible equipment for sound, light and power distribution for events; master tapes for concerts; and preparation of slides and audio tapes for course instruction. The applicable basis is Colorado Revised 24-50-504 (2)(c).

Cabling Construction, Installation & Maintenance

Description: Cabling work for projects to include custom pinning cabling needs and accessories (fiber optic, etc.), implementation of information technology projects (e.g. LAN, WAN). Non-complex, routine tasks are performed by classified employees. **A REVIEW BY AHEC HR IS REQUIRED OVER \$5,000.** The applicable basis is Colorado Revised 24-50-504 (2)(c).

Cash Management/ Financial Services

A variety of financial related services including: update rebate bond calculations, refinancing of bonds, credit card processing services, inventory of retail merchandise at year end, and fund raising/ telemarketing. Require special knowledge/ skills, accreditation, specialized information resources, and/or investment in capital equipment. Timely and sometimes daily processing is essential. Do not record third party finance cost to buy commodities. The applicable basis is Colorado Revised 24-50-504 (2)(c).

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Computer Software Consulting

Specialized training, technical background or accreditation is required. Services require specialized training and background related to the specific project such as Banyan Vines network skills. Many of the services are performed in house but have short windows for completing projects while balancing regular workloads and require additional, temporary help from private contractors. The specialized project background knowledge is such that you cannot just call and order a “body” from typical temporary companies; specialized temporary personnel companies are contracted. **Prior approval from the Pueblo Data Center (PDC) on all Data Entry services is required.** The applicable basis is Colorado Revised 24-50-504 (2)(c).

Law Enforcement Services

Specialized training, technical background or accreditation is required. AHEC Public Safety Department is sole user for services. Services are presently performed by Police Officer I, II, III, and Intern. Supplemental services are used to have adequate service for special events and when officers are absent or positions are being filled. This service benefits the Tivoli Student Union and the merchants that lease space in the Tivoli. The individuals are off duty State Certified Police Officers and are used on an on-call, as needed basis. They also sign reports for the campus police that must be signed by a Denver Officer while on campus. Auraria Campus Police and Security Division has a finite number of Officers for the entire campus and cannot provide complete coverage for the extensive hours of operation of the Tivoli without securing the outside assistance. The Tivoli includes night events, movie theaters, merchants, and conference facilities which function beyond midnight. Auraria security guards at the Tivoli do not carry weapons, and therefore, are not authorized to perform all of those functions which may be needed for handling criminal activities. Due to recent activities, it is greatly advantageous to secure consistent Police Officer coverage. The ability to utilize Officers who are familiar with the building and programmatic functions is critical to the performance of obligations. Turnover, or the inability to hire Officers as needed, creates an inconsistent and unsafe environment. Duties include the full range of police services. **A REVIEW BY AHEC HR IS REQUIRED OVER \$5,000.** The applicable basis is Colorado Revised 24-50-504 (2)(c).

Legal Services

(Note: Attorney General approval as required). Legal advising and review of intellectual property rights and legislative services that review bills. The applicable basis is Colorado Revised 24-50-504 (2)(c).

Media Conversion Services (including document services)

Converting and/or editing of one type of media to another, dubbing, film and video editing, video and/or audio production, and digital transfers of multimedia show to linear format. Also

includes microfiche output services and scanning documents onto CD ROM for records retention. **A REVIEW BY AHEC HR IS REQUIRED OVER \$5,000.** The applicable basis is Colorado Revised 24-50-504 (2)(c).

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Public Information Services (& Public Broadcasting)

Miscellaneous support services related to radio, TV, and public advertising. Included are production of public service announcements and program overview; cinematography; planning and buying of radio time and other media for advertising, segmenting demographics, determining station mix, review schedules and affidavits, establishing flight dates, negotiating schedules, dayprints and value added mentions, scheduling promotions and trafficking, monitoring of broadcasts and paper clippings for items of relevance to the college, and multimedia presentations that are designed to promote specific programs within the college. The applicable basis is Colorado Revised 24-50-504 (2)(c) & (h), (3). See attached Prior Approval Checklist.

