

Unit Responsibility and Accountability

The Contractor Service Program supports the University's commitment to Diversity and the 20% MBE/WBE utilization goal set forth by the Board of Trustees.

Unit Responsibility/Requirements

- Department personnel entering the request must include a clear and descriptive scope of work which will facilitate a request review.
- Departments electing to coordinate the work using departmental staff understand that:
 - Any request that combines Divisions of Work that accumulates to a value over the bid limit must be managed by a Facilities & Services representative. Those projects require additional campus approval and oversight.
 - Any request that requires Engineering must be managed by a Facilities & Services representative. Projects that include making engineered modifications to campus facilities require additional campus approval and oversight.
- Departments may not authorize the commencement of work prior to the issuance of a permit with the exception of an emergency. Such work results in a non-conforming purchase.
 - Approval of emergency work is entirely within the discretion of F&S upon satisfactory completion and submission of required documentation, which must be provided to F&S within one (1) business day of commencing emergency work.
 - Defined in RFP No. 1JXS1701, an "Emergency" is conditions that require immediate action including but not limited to instances of a threat to public health or safety, loss of or damage to property of the integrity of vital records, or serious disruption of essential services such as research and animal care.
- Departments may not authorize the commencement of work prior to the issuance of a change order permit for work requiring a change order. Said work results in a non-conforming purchase.
 - Defined in RFP No. 1JXS1701, the Owner's Rep may order changes in the work by altering, adding to or deduction from the work, only through the issuance of an additional construction permit. Changes to the work will be considered as a new construction permit and as such shall require proper review and approval.
- Departments may not solicit competitive quotes from multiple contractors for the same scope of work.
- Departments may not solicit competitive quotes from a contractor or multiple contractors and Facilities & Services for the same scope of work.
- **Upon completion of the construction or maintenance related services, department must give final approval of completion by signing the permit and returning it to the contractor for submittal of all required documents and invoice to Facilities & Services by the contractor.**
- All construction and maintenance work must be performed in conformity to University of Illinois at Urbana-Champaign Facilities Standards. UIUC Facilities Standards can be found on the World Wide Web at <http://www.fs.illinois.edu/facilitiesstandards/>.

F&S Responsibility

- Facilities & Services will review and approve departmental requests for use of non-University forces to perform construction and maintenance related services.
- Facilities & Services will review to determine potential impact on building systems, utilities and safety.
- Facilities & Services will review and determine if the request will require Engineering review, Engineering design and Commissioning & Inspection.
- Facilities & Services may create a work order against the department's account to perform review, perform commissioning & inspection or perform the management of the project.
- Facilities & Services will manage the contractor competitive quote process to ensure fairness and equality to contractors per division of work and proper documentation of process.

By submitting this form in our portal, you agree to these terms and conditions stated above. Failure to adhere to these term and conditions and placing the University and this Program in Non-Conformance and Non-Compliance is unacceptable and will be escalated to be addressed as necessary.