

Contractor Services Enhancement

June 2007



Reason for Changes

The Facilities & Services' Contractor Services system provides campus clients with a “one stop shopping” program for engaging the services of contractors. Repair, maintenance, and operations can be supported through the Contractor Services system, which ensures:

- Compliance with the Illinois Procurement Code and the Campus Administrative Manual
- Oversight to ensure quality, consistent pricing structure, and accessibility to a wide range of contractors.
- A resource for engaging contractors for all needed work across the campus

Benefits of Contractor Services

- Increased Number of Pre-Qualified Contractors
 - 46 Contractors available for repair, maintenance, operations, remodeling, and small construction
- More divisions of work
 - Existing divisions of work have been expanded to 31 giving more contractors the ability to participate, increasing your options

Benefits of Contractor Services

- Easier engagement of contractors
 - Standing Purchase Orders for repair work have been replaced by one system
- Establishment of hourly rates for contractor work
 - Qualified contractors have bid their rates to provide you with competitive, consistent pricing
- Continual expansion of available contractors
 - Contractors will be pre-qualified and added to meet campus demand
 - Improved diversity of the available contractor base

Benefits of to Contractor Services

- Alignment with the Illinois Procurement Code and the Campus Administrative Manual
- Improved quality control
 - Pre-qualification of contractors
 - Certified
 - Insured
 - Experienced working on campus
 - Contractor evaluations
 - A process will be used to continually gauge the performance of contractors

Defining Work on Campus

The definitions below meet the intent of the Illinois Procurement Code

- **Demolition** – to tear down or raze an existing structure or portion of a structure. All demolition will be provided by F&S Construction Services
- **Repair** – those tasks and activities associated with the restoration of existing facility components and systems to working order
- **Replacement** – those tasks and activities associated with the installation of an equivalent component or building system taking the place of those items no longer capable of providing standard service for the purpose as intended.
- **Renovation, Remodeling, and New Construction** – those tasks and activities associated with the construction of new space or the restoration or reconstruction of existing facilities.

Defining Work on Campus

The definitions below meet the intent of the Illinois Procurement Code

- **Emergency Work** – those tasks and activities associated with the protection of life and/or property related to the failure of a building component or system.
- **Specialized Work** – those tasks and activities associated with a craft or trade represented only in the Construction Division or the Maintenance Division.

Frequently Asked Questions

- What is the addition cost to my department for using the system?

Currently, there is not an additional charge or mark up for using Contractor Services.

- When does this change do into effect?
The change is effective July 1, 2007.

Frequently Asked Questions

- Can F&S respond in a timely manner?

The Contactor Services system will quickly process your requests and will expedite the effort of locating a contractor able to meet your specific needs.

- What mechanism do I use to get work done in an emergency without my SPO?

You can continue to contact the F&S Service Office at 333-0340 or you can contact pre-qualified contractors directly when an emergency threatens life or property.

Frequently Asked Questions

- Should I enter all my requests for construction work and maintenance work into the existing Contractor Services System?

Maintenance work, including those items defined in the Division of Responsibility (DOR) agreement, will continue to be processed through the F&S Service Office.

All other requests for repair or maintenance should be submitted through the Contractor Services system.

Small construction requests will continue to be executed by F&S Construction Services crafts and trades, Contractor Services system, Job Order Contracting, or design-bid-build.

Frequently Asked Questions

- With my SPO's, I chose which contractor I wanted on a particular repair or maintenance job. If these requests are now processed through F&S, will I be subject to F&S's input on which contractor I use?

With the Contractor Services system, you are still able to choose which contractor you want to do your work. You will actually have more choices of contractors within the divisions of work. The addition of contractors will also expedite work requests when limitations are met on the volume of work that a contractor may accept.

If a contractor which you prefer does not appear on the current listing, contact George Hess or Donna Greene to have them included in the additional RFP.

Additional Information

Additional information will be provided at sessions which will be scheduled and open to the campus community.

For questions, please contact
George Hess at 244-5000 or gahess@uiuc.edu