Photography (Photographers)

Includes; taking photographs for various special events, projects, and brochures. The applicable basis is Colorado Revised 24-50-504 (2)(c). See attached Prior Approval Checklist.

Readers/ Translators

Services provided to students with hearing, visual or learning disabilities. Also includes language translation services. The applicable basis is Colorado Revised 24-50-504 (3). See attached Prior Approval Checklist.

Software Maintenance Support

Software system support and maintenance normally for customized programs involving proprietary software and/or network support. It includes telephone support, technical assistance, software upgrades, software fixes, custom changes by publishers, conversion services, and installation. It excludes software license fees (license to run additional stations) unless the licensing is part of the annual support agreement or is a part of the cost in installing an initial system. Many licenses require a one-time payment and have a certain amount of support built into the life of the software package. The applicable basis is Colorado Revised 24-50-504 (2)(c) & (d).

Wiring and Other Electrical

For electrical labor, outside vendors are used for peak work load periods, when tasks are complicated or specialized, or when multiple tasks must be performed at one time and cannot

be managed in terms of existing man-power and scheduling ability. **A REVIEW BY AHEC HR IS REQUIRED OVER \$5,000.** The applicable basis is Colorado Revised 24-50-504 (2)(c).

A2- NON-PROFESSIONAL/ SUPPORT CATEGORY

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Administrative Services, All

(Note: A2 Non-Professional Support on State Personnel Report. Prior Codes Used: Accounting; Computer Technician, Operator, & Data Entry; Laborer; Secretarial and Clerical) Temporary personnel services are used primarily in the situations noted, other situations require State Personnel approval. The services are urgent, temporary, or occasional in nature and are routinely set up on annual Open Purchase Orders. Agencies are required to use the State Training Office for classes offered to State employees, routinely advertised in Stateline, or our own personnel where applicable. The first situation covers programs for semester rush periods where regular staff is overwhelmed with volume to handle student related services during a short period and sufficient students cannot be hire to gap the critical services. Typically covers 12 weeks out of the entire year, and involve services for ID cards, purchasing textbooks, classroom scheduling including changes and room notices, tuition payments and financial disbursements. The second situation where open orders for temporaries are established is for general coverage to handle vacations, sick time, medical emergencies, additional help for projects, etc. Total possible hours available on these open purchase orders do not exceed the total hours of a ¼ FTE position. The third situation where an open purchase order is given is for one position of 9 months or less to cover an FTE position that is being filled. The forth situation where an open order can be given is for completing a specialized project (not part of anyone's normal job duties) lasting up to one year. Note: Occasional use and 9 month assignments should be tracked separately due to State Personnel approval requirements; accounting technicians and data entry personnel used by accounting areas to assist with yearend processing from May through July. Computer projects help to handle temporary overload, peak period, or project implementation involving deadlines which is general in nature and does not require specialized expertise or equipment. Secretarial, clerical, administration, or other personnel typically hired through temporary personnel employment companies (state agreements). General laborers are also included which is comprised primarily of 2 different services. Bus persons require by the Tivoli who use disabled people to bus Tivoli common area for 36 week period. (none needed during winter break or spring break). Enclave consists of 6 adults with developmental disabilities or traumatic brain injuries and a supervisor. Supervisor trains and oversees crew. The nonprofit organization is responsible for enclave's workman's compensation and other work benefits. Also included is event support people used at the Event Center and includes ushers, ticket takers, and unarmed security **(must be approved by AHEC**

Campus Police) to augment staff for events on a sporadic basis beyond the capabilities of current staffing. **A review of the open purchase orders by AHEC HR is required.** The applicable basis is Colorado Revised 24-50-504 (2)(h).

