



CONSTRUCTION CONTRACTOR HANDBOOK

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EMU Construction Standards

<http://www.emich.edu/physplant/constructionstandards.html>

Purchasing Vendor Procedures

<http://www.emich.edu/purchasing/suppliers.php>

Supplier Registration: <http://www.emich.edu/purchasing/supplierregistration.php>

Contractor Procurement:

<http://www.emich.edu/physplant/PDFs/Construction%20Standards/Contractor%20Procurement%20Presentation.pdf>

EMU Point of Contact

Physical Plant

Facilities Planning and Construction – 734.487.4196

- Sean Braden – 734.487.1000 / sbraden1@emich.edu
- Chris Longerbeam – 734.487.3584 / clongerbe@emich.edu
- Kay Sekerak – 734.487.0261 / ksekerak@emich.edu

Facilities Maintenance

- Main Physical Plant – 487-1000

Custodial and Grounds

- Diane Lynn-Veals – 734.487.1364 / dlynnvea@emich.edu
- Chris Grant – 734.487.0435 / cgrant@emich.edu

Environmental Health and Safety

- Kathryn Willhoff – 734.487.0794 / kwilhoff@emich.edu
- Auggie Mickevicius – 734.487.0794 / amickevi@emich.edu
- James McEvers – 734.487.0794 / jmcever1@emich.edu



Contractor Point of Contact

- The Contractor is responsible for designating a point of contact to be on call and available by phone and/or in-person on an immediate basis to respond on behalf of the contractor in the event of an emergency or, as necessary, in the normal course of business.
- The Contractor shall provide appropriate project supervision, including all necessary on-site staffing, supervisors, superintendents, or managers necessary to receive materials, load and unload equipment, install, construct, and erect the project, in a safe working environment.
- Use of EMU labor or supporting staff will not be accepted as an alternate to Contractor provided staffing and supervision. The EMU Project Representative is not the supervising installer for the Contractor. It is the Contractor's responsibility to ensure its staff plan is sufficient to support its work plan and project schedule.
- The Contractor is responsible to ensure proper direction and delivery of all materials, equipment, and products to the work site. This shall include maps, directions, and coordination of these activities and have on site at time of delivery a Contractor Representative responsible to take delivery.
- The Contractor shall provide a minimum of 48 hours' notice to the EMU Project Representative of all shipments or deliveries to the project site.
- The Contractor shall be responsible to contact the EMU Project Representative for any of the following:
 - Shipment / delivery arrival of materials or work staff at the work site.
 - Completion of Work / leaving the site.

Before Starting Work

- Work should never commence without a University purchase/work order number being issued to the contractor. Current certificates of insurance must meet University requirements and be on file in the EMU Purchasing Department.
- If you are planning to dig on campus, your company is responsible for contacting Miss Dig.
- The Contractor is also responsible to confirm with the EMU Project Representative that known campus utilities, owned and operated by the university, have been located and/or marked prior to digging.
- During the course of the Work should services be shut down accidentally, the Contractor must notify the EMU Project Representative immediately.
- Before beginning Work in the campus area, please determine what services will be affected for that area and the staff. Advance notification of customers is imperative, so we must be aware of any service disruptions and the lengths of these disruptions. Contact the EMU Project Representative for this notification and coordination of service disruptions. These disruptions include, but are not limited to, noise, vibrations, dust, and interruptions of electric, water, sewer, or gas services. However, do not make any of these decisions without first discussing them with the EMU Project Representative. These decisions must be made with sufficient time



to notify University departments and allow adequate time to receive replies, questions, or concerns.

- Never enter an area to work without notifying the EMU Project Representative that Contractor staff will be working there. Contractor staff must wear uniforms, appropriate protective gear, and/or nametags identifying the contracting company for which they work at all times when on campus.

