INSTRUCTIONS FOR THE PROCUREMENT PROCESS ON USE OF THE

UNIVERSITY’S PRE-QUALIFIED SKILLED TRADES CONTRACTORS - Contract #18-ODU-01-CCC

The pre-qualified Contractors listing is located at http://www.odu.edu/facultystaff/university-business/purchasing/contracts under “Skilled Trades Contractors”.

The work solicited using the pre-qualified micro business, small business, small women owned business and small minority owned business, and contractors list are restricted to projects $500,000 or less.

The following process applies to all Skilled Trades construction opportunities as detailed below:

TOTAL CONSTRUCTION COST LESS THAN $5,000:

1. Contract Administrator (CA) develops a scope of work. The CO-7 General Terms & Conditions is incorporated by reference.
2. The CA informally solicit a Request For Quotation (RFQ) via e-mail notification to ONLY those Pre-Qualified Contractors for the associated trade(s) that are certified as a MICRO business through the Commonwealth’s Department of Small Business and Supplier Diversity (DSBSD).
3. The CA will conduct a site visit to give the Contractors a full understanding of the nature and scope of the project.
4. The selected Contractors may respond to the RFQ via email, USPS or other delivery services, or hand deliver, in accordance with the response requirements specified in the notification request.
5. If the low quote is deemed by the University to be unfair and unreasonable, or upon due diligence by the University it is determined that no “Micro” contractors in the required trade(s) exist, or were not willing to submit a quotation, the University may seek RFQs from DSBSD certified SMALL business within the required trade(s).
6. Should it become necessary to negotiate with the lowest responsive and responsible Quoter, approval of same must be obtained from Procurement Services prior to any negotiation.
7. Award shall be made by either issuing an eVA Electronic Purchase (EP) order, or using University’s PCARD.

TOTAL CONSTRUCTION COST FROM $5,001.00 to $10,000:

1. Contract Administrator (CA) develops a scope of work. The CO-7 General Terms & Conditions is incorporated by reference.
2. The CA informally solicit RFQs via e-mail notification to ONLY those Pre-Qualified Contractors for the associated trade(s) that are certified as a MICRO business through DSBSD.
3. The CA will conduct a site visit to give the Contractors a full understanding of the nature and scope of the project.
4. The selected Contractors may respond to the RFQ via email, USPS or other delivery services, or hand deliver, in accordance with the response requirements specified in the notification request.
5. If the low quote is deemed by the University to be unfair and unreasonable, or upon due diligence by the University it is determined that no “Micro” contractors in the required trade(s) exist, or were not willing to submit a quotation, the University may seek RFQs from DSBSD certified SMALL business within the required trade(s).
6. Should it become necessary to negotiate with the lowest responsive and responsible Quoter, approval of same must be obtained from Procurement Services prior to any negotiation.
7. Award shall be made by issuing an eVA Electronic Purchase (EP) order.
8. The Contractor shall begin the work as stated in the University’s notification, unless otherwise modified on its proposal. If no starting time is stated, the work shall begin within five (5) working days of receipt of the purchase order or as scheduled by the University's representative. The typical work hours shall be between 8 AM to 5 PM, Monday through Friday, unless otherwise approved by the University.

TOTAL CONSTRUCTION COST FROM $10,001 to $100,000:

1. The CA develops a scope of work. The CO-7 General Terms & Conditions is incorporated by reference.
2. The CA shall informally solicit RFQs via e-mail notification to ONLY those Pre-Qualified Contractors for the associated trade(s) that are certified either a MICRO or SMALL business through the DSBSD.
3. The CA will conduct a site visit / pre-quote conference to give the Contractors a full understanding of the nature and scope of the project.
4. The selected Contractors may respond to the RFQs via email, USPS or other delivery services, or hand deliver, in accordance with the response requirements specified in the notification request.
5. If the low quote is deemed by the University to be unfair and unreasonable, or upon due diligence by the University it is determined that no “Micro” or “Small” contractors in the required trade(s) exist, or were not willing to submit a quotation, the University may seek RFQs from non-DSBSD certified Contractors within the required trade(s).
6. Should it become necessary to negotiate with the lowest responsive and responsible Quoter, approval of same must be obtained from Procurement Services prior to any negotiation.
7. Award shall be made by using DEB’s CO-9 Form - Construction Contract, and issuing an eVA Electronic Purchase (EP) order.
8. CA shall attach to their eVA Purchase Requisition (PR), i) the project order notification (e-mail blast) for the specified trade, (ii) the Contractors response to same, (iii) DEB’s CO-9, signed by the Contractor and a VCCO in PS for final review and approval by PS.
9. The Contractor shall begin the work as stated in the University’s notification, unless otherwise modified on its proposal. If no starting time is stated, the work shall begin within five (5) working days of receipt of the purchase order or as scheduled by the University's representative. The typical work hours shall be between 8 AM to 5 PM, Monday through Friday, unless otherwise approved by the University.

TOTAL CONSTRUCTION COST MORE THAN $100,001 - $500,000:

1. The CA will develop a scope of work to be submitted to Procurement Services along with a signed requisition.
2. The assigned VCCO in PS will contact the CA to develop a schedule for the site-visit and closing quote date.
3. The VCCO will informally solicit via email to ALL Contractors listed for a required trade(s), a request for written sealed bids.
4. The VCCO and the CA will conduct a site visit / pre-quote conference to give the Contractors a full understanding of the nature and scope of the project.
5. The selected Contractors may ONLY respond to the request by providing a written sealed response, delivered to the Department of PS in accordance with the instructions specified in the notification(s).
6. PS shall receive the informal sealed bids on the due date and time specified, documenting same.
7. The VCCO shall open the informal sealed bids twenty-four (24) hours after the specified due date and time.
8. If the low cost is deemed by the University to be unfair and unreasonable, or upon due diligence by the University it is determined that no pre-qualified contractors in the required trade(s) exist, or were not willing to submit a quotation, the University may seek project pricing via use of the competitive formal sealed Invitation for Bids (“IFB”) process.
9. The VCCO shall issue the award by using DEB forms CO-9.1 (Notice of Intent to Award), CO-9 Form (Construction Contract), and CO-9.2 (Notice to Proceed), and by issuing an eVA Electronic Purchase (EP) order.
10. The VCCO will create the PR in eVA and maintain copies of the quotes received, signed CO-9, tabulation, etc. for audit / documentation. The awarded EP will be issued in eVA.
11. The Contractor shall begin the work as stated in CO-9.2. The typical work hours shall be between 8 AM to 5 PM, Monday through Friday, unless otherwise approved by the University.

BONDING REQUIREMENTS FOR PROJECTS USING THE PRE-QUALIFIED CONTRACTORS LISTING:

PERFORMANCE BONDS AND LABOR AND MATERIALS PAYMENT BONDS

At the request of the Contract Administrator, performance and payment bonds may be requested within the scope of work. The successful contractor would be required to furnish bonds in the amount of the project price as security for faithful performance of the work in strict conformity of the contract. Such bond must submitted prior to the commencement of any work, but in each case no later than ten (10) calendar days from request. The surety on such bonds shall be duly authorized to do business in the Commonwealth of Virginia and satisfactory to the University, and shall remain in force throughout the completion of the specific project. The cost of each bond requested shall be submitted as a separate line item cost in the associated project response(s), and upon approval by General Counsel shall be reimbursed as a separate line item under the purchase order.

CONTRACT ADMINISTRATOR:
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