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Artwork, Camera Ready (& Printing Related General Services)

A REVIEW BY AHEC HR IS REQUIRED OVER \$5,000. General variety of services required for the final product including graphic design, artwork, scanning, typesetting, binding services, imaging, stitching, laminating, scoring numbering, producing half-tones, layouts, production, and some minor printing but the core of the service performed is not printing a final product. This group also includes linotype work which is a special typesetting process and information is transmitted electronically so system compatibility is an issue. The applicable basis is Colorado Revised 24-50-504 (2)(h). See attached Prior Approval Checklist.

Building Management/ Custodial Services

Half of these are incidental services performed on campus that fall outside the scope of normal services provided with the campus system such as: all cleaning services; clean and buff floors; clean and rotate carpet tiles in high traffic areas, pest control, portable toilet service to support events and a variety of other general maintenance not specifically classified. The other half entails services to support off campus site which are normally housed in leased spaces. Services are typically the responsibility of lessor in these cases and typical services include welding, inspection and installation of insulation, carpet cleaning, electrical work, window cleaning. Remodeling fro auxiliary enterprise owned building. Services performed by and through AHEC Facilities Services are not recorded in this category. **A REVIEW BY AHEC HR IS REQUIRED OVER \$5,000.** The applicable basis is Colorado Revised 24-50-504 (2)(c).

Concessions, Catering & Vending (Including Beverages)

Bottled water, coffee services, and catering are included. The only food preparation service handled by state employees within the Auraria campus system (AHEC, CCD, MSUD, UCD) are for the day care centers to feed the children. The students most likely eat lunch at the Tivoli, a state owned building which leases space to vendors. These vendors sell food and catering the public at large (including the students) and do not have exclusive rights to sell on campus. There are a variety of departments, using carious vendors on an as needed basis, for different size and types of events. The official functions/events may occur on campus of at an off campus site. The applicable basis is Colorado Revised 24-50-504 (2)(c).

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Engraving Services: Awards, Trophies, including custom made

Items that have engraving or graphic customizing services involved, including name badges, trophies, awards, labels, certificates, property control tags, and miscellaneous signs; picture framing and matting; rubber stamps. The applicable basis is Colorado Revised 24-50-504 (2)(c).

Film Processing, Duplicating & Touch Up Services

Film processing and development, enlargements, specialized manipulations of images, color copy transfers, black and white photo artwork, color slides artwork, supplications etc. The applicable basis is Colorado Revised 24-50-504 (2)(c) & (h). See attached Prior Approval Checklist.

Garbage/ Trash Removal

The applicable basis is Colorado Revised 24-50-504 (2)(c).

Graphic Art Services (Not Printing)

Miscellaneous graphic and related services including: clip art, fonts, collating, stitching, artwork, refinishing services, etc. These are services which are not performed in conjunction with printing jobs. (See other options for printing). The applicable basis is Colorado Revised 24-50-504 (2)(c) & (h). See attached Prior Approval Checklist.

Grounds keeping

Services include landscaping, parking lot sweeping and striping, pest control and snow removal. Outside vendors are used for peak workload periods, when tasks are complicated or specialized, or when multiple tasks must be performed at one time and cannot be managed in terms of existing manpower and scheduling ability. **A REVIEW BY AHEC HR IS REQUIRED OVER \$5,000.** The applicable basis is Colorado Revised 24-50-504 (2)(c).

Laundry and Linen Service

This includes dry-cleaning and the more technical cleaning of bio-hazardous services for the medical field. Items cleaned are employee uniforms, towel cleaning service for the gym, and medical jackets and blankets. The applicable basis is Colorado Revised 24-50-504 (2)(c).

