

## **E. ROUTING OF PURCHASE REQUISITIONS**

### **Project Encumbrance**

#### **Contract Award**

- a. Bid Award letter sent to contractor by Construction/Planning Manager.
- b. Construction/Planning Manager and Clerk III prepares contract documents for mail-out pick-up to vendor.
- c. Contract documents returned to Construction/Planning Office for University Signatures.
- d. CPO hand delivers to university Contract Office to verify sufficiency and processing by A&A.
- e. Construction/Planning Office receives fully executed contracts for Purchase Requisition initiation to accounting before NTP and contracts are returned to vendor to start job.

#### **2. Project Fee Encumbrance**

Once funding is appropriated and the account established and activated all known expenditures should be encumbered (i.e.: A/E Fees, Advertisement, Project Management, Construction Award, Reimbursable, etc.) this is done by:

- a. Construction/Planning generating a Purchase Requisition for each known expenditure with its documentation attached.
- b. The PR is electronically imputed to Purchasing for processing and the attachments hand delivered to Purchasing.
- c. Change Order “Encumbrance Increases” are only done when the initial project funding is not adequate.
- d. All Change Orders will be on pink paper and returned by the contractor or A/E on pink paper, then sent thru for further university processing.  
Construction/Planning awaits the issuance of the physical Purchase Order for Change Order increase/decrease.
  1. If additional funding is required a C-1 is done by Construction/Planning Manager, but if funding is available in contingency the C.O. is generated immediately. Based on the construction projects situation different types of C.O. can be generated.
  2. Change Order’s are generated by Construction/Planning Manager and signed first. It is then mailed to the vendor for signature. If an A/E is apart of the project it is sent for their signature as well. Upon its return it is checked in by CPO staff before being hand delivered to Finance & Administration for signature.
  3. When Finance & Administration process is completed, the C.O. is sent to OSP/Accounting. Accounting returns originals to the Construction/Planning Office. Construction/Planning generates P.R. for P.O. increase and hand delivers to Purchasing, CPO awaits Purchase Order.

### 3. Project Invoices

#### Contract Draws and Pay-Outs

- a. Draws are checked in by staff and given to Project Inspectors for approval/disapproval before giving signed by Construction/Planning Manager.
- b. If approved In-House signatures are required, Construction/Planning Office records and hand delivers to Purchasing.
- c. Construction/Planning Manager sends letter to vendor of approved draw.
- d. Construction/Planning tracks draws thru Purchasing and await vendor payment.

#### 2. Typical Invoices for Construction

- a. Invoices for construction work should use this process.
- b. All bills for payment go to the Construction/Planning Office for recording and processing.
- c. Records mail-outs destination (who and where) and type (regular, priority, or express) and date.
- d. All recording to be placed in mail-out log and/or system.

### F. STANDARD ROUTING OPERATIONAL PROCEDURES FOR MULTIPLE & SINGLE TRADE PROJECTS

#### Standard Operating Procedures for the C-1 Process

- A. Steps A, B, C should be followed from Part III project initiation - C&PO projects.
  1. **The C-1 process is as follows.**
  2. Construction/Planning Manager prepares Request for Construction Project Appropriation (Form C-1).
- b. Construction/Planning Manager obtains In-House approval signatures on C-1.
- c. User obtains In-House signatures on C-1 and returns C-1 back to Construction/Planning.
- d. Construction/Planning Manager forwards C-1 to A&A for appropriate signatures and submission to Accounting. If funding is grant C-1's sent to OSP and OSP submits C-1 to A&A. At this time the account profile is attached to the C-1 by Construction/Planning.
- e. Construction & Planning Manager awaits original C-1 from Accounting signifying C-1 has been received.
- f. Accounting notifies Construction/Planning Manager when the project account has been established CPO will start POR/Design/Bid processes.
- g. Project Coordinator will schedule pre-bid conference for prospective bidders.
  - a. bidders will obtain their bid package from the Construction/Planning Office as needed.
  - b. Project Coordinator will show job site to prospective bidders.
- h. Project Coordinator will review plans, specifications, bid and contract documents with prospective bidders.
- i. Purchasing receives all seal bids. Sealed bids will be opened by Construction/Planning Manager and Purchasing presiding official at time and place specified in an advertisement for bids.

***(Note: Bid Packages must be on the street for a minimum of 21 days and in accordance to HUB Subcontracting Plans state law regarding advertisement.)***

Construction/Planning Manager, Construction/Planning assigned staff and Purchasing review bid proposals, and references of the three lowest bidders. HUB Subcontracting Plans are reviewed by Purchasing prior to bid reading. Lowest qualified bidder with complete HUB Plan will be selected. Vendor financial statements are reviewed by Construction/Planning Manager. For competitive sealed proposals best qualified bidder with complete HUB Plan will be selected by committee.

