

Texas Southern University
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: General Administration

NUMBER: 04.01.03

AREA: Facilities and Physical Plant

SUBJECT: Facilities Rehabilitation, Repair, Alteration, and Construction

I. PURPOSE

The administrative memorandum describes the use of Job Order Contract ("JOC") procedures to be followed for rehabilitations, renovations, repairs, alternations, and construction to facilities and infrastructures owned or leased by Texas Southern University.

Job order contracting is a construction method of procurement whereby an institution may award a job order contract to a job order contractor(s) for minor construction, repair, rehabilitation, or alteration of facilities or infrastructures if the work is of a recurring nature, the delivery times are indefinite, and indefinite quantities and orders are awarded substantially on the basis of predescribed and prepriced tasks under a master job order contract by vendor/contractor.

Rehabilitation, repair, alteration, and construction also include electrical, mechanical, plumbing, painting, roofing, landscape improvements, data communication, audio visual, internal and external signage and flooring, etc. to any and all facilities and infrastructure owned or leased by Texas Southern University.

II. POLICY PROVISIONS

- A. The University may take advantage of every construction delivery method identified in the Texas Education Code including Job Order Contract, but will not use Job Order Contract exclusively.
- B. Job Order Contracts will not be used for any new construction.
- C. The University may engage Job Order Contract contractor(s) via Request for Proposal ("RFP"), Texas Multiple Award Schedules ("TXMAS"), or any other state-approved procurement method. Board-approved contractor(s) solicited through a RFP process may be awarded a master job order contract for up to three (3) years with an option for two (2) additional one-year contracts, totaling five (5) years. If one or more Job Order Contract contractors are approved, the University will establish the terms and conditions that consist of a uniform co-efficient, including overhead and profits in the master job order agreement/contract. These terms and conditions will be the same for all approved Job Order Contract contractors solicited through a RFP. The exact nature and extent of services

requested under the RFP may vary with no specific minimum amount of work guaranteed to any one JOC contractor.

- D. Projects under JOC will be implemented through a job order as opposed to a contract. Job orders will specify the work to be performed including any additional deliverables, warranties, drawings, "as built" plans, technical manuals, and training, etc., that are not identified in the master Job Order Contract. The job order will be executed through a University purchase order. The University's purchase order is a binding agreement for both parties.
- E. Projects to be performed under JOC may be reviewed and approved by the Board of Regents annually as a part of the capital improvement plan.
- F. Projects or job orders in excess of \$200,000 related to University owned or leased facilities and infrastructures, including grounds and open space must be approved by the Board of Regents.
- G. Change order increasing the cost of a project or job order in excess of \$200,000 must be approved by the Board of Regents.
- H. Emergency projects are limited to a per-contractor maximum amount of \$2,000,000 per project over any twelve-month period and must be reported to the Board of Regents immediately.
- I. The University will administer minority and/or Historically Underutilized Business ("HUB") participation under each JOC in accordance with state law and University policies.

III. REVIEW AND RESPONSIBILITIES

Responsible Party: Chief Operating Officer

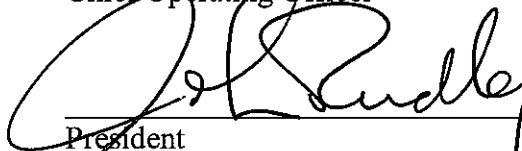
Review: Every three years, on or before October 1

IV. APPROVAL

Approved:



Chief Operating Officer



President

10/23/09

Date of President's Approval