

## **Design and Construction Standards**

### **Division 00 – Procurement and Contracting Requirements**

#### **General**

In general, follow the guidelines below when dealing with Procurement and Contracting Requirements. Unless specifically indicated otherwise, these guidelines are not intended to restrict or replace professional judgment:

1. All methods of procurement for contracts scheduled to be between the Owner and external Vendor (Design Professional, Consultant, Contractor, Construction Manager, Service Provider, etc.) shall follow the EMU Policies and Procedures.
  - a. For all contracts between the Owner and a Vendor, all solicitation, advertisement, bidding, and procurement must be run through the EMU Purchasing Department in coordination with the EMU Physical Plant.
  - b. Design Professionals, Consultants, or similar designers shall not issue documents direct to vendors without written authorization from both the EMU Physical Plant and EMU Purchasing Department.
  - c. Eastern Michigan University will generally not provide hardcopies of bidding, as-built, or reference documents to vendors. Copies of documents shall be at the Vendors / Bidders cost.
    - i. Vendors are to coordinate distribution rights and methodology of all documents with the EMU Project Manager prior to releasing documents.
2. For the purposes of this document, the following definitions shall be utilized:
  - a. Type I Project:
    - i. Projects with total budgets and/or contracts exceeding \$2 Million
    - ii. Major Projects or Specialized Work Scopes
  - b. Type II Project:
    - i. Projects with total budgets and/or contracts valued from \$625,000 to \$2 Million
    - ii. Mid-Sized Projects or Significant Work Scopes
  - c. Type III Project:
    - i. Projects with total budgets valued less than \$625,000
    - ii. Contracts valued less than \$50,000 – multiple vendors may be used up to \$50,000 in each project type.
    - iii. Small Projects with General Work Scopes

#### **Section 00 10 00 Solicitation**

1. Solicitation of Bids shall be performed through the EMU Purchasing department and follow the Purchasing Procedures. Generally, these shall follow:
  - a. Type I Projects: These shall be publicly bid and advertised by the Purchasing Department. All documents, correspondence, and communications shall be controlled through the Purchasing Agent in charge of the solicitation.
  - b. Type II Projects: These shall be bid to “invited” pre-qualified vendors capable of performing the tasks necessary to complete the project. The

invitation shall be issued by the Purchasing Agent in charge of the solicitation.

- i. At the discretion of the University, the solicitation process for a Type I project may be utilized.
- c. Type III: These shall generally be procured through the Time and Materials vendor process. Project Managers shall generally request price quotations, budget estimates, or not-to-exceed quotes for work prior to awarding a Work Order or Work Authorization under an established T&M Purchase Order.
  - i. At the discretion of the University, the solicitation process for a Type I or Type II project may be utilized.
- d. Solicitation methods may vary and be modified when necessary by the University, the Purchasing Department, or Physical Plant when deemed in the best interest of the University. Vendors shall coordinate solicitation efforts with the EMU Project Manager and Purchasing Agent prior to commencing the solicitation.

#### **Section 00 20 00 Instructions for Procurement**

1. Correspondence, communication, and all informational exchanges shall be conducted through the EMU Purchasing Department, specifically the Purchasing Agent in charge of the procurement.
  - a. Design Professionals and Consultants responsible for responding to RFI's, RFC's, preparing addenda, or similar bidding information shall also route all information through the Purchasing Agent during the bidding process.
  - b. Bidders should be discouraged from contacting EMU staff, Professional Designers, or other Consultants during the bidding process.

#### **Section 00 40 00 Procurement Forms and Supplements**

1. In conjunction with the EMU Purchasing Department and Physical Plant, the Design Professional, Design-Builder, or other Consultant shall be required to prepare bidding documents, including a Form of Proposal.
  - a. Review the proposed bidding documents and procedures with the EMU Project Manager and Purchasing Agent prior to commencing the solicitation.

#### **Section 00 50 00 Contracting Forms and Supplements**

1. Utilize the Eastern Michigan University Standard Agreements for the various services (Design and Construction). When possible, attach a copy of the proposed Agreement to the bidding documents.
2. Refer to the Construction Standards and other EMU requirements / standards to ensure compliance with the University requirements.

### **End of Division 00 – Procurement and Contracting Requirements**