Statement of Work

- Any time there are two (2) or more workers of the same trade on a Project (unless collective bargaining agreement rules specify otherwise), one (1) will be designated the foreman and is responsible for overseeing and coordinating safe and high quality work. Direct charges for supervision by company management personnel will not be allowed; such costs should be considered as overhead. EMU does expect occasional site visits by Contractor management and staff as part of the overall quality control.
- The Contractor shall insure that personnel supplied to EMU under the EMU Time & Material Contracts carry their own tools of the trade or are provided with tools normally carried by their trade on the Project.
- The Contractor shall provide all construction equipment required to complete the Work. The cost of materials, including material handling costs if appropriate, and the cost of lower-tier contracts can be billed to the contract. Material handling costs may include all appropriate indirect costs allocated to direct materials in accordance with the Contractor's usual accounting procedures.
 - Profit shall not be included as part of material and lower-tier contract handling costs.
- Vehicles, tools and equipment are not to be billed under the EMU Time & Material Contracts; such items are considered included in the Contractor's overhead costs. For example, hand tools, power tools, "gang" truck, pickup truck, van and ladders are part of a Contractor's inventory; whether they are or not, they cannot be billed for any Work.
- No compensation will be allowed for travel, travel expenses, subsistence or lodging. Straight time rates are based on a forty (40) hour work week performed at EMU. Overtime will not be performed unless specifically authorized in advance by the EMU Project Representative.
- Hourly Rate:
 - The amounts shall be computed by multiplying the appropriate hourly rates prescribed in the Time & Material Contracts by the number of direct labor hours performed. Payroll records or time cards should be signed by the EMU Project Representative, no less than once each work week, to verify Work performed that week. The rates shall include wages, indirect costs, general and administrative expense, and profit. Fractional parts of an hour shall be payable on a prorated basis.
 - The hourly rates in the EMU Time & Material Contracts shall not be varied by virtue of the Contractor having performed work on an overtime basis. If no overtime rates are provided in the contract and overtime Work is approved in advance by EMU, overtime rates shall be



negotiated. If the Contract provides rates for overtime, the premium portion of those rates will be reimbursable only to the extent the overtime is approved by EMU.

- **Materials and Contracts:**
 - Allowable costs of direct materials shall be determined by EMU. Reasonable and allocable material handling costs may be included in the charge for material to the extent they are clearly excluded from the hourly rate.
 - The Contractor shall be reimbursed for items and services purchased directly for the Contract only when cash, checks, or other forms of actual payment have been made for such purchased items or services.
 - Direct materials are those materials which enter directly into the end product, or which are used or consumed directly in connection with the furnishing of the end product.
 - To the extent able, the Contractor shall obtain materials at the most advantageous prices available with due regard to securing prompt delivery of satisfactory material.
- Apply all cash and trade discounts, rebates, allowances, credits, salvage, commissions, and other benefits. When unable to take advantage of the benefits, the Contractor shall promptly notify EMU and give the reasons. Credit shall be given to EMU for cash and trade discounts, rebates, allowances, credits, salvage, the value of any appreciable scrap, commissions, and other amounts that have accrued to the benefit of the Contractor, or would have accrued except for the fault or neglect of the Contractor. The benefits lost without fault or neglect on the part of the Contractor, or lost through fault of EMU, shall not be deducted from gross costs.

Professional Conduct

- *Courtesy and Respect:* Eastern Michigan University is a diverse academic institution and it is critical that all contractors and their employees conduct themselves in a manner that is lawful, courteous, businesslike, and respectful of all students, staff, faculty, guests, or visitors.
 - The Contractor is responsible for the conduct of their employees, sub-contractors, or consultants present on EMU property or in EMU facilities.
 - Employees or representatives of the Contractor shall comply with the EMU policies and procedures relative to professional conduct, sexual harassment, and quality workmanship.
- *Language and Behavior:* Contractors and their employees cannot engage in behavior that is rude, threatening, or offensive. Use of profane or insulting language is prohibited. Harassment of any type, including sexual harassment is strictly prohibited. Abusive, derogatory, obscene or improper language, gestures, remarks, whistling, cat calls or other disrespectful behavior cannot be tolerated. Roughhousing, fighting, fisticuffs, physical threats, destruction of property, vandalism, littering, or physical abuse of anyone on campus are not permitted under any circumstance.
- *No Weapons, Alcohol, or Drugs:* The use, possession, distribution, or sale of any weapon, alcohol, illegal drug, or controlled dangerous substance by any contractor or contractor's employee is prohibited. Offenders will be removed from campus and/or reported to the EMU Police Department.



