25.07.03.O0-G1 Acquisition of Goods and/or Services From Facilities Contractor

GENERAL INFORMATION:

This guideline provides the guidance on how to obtain services from the facilities contractor that are considered special projects requiring additional compensation to the contractor.

Special Project Requests:

1. Requests for facilities work will be processed according to procedures mutually agreed upon by the contractor and The University Contract Administrator.

   1.1 University employees requesting facility maintenance, custodial support, and/or landscape related work will submit their request to the facilities contractor.

   1.2 If the facilities contractor deems the work to be outside the scope of the contract (the work is a “special project”), the contractor will submit a “scope of work” document to the designated University Contract Administrator for approval.

      1.2.1 The University Contract Administrator will approve, disapprove, or approve as noted the “scope of work.”

      1.2.2 Two bids (excluding professional services work) will accompany all special project scope of work documents between $5000 and $24,999.

      1.2.3 Three bids (excluding professional services work) will accompany all special project scope of work documents valued from $25,000 to $49,999.

      1.2.4 Projects exceeding $49,999 will require bids via an RFP/IFB process managed by the university’s procurement office.

         1.2.4.1 Exceptions to the above requirements will be approved by The University Contract Administrator.

1.2.5 The University Contract Administrator will provide the approved and approved as noted special project scope of works to procurement and to the facility contractor’s unit director or designee. Disapproved special project scope of works will be returned to the contractor’s unit director.

1.2.5.1 The procurement office will open a file against the master (Indefinite Delivery Indefinite Quantity-IDIQ) contract for the applicable fiscal
year and accounts payable will establish a payment file for each approved/approved as noted scope of work request. The files will include the scope of work document and attachments (required bids/notes/other documentation).

1.2.5.2 Upon completion of the work, the facilities contractor will send accounts payable their invoice for payment along with the invoice from the vendor approved to provide the goods and/or services to the accounts payable department for processing. The invoices need to reference the scope of work document, for example, by referencing the project number assigned to the scope of work document.

1.2.5.3 Accounts payable will request certification from The University Contract Administrator to pay the facilities contractor’s invoice.

2. Any concerns regarding special project requests are to be brought to the attention of The University Contract Administrator for resolution.

3. The only person authorized to approve a special project scope of work is The University Contract Administrator or his/her designee.

Use of Historically Underutilized Business

The facilities contractor shall develop a HUB subcontracting plan (“HUB Subcontracting Plan”) for university approval. No changes to the HUB Subcontracting Plan may be made unless approved in writing by The University Contract Administrator. The University may require information from SSC, and may conduct audits, to assure that the HUB subcontracting plan is followed.

End of Year Processes:

1. Within 30 days of the end of the fiscal year, the accounting department will provide the University Contract Administrator a report outlining the total number of approved/approved as noted special project scope of works, the approved value of each, the amount paid against each scope of work document, and the total dollars expended on special projects for the fiscal year.

2. Procurement will establish a new master IDIQ contract for the next fiscal year.

Changes to The University Contract Administrator

1. According to the contract between the university and the facilities contractor, The University Contract Administrator is the Vice President for Finance and Administration/CFO. He/she has authority to delegate this responsibility. If he/she does this, a memo of the delegation will be provided and a copy provided to the facilities contractor’s unit director, the AVP for Financial Services/Comptroller, Director of Procurement, and the Assistant Comptroller/Director of Accounting Services.
Related Requirements

Current contract with the facilities contractor

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