Mailing Services (Including Courier/ Express Messenger)

Specialized mailing services that include presorting, special labeling or shipping of packages; Some of the services are coordinated through AHEC Mailroom such as FedEx and in some cases departments deal directly with the vendors such as class schedule being sorted, labeled and distributed by a private company. Direct Mailing Services. Includes Direct Mail, Fed Ex, Presort, TNT, and Mailfast. A small volume of this category is for private courier and express messenger

service for delivery of correspondence to non state agencies and time is essential. The applicable basis is Colorado Revised 24-50-504 (2)(c).

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Moving Services

Outside moving companies used to relocate departments and reorganization of areas. The campus has insufficient staff and equipment for handling anything but minor equipment moves. Moving companies are also used to accommodate items being delivered to the campus that our warehouse equipment cannot handle because of their size such as flight simulators. Shipping costs associate with delivering orders. Do not record state employee travel expenses. **A REVIEW BY AHEC HR IS REQUIRED OVER \$5,000.** The applicable basis is Colorado Revised 24-50-504 (3).

Novelties and Advertising Specialty Products, Decorations Including Custom Made Items Involving Graphic Work

Novelty items with advertising such as mugs, banners, event signage, promotional stuff, etc. to promote events or programs. (Also see Engraving, Awards, Name Badges, etc.) The applicable basis is Colorado Revised 24-50-504 (3).

Offset Printing, General, Small Press Work

These are a variety of smaller, miscellaneous printing jobs for departments. The job specifications and quantities vary greatly; the total job cost does not exceed \$5,000. Included are: job reprints. The applicable basis is Colorado Revised 24-50-504 (3).

Offset Printing, Large Production Runs

These are a variety of larger, miscellaneous printing jobs for departments including newsletters and pamphlets. The job specifications and quantities vary greatly and the total job cost is over \$5,000. Reprint type jobs are not typical for this category. The applicable basis is Colorado Revised 24-50-504 (2)(c) & (h).

Personnel Services

A catch all code to identify and capture information for new services for which no code currently exists. A REVIEW BY AHEC HR IS REQUIRED OVER \$5,000. The applicable basis is Colorado Revised 24-50-504 (3).

Plant Maintenance, Indoor

Care and maintenance of plants and rotation of fresh plants; applicable basis is Colorado Revised 24-50-504 (3).

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Silk Screen Printing

This is a special printing process and includes all tee-shirts that have advertisement/ printing on them. It includes athletic apparel with information printed on them that has advertising value. It excludes work uniforms with printing because there is no advertisement value on these items. The applicable basis is Colorado Revised 24-50-504 (3). See attached Prior Approval Checklist.

Telecommunications Services (Not Otherwise Classified)

Specifically encompasses information, telecommunications, and computer on-line type services. Services are automated, specialized for their field of knowledge, and typically require a large investment in capital equipment. There are a wide variety of computer on-line services with extensive database information for employment info, or business checking references (examples: Dunn & Bradstreet, Internet Service Providers, etc.). Other services in this group are those that involve the purchase of air-time and related support which includes pagers, cell phones, teleconferences, phone systems for off campus departments occupying leased space. NOTE: This category may include system support but it does not include costs that are solely separate charges for repairs; see maintenance and repairs.

Tickets, Special Labels and Decals

This category is for all tickets or stickers including those with special processes, parking tickets, parking decals, drawing tickets, ID card stickers, gym lock stickers, Monarch Marking equipment labels, etc. The applicable basis is Colorado Revised 24-50-504 (2)(c) & (h).

Warehousing and Storage

Warehouse and storage of records or other items. The applicable basis is Colorado Revised 24-50-504 (2)(c).

Window Washing Services

The applicable basis is Colorado Revised 24-50-504 (3).

A3- PURCHASED SERVICES CATEGORY

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Amusement and Entertainment

Specialized training, technical background or accreditation is required. Services include a wide variety of areas and are usually completed within a short time frame (2 weeks). Included are the service company who handles all the book signing by authors, the different musicians who perform in support of events or at the Tivoli, management of art exhibits to include narration, honorariums for lecturers, or other service related to support campus related event (e.g. party or conference planners, display or event managers, AIDS Blanket display, events relating to visiting dignitaries such as the Pope, etc.). It also includes individuals or companies who provide workshops and entails developing and providing the materials and instruction on a specific subject for which they are a recognized community expert (example: weight control). Services are typically non-recurring. In-Service Training for Employees. The applicable basis is Colorado Revised 24-50-504 (3).

Day Care (Child Care Program Services)

This includes the Foster Grandparent Program and Volunteers of America which are offered by non-profit agencies and provide volunteer grandparents who come to the day care center/ program and give one-on-one time with the children, read stories, etc. The applicable basis is Colorado Revised 24-50-504 (2)(3).

Examination and Testing

Academic and assessment services that are typically automated, dependent on specialized knowledge, require extensive information resources, and/or professional accreditation (example: ACT). Also includes testing involving safety or employment such as polygraph examinations, drug testing, and background checks. The applicable basis is Colorado Revised 24-50-504 (3). See attached Prior Approval Checklist.

Partnering Workshop

Specialized training, technical background or accreditation is required. Independent contractors to teach continuing education classes. Classes are based more toward community interest than academic basics; they may or may not be credit toward a degree. (Examples: tax preparation, Astrology, Small Business Management) The classes can last from 1 hour to 10 weeks of biweekly classes. Areas taught are specialized and cannot be performed satisfactorily by state employees; active working experience in the subject being taught is required. This category also includes tutoring, workshops, or training programs that are lengthy (beyond 2 weeks) and of an on-going nature. The applicable basis is Colorado Revised 24-50-504 (3). See attached Prior Approval Checklist.

A4- ARCHITECT/ENGINEER/CONSTRUCTION SERVICE OR TRADE CATEGORY

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The services in this category include all capital construction and controlled maintenance. Services provided are for a term of six months or less and are not expected to recur on a regular basis. The amount of use depends on the volume of construction work that the three schools want to have done. Outside vendors are used for peak work load periods, when tasks are complicated or specialized, or when multiple tasks must be performed at one time and cannot be managed in terms of existing man-power and scheduling ability. The trade shops do not use outside vendors for regular maintenance. **A REVIEW BY AHEC HR IS REQUIRED OVER \$5,000 for Construction Trade Services. Waiver Conditions:** 1. All funds appropriated from the State Capital Construction fund shall be used for their intended purpose. State agencies shall not use Capital Construction funds to pay or reimburse state employees for construction management, administrative activities, direct labor performed, or any other expense outside the scope of the Capital Construction or Controlled Maintenance Project. 2. Each agency/institution is required to use the Office of the State Architect's standard forms and is not allowed to modify these types of contracts without the approval of the Office of the State Architect. 3. For "as needed" architect/engineer consulting services, all participating agencies shall follow the Office of the State Architect "Policies and Procedures" and copy the Office of the State Architect on all work authorizations. 4. Personal service agreements that directly impact the state's personnel systems must be forwarded to the Auraria Human Resources Department for review and approval. If the department is not sure of the impact on the state's workforce, a Certification for Personal Services Agreement form must be completed along with a scope of work, and forwarded to this office for review.

A5-EQUIPMENT MAINTENANCE/REPAIR CATEGORY

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Acoustical Ceilings and Walls

The applicable basis is Colorado Revised 24-50-504 (2)(c)&(h). See attached Prior Approval Checklist.

Alarm Services

Monitoring of alarms and dispatch services 24 hours a day. Includes the installation, maintenance, repairs and support related to the systems; requires special equipment, hook-ups, and large investment in capital equipment. Also included are security or safety services not otherwise classified **A REVIEW BY AHEC HR IS REQUIRED OVER \$5,000**. The applicable basis is Colorado Revised 24-50-501 (2)(c).

Armored Car Services

Armored car and armed guards pick up bank deposits from various areas and make the deposits to designate financial institutions. Specialized equipment, training, accreditation, and liability issues are involved. The applicable basis is Colorado Revised 24-50-504 (2)(c). See attached Prior Approval Checklist.

Athletic and Recreational Equipment

Services for bleachers, scoreboards, billiard tables, and playground equipment. The applicable basis is Colorado Revised 24-50-504 (2)(c). See attached Prior Approval Checklist.

Audio-Visual & Photography Equipment

Involves specialized knowledge, investment in capital equipment, parts inventory, and ability to meet manufacturers' requirements for warranty and out-of-warranty repairs and purchasing of parts. **A REVIEW BY AHEC HR IS REQUIRED OVER \$5,000**. The applicable basis is Colorado Revised 24-50-504 (c)(d)&(h).

Carpentry Maintenance

Maintenance of Carpentry equipment. The applicable basis is Colorado Revised 24-50-504 (c)&(d).

Carpet Cleaning, Dyeing, Installation & Repair

A REVIEW BY AHEC HR IS REQUIRED OVER \$5,000. The applicable basis is Colorado Revised 24-50-504 (h).

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Computers, Data Processing

Purchases require a review by AHEC Information Technology. Service, support and repairs involving mainframe computers, network servers, local area networks, and critical work stations connected to networks such as cashier system at Book Store. State staff repair the non-complex, non-warranty works. There is a wide variety of brands and types of equipment involved and it is not economically feasible to stock the necessary inventory of parts to cover all units involved or to train staff in depth for each individual system and have them maintain currency with repair/maintenance procedures. Many times the computer hardware is combined with the software maintenance supplier where there is high probability of support conflict (specifically, the hardware repair person claims it's a software problem and the software support person claims it's a hardware problem). System certification by the manufacturer for the hardware/software can be involved. Quick response and repair is essential to keep various office operations going. It also includes turn-key computer projects (products, installation, consulting, and maintenance). **A REVIEW BY AHEC HR IS REQUIRED OVER \$5,000.** The applicable basis is Colorado Revised 24-50-504 (d).

Construction Labor

A REVIEW BY AHEC HR IS REQUIRED OVER \$5,000. The applicable basis is Colorado Revised 24-50-504 (3).

Electrical Equipment

Repair of outdoor signs, custodial equipment, and electrical or other tools. Custodial equipment includes repair of vacuum cleaners and floor machines, rust mop service for the Book Center. Repair tools which cannot be repaired in-house. Requires the following: specialized knowledge, special equipment, parts inventory, ability to meet manufacturers' requirements for warranty and out-of-warranty repairs and purchasing of parts, certification, possible high voltage may be involved. The applicable basis is Colorado Revised 24-50-504 (3). See attached Prior Approval Checklist.

Elevator Installation, Maintenance & Repair

Involves high voltage, expertise, and equipment. The applicable basis is Colorado Revised 24-50-504 (2)(c)&(d). See attached Prior Approval Checklist.

Fire and/or Water Damaged

The applicable basis is Colorado Revised 24-50-504 (c). See attached Prior Approval Checklist.

Fleet Management Services

Broad category for a variety of services that relate to vehicles or parking operations which are not handled by State Fleet Management or routine campus services. Included are: maintenance and upgrades to parking devices, equipment, meters, garage doors, etc.; maintenance & repair for

vehicles; auto body work; fork lift repairs; service for the athletic team bus; towing services to remove vehicles; and car washing of public safety vehicles. **A REVIEW BY AHEC HR IS REQUIRED OVER \$5,000.** The applicable basis is Colorado Revised 24-50-504 (h).

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Floor Maintenance and Repair

The applicable basis is Colorado Revised 24-50-504 (h). See attached Prior Approval Checklist.

Glass Replacement

The applicable basis is Colorado Revised 24-50-504 (h). See attached Prior Approval Checklist.

Hand Tools, Non-Powered

Services knife sharpening, maintenance of hand tools in welding shop. Requires special equipment but mostly specialized skill. It's also a concern of liability if this service is performed by in-house personnel. The applicable basis is Colorado Revised 24-50-504 (2)(c). See attached Prior Approval Checklist.

Heating, Air Conditioning & Ventilation

For heating, ventilation, and air conditioning remodeling projects. **A REVIEW BY AHEC HR IS REQUIRED OVER \$5,000.** The applicable basis is Colorado Revised 24-50-504 (h).

Locksmith Service

A REVIEW BY AHEC HR IS REQUIRED OVER \$5,000. The applicable basis is Colorado Revised 24-50-504 (h). See attached Prior Approval Checklist.

Mailing Machines and Equipment

Proprietary automated equipment containing hardware and software and the manufacturer is the only authorized repair and support facility. The applicable basis is Colorado Revised 24-50-504 (c).

Masonry, Concrete, and Stucco

The applicable basis is Colorado Revised 24-50-504 (3). See attached Prior Approval Checklist.

Metal Work Maintenance

The applicable basis is Colorado Revised 24-50-504 (h). See attached Prior Approval Checklist.

Musical Instruments

Repairs that cannot be done in-house by music Department Personnel. Requires special knowledge/skills for the particular type of instrument. The applicable basis is Colorado Revised 24-50-504 (c)&(d). See attached Prior Approval Checklist.

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Office Machines and Mechanical

Repair photocopiers (not those leased through State Price Agreement) faxes, typewriters, microfiche readers, calculators, dictating equipment, cellular phones, radios and communications equipment, date/time stamp machines, time clocks, etc. Repairs sometimes require special equipment or knowledge, and manufacturer certification for repairs. It is not feasible for the State to stock the parts or train state staff to handle such a variety and low dollar service. Typically, these repairs are handled on a time and material basis rather than annual maintenance contracts as it is more cost effective. Each category of equipment repair is too small in volume to record separately. The applicable basis is Colorado Revised 24-50-504 (2)(c)&(h). See attached Prior Approval Checklist.

Painting and Sandblasting

Painting and Sandblasting during remodeling and construction projects. **A REVIEW BY AHEC HR IS REQUIRED OVER \$5,000.** The applicable basis is Colorado Revised 24-50-504 (h).

Plumbing

For plumbing labor. **A REVIEW BY AHEC HR IS REQUIRED OVER \$5,000.** The applicable basis is Colorado Revised 24-50-504 (h).

Printing Plant and Bindery

Involves specialized knowledge and equipment, parts inventory, and ability to meet manufacturers' requirements for warranty and out-of-warranty repairs and purchasing of parts. The applicable basis is Colorado Revised 24-50-504 (2) (c) & (h). See attached prior Approval Checklist.

Radio/Telecommunications/Telephone

Repairs, maintenance and support for radios and telephone equipment. Timely processing is also essential. The applicable basis is Colorado Revised 24-50-504 (2)(c)&(h). See attached Prior Approval Checklist.

Remodeling and Alteration

A REVIEW BY AHEC HR IS REQUIRED OVER \$5,000. The applicable basis is Colorado Revised 24-50-504 (3).

Roofing, Gutters, and Downspouts

State employees do minor jobs; don't have equipment or manpower for other than that. **A REVIEW BY AHEC HR IS REQUIRED OVER \$5,000.** The applicable basis is Colorado Revised 24-50-504 (c)&(h).

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Wall and Ceiling Repair

A REVIEW BY AHEC HR IS REQUIRED OVER \$5,000. The applicable basis is Colorado Revised 24-50-504 (3).

Welding Maintenance and Repair

A REVIEW BY AHEC HR IS REQUIRED OVER \$5,000. The applicable basis is Colorado Revised 24-50-504 (c)&(h).

Window Installation

The applicable basis is Colorado Revised 24-50-504 (c)&(h). See attached Prior Approval Checklist.