- *Smoking:* Contractors and their employees are not permitted to smoke in or near any of the campus buildings in compliance with EMU policy.
- *Fraternization:* Contractors and their employees may not fraternize or socialize with University students or employees.
- *Appearance:* Contractors and their employees are required to wear appropriate work wear, hard hats and safety footwear, as the case may be, while on campus. Articles of clothing must be neat and tidy in appearance, and cannot display offensive or inappropriate language, symbols or graphics. The University has the right to decide if such clothing is inappropriate.
- *Reporting:* The Contractor is required to report any matter involving a violation of these rules of conduct to Project Representation. Any matter involving health or safety, including any altercations, should be reported to the University Public Safety Department immediately, as well as to the EMU Project Representative.
 - At the request of the Owner, the Contractor shall remove any employee or representative from the Owner's property or facility for any misconduct deemed inappropriate to the workplace. Removed employees will not be allowed to return to campus without written consent of the Owner.
- The Contractor is responsible for his/her employees, agents, consultants and guests. If prohibited conduct does occur, the Contractor will take all necessary steps to stop and prevent any future occurrence. Any breach of these conditions will result in the removal of the person responsible from the University's premises and prohibited actions could result in the termination of any contract or agreement with EMU.

Safety

If an accident occurs that results in personal injury or property damage, the Contractor shall immediately contact:

EMU Police Department (734) 487-1222 (DO NOT DIAL 911)

EMU Point of Contact

EMU Project Representative

Site Security

The Contractor shall provide security for the Project, including but not limited to security for its work in progress and for the goods, products, materials, equipment, systems, construction machinery, tools, devices and other items required, used or to be used for its scope of the Work.

Areas, materials, and tools should always be secured when leaving the area at any time during the day or at the end of the day. Contractor is responsible for loss of tools or materials.



Hazardous Materials

- Hazardous materials must be handled and disposed of properly. If chemicals are used as part of the Work, safety data sheets (SDS) must be provided to the University prior to their use. If chemicals need to be disposed of, they cannot be thrown in the trash or poured down the drain. The chemicals must be properly disposed using a licensed hazardous waste hauler. If you need disposal assistance, contact Environmental Health and Safety at 487-0794.
- If chemicals or hazardous materials (asbestos, mercury, lead, etc.) are unexpectedly encountered during the work, do not disturb the material. Stop the Work and contact the EMU Project Representative immediately.
- If Universal Wastes (batteries, ballasts, mercury switches, fluorescent bulbs, computers, etc.) are encountered or are part of the Work, the waste must be properly recycled. Placing any of these wastes in the normal trash violates hazardous waste regulations.
- If you have any questions or concerns regarding hazardous materials while on EMU's campus, please contact the Environmental Health and Safety or the EMU Project Representative.
- Failure to comply will result in suspension or cancellation of the Services Contract with EMU.
- Any fines, costs or administrative charges imposed on the University as a result of any action by the contractor or Contractor's employees that violate State, federal or local law are the responsibility of the Contractor.

Waste Disposal and Cleaning Up

DUMPING ON EMU PROPERTY IS STRICTLY PROHIBITED.

- All disposals shall be in accordance with all local, state, and federal regulation governing the waste, material, or equipment subject to disposal and disposed away from and off EMU property.
- Work site is to be cleaned daily and kept orderly.
- Contractor shall be responsible for contacting the EMU Health and Safety office to obtain the proper waste generator identification numbers and addresses in order to comply with EMU waste disposal requirements. Waste manifest shall be promptly delivered to the EMU Health and Safety office.

Building Access

- Access to buildings and rooms is an important security matter. Improper use of keys, combinations or other means of access to both common and private areas on campus can result in a risk of harm to the safety and security of students and staff. As a result, contractors and their employees must strictly safeguard keys and comply with current key /building access procedures.
- EMU facilities are considered secure and access to private, locked, or supporting areas shall only be granted for required Work purposes. Contactor access to EMU facilities shall only be



conducted when necessary to complete project Work. Access to facilities for other reasons is prohibited and shall be grounds for contract termination.

- Contractors may check out keys or temporary access cards only with approval of the EMU Project Representative. All key requests must be completed in writing and follow the EMU Physical Plant procedure for temporary key use.
- Keys may only be checked out at 8:00 a.m. and must be returned prior to 4:45 p.m. on the same day.
- Keys / Cards for Contractor Work outside normal business hours may be checked out only with special request and approval of EMU Project Representative. Keys must be turned in at the completion of the Work shift.
- Contractors are responsible for the security of the space while the Contractor is within the subject space.
- Contractors are solely responsible for the security of the keys provided by EMU while the Contractor is in possession of the keys.
- In the event that a Contractor loses a key, the Contractor shall be responsible for all expenses incurred by EMU relative to security and rekeying, including but not limited to: rekeying or replacing cores, keys, door hardware, locksets, temporary security measures, property loss or damage,
- Keys will be issued only at the Facilities Key office Monday through Friday from 8:00 a.m. to 5 p.m. Identification will be required.
- Keys must be returned to Facilities Key office at the end of each workday and picked up each morning; unless Key Request Form (<http://www.emich.edu/physplant/requests/keyforms.php>) is approved by Facilities Management. If Work is starting earlier, or ending later, or on weekends or holidays, this transaction may be completed at the Facilities Key Office. This must be arranged ahead of time with the EMU Project Representative.
- Do not prop exterior doors in Work area.
- No existing building security or fire detection system shall disturbed, altered, disarmed, rendered inoperable, or relocated without the authorization of the EMU Project Representative.
- Contractor, under no circumstances, shall duplicate EMU keys.

Working Hours

Monday – Friday: 8:00 am – 5:00 pm

Quiet Hours: 7:00 pm – 9:00 am (for all Work in or adjacent to Residence Halls)

Work may be scheduled during off hours upon approval of EMU Project Representative. EMU Project Representative should be consulted for Work during holidays, weekends, and closing of campus.

- All Work shall comply with the EMU's Policies and Departmental Procedures.
- The Contractor must provide EMU Project Representative advance notice of Work in order to allow time to schedule the Work with the affected area of the campus.



- All Work shall generally be performed during business hours from Monday through Friday, 8:00 a.m. to 5:00 p.m.
- Quiet hours are mandated for all Work in or adjacent to Residence Halls. Quiet hours are in effect from 7:00 p.m. to 9:00 a.m. daily when a building is occupied. Quiet hours are enforced all day during the week of final exams.
- EMU Academic Calendar: Building schedules, holidays, closing of campus, and special events may be based on the Academic Calendar. Work may be conducted on days when buildings or campus are closed only with prior written permission of the EMU Project Representative. Accommodations must be made to minimize or eliminate interferences during any EMU scheduled events.
- Contractor shall verify Work hours with the EMU Project Representative prior to deviating from this schedule.
- Special arrangements may be made to deviate from this schedule, including weekend and/or quiet hour Work only with the permission of the EMU Project Representative.

Work schedules outside the normal business hours must be provided to the EMU Project Representative and to the EMU Department of Public Safety. Notifications shall include primary contact personnel, who will be working on site, associated phone numbers and

Protection of Trees

- Fencing will be used to protect trees in construction areas. No activity, traffic, or storage of materials under the “drip line” of trees will be allowed without approval of the EMU Project Representative.

Contractor Identification

- While present on EMU property or within EMU facilities, all Work staff shall be appropriately identified by visual means. Acceptable means of identification shall include:
 - A clip-on Contractor badge, issued by the Vendor with the minimum following information:
 - Name of the Contractor
 - Address, Phone Number, and Contact Information
 - Name of the Employee
 - Photo of the Employee
- Contractor shall be responsible for preparing an ID Badge Log for all employees working on site, distribution and collection of all badges, and verification that appropriate identification is worn. The Contractor shall make