EAST TENNESSEE STATE UNIVERSITY

08/07/2018

Construction Agreement 1

Property and Contract Manager
1) Receives instructions to pursue award
2) Creates Contract Package
   · cover letter
   · General Instructions
   · 2 of Insurance Requirements
   · W-9 and ACH Forms (4 Pages)
   · Agreement Form
   · 5 of SBC-1
   · 2 letter to Finance-B&F
3) Enters data in PITS
4) Files 1 counter part of package

Property and Contract Manager
Prepares transmittal and distributes

State Architect
Receives original SBC-1 and copy of Bid Tab for approval

SPA
Receives copy of SBC-1 and Bid Tab

Designer
Receives copy of cover letter

Awardee
1) Receives Agreement package
   · cover letter
   · 1 of general instructions
   · 1 of Agreement form
   · 1 of each bond form
   · 1 of insurance summary
   · 1 of W-9 and ACH forms
2) Completes & returns counterparts
   · 2 of Agreement form
   · 2 of each bond
   · 2 of each insurance certificate
   · 1 or more of W-9 & ACH

Property and Contract Manager
1) Enters data in PITS
2) Checks Agreement, insurance, bonds
3) Resolves Awardee's deficiencies
4) Completes routing check list
5) Initials Routing memo from file
6) Enters data in PITS (bid tracking and contractor setup)
7) Forwards Agreement package to Executive Director
8) Prints SBC-7 from PITS and forwards to Project Manager

Project Manager
Receives & processes SBC-7

SPA
1) Reviews for compliance w/statutes, policies, and contracting procedures
2) Initials routing memo and forwards

Finance
1) Verifies Funds
2) Issues Purchase Order
3) Obtains OBF Vice Chancellor signature
4) Initials routing memo & forwards

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