- j. Construction/Planning Manager prepares Request for Construction Project Form C-1 with actual construction cost (if additional appropriation is needed).
- k. Construction/Planning Manager obtains all appropriate signatures on Form C-1.
- l. Construction/Planning Manager forwards original Form C-1 to Accounting with letter requesting that project account be increased by amount of additional appropriation (if required).
- m. Accounting notifies Construction/Planning Manager when project account amount has been increased.
- n. Construction/Planning Manager prepares a bid tabulation and Contract Award Form ©-10) based on verified information from bid opening for In-House signatures, Purchasing, Contract Office, A&A & Business Affairs, Administration & CEO.
- o. Construction/Planning Manager prepares Purchase Requisition and Interdepartmental Orders (I.D.O.) Using project account number. See section entitled “Appropriation/Billing Procedures for Construction/Planning Projects.”
- p. Construction/Planning Manager prepares Contracts.
- q. Construction/Planning Manager sends Contracts, Performance Bond (if required) and Payment Bond (if required) to successful bidder for execution. Bidder has 15 days in which to sign, execute, and return all documents.
- r. Construction/Planning Manager obtains required signatures of PVAMU offices on Contracts.
- s. Construction/Planning Manager distributes fully executed Contracts:
  - a. one original to Comptroller
  - b. one original to Contract Office
  - c. two originals to Contractor
  - d. one original to Construction/Planning
- t. Construction/Planning Manager sends two executed Contracts to Contractor and P.O., along with Notice to Proceed letter. Contractor is given 10 days from date of letter to actually start construction.
- u. Contract Administration
  - a. Project Coordinator and/or A/E shall be responsible for inspection of work and materials used during construction phase. Required inspections will be performed by Project Coordinator with assistance from Building & Grounds Maintenance and/or Utility personnel as required.
  - b. Contract changes, within appropriated funds, may be approved by the Construction/Planning Manager on Form C-11A. Changes which exceed appropriated funds and require additional funding shall be requested by Form C-1 supported by cost-to-date detail and processed in accordance with established guidelines.
    - 1. Form C-1 routed through channels for signatures.
    - 2. Letter to Vice President of Auxiliary Administration requesting additional funding and reason why additional funding is needed.

- v. Contractor submits invoices in accordance with Article XIII of the Texas A&M University System Uniform General Conditions. Invoices will be submitted to Project Coordinator. Project Coordinator forwards invoices to Construction/Planning Manager with recommendations.
- w. Construction/Planning Manager will review submitted invoices, uncontested invoices will be forwarded to Purchasing with approval clearly stamped on invoice. All invoices not stamped with approval will not be processed, but will be returned to the Construction/Planning Office for further review. Project Coordinator will return contested invoices to contractor with the instructions for resubmittal.
- x. Purchasing will process approved invoices.
- y. Purchasing will forward processed invoices to Accounts Payable.
- z. Accounting will forward monthly Account Activity sheets to CPO.  
Projects close-out/Construction/Planning Audit.
- aa. When the contract has been completed and all projects costs paid in full, the Construction/Planning Manager shall file a Project Completion Report (Form C-30) with the Accounting Office.  
The Form C-30 shall contain a description of the completed work, the total amount of project expenditures identifying the amounts by cost categories for inventory purposes and the amount of unexpected funds or required if any, which are to be reverted to the original source accounts.
- bb. Construction changes to existing structures, property or equipment and new construction must be added to existing drawings to reflect the changes. File “as built” drawings with appropriate structure file.  
Procedures
- cc. Filing of Completed Project Manual  
Contract document package is to be filed in room of the Physical Plant Administration Building on the shelf/file in cabinets marked Prairie View A&M University Construction/Planning Projects by project number.
- dd. Multiple construction projects assigned to a single project account: i.e. deferred maintenance funding.
  - a. each project, among the multiple projects, will be designed, managed and constructed as a separate project.
  - b. each project, among the multiple projects, must be consecutive to the other projects.
  - c. fee payments.
    - 1. Project Management (see Attachment I)
    - 2. A/E Fees (see Attachment II)
    - 3. Reimbursable (see Attachment III)
    - 4. Contractor/Vendor
  - d. Vendor/Contractors are allowed to invoice every 30 days of each calendar month for work completed in that month and/or materials stored. Construction/Planning will verify work complete for approval/rejection of contractors invoice.
  - e. Physical Plant Planning Room Reproduction (see Attachment).