

Tulane University

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To: Deans, Directors and Department Heads

From: Anthony P. Lorino
Senior Vice President for Operations & CFO

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Re: Policy for Property Maintenance and Construction Contractors

The University has developed an automated system for processing contracts involving campus construction, renovation, remodeling, and property maintenance and service. The system has proved to be quite successful in tracking contractor usage on campus and in maintaining proper documentation. In connection with the implementation of this system in June of 2000, a policy was released to ensure that everyone involved in contracting for such services understood the University's position. Below please find the original policy statement as well as an added addendum:

Policy Statement

In order to ensure compliance with Federal, State, and local construction, building, remodeling, maintenance and service mandates, the Facilities Services Departments are the only departments authorized to hire contractors for such services on behalf of the University. The Physical Plant and Facilities Services Departments are required to pre-certify contractors/vendors and to verify required insurance requirements prior to a contractor or vendor performing services on the University's campuses. In addition, all contractors and vendors are required to sign the University's standard contract for such services prior to commencing the contractual work. The Facilities Services Departments will have the opportunity to request bids on all University projects, irrespective of the contract amount.

Addendum

In order to add a contractor to the University's Master Service Agreement, a fee of \$500.00 will be assessed to the requesting department. This fee must be paid by either the requesting department or the contractor prior to the contractor's listing on the Master Service Agreement and the commencement of work.

The attached document provides a listing of all contractors currently on the Master Service Agreement. For your convenience, the contractors have been listed by service areas. Currently there are 148 contractors on this list. Should you be unable to find a contractor on the list that meets your needs, you may request the addition of a contractor to the Master Service Agreement by emailing Ivis Boudreaux at ivis@tulane.edu. The cost for adding a contractor to the Master Service Agreement is \$500.00 which includes the license fees and the cost to set up and train a new contractor. This cost will be paid by the contractor or the requesting department prior to adding a new contractor to the Master Service Agreement.

This policy statement was developed to minimize risk and liability for the University associated with campus construction, renovation and property maintenance. As indicated in the policy statement, all requests for construction, renovation and property maintenance involving any University property must

go through the Facilities Services departments. No other department, or department personnel, has the authority to hire a contractor or vendor for construction, renovation or property maintenance.

Failure to comply with external mandates could result in substantial fines and possible building closure. The Facilities Services departments are knowledgeable of these mandates and are experienced in ensuring compliance. To avoid possible violation, it is imperative that all requests for maintenance, construction and renovation be processed through the Facilities Services departments. **Departments failing to request maintenance and construction needs through Facilities Services will be assessed the costs of any inspection and any other costs, including fines, that result from non-compliance with the stated policy.**

Please review this policy statement and distribute it to all members of your department. If you have any questions or need additional information, please contact the Facilities Services department on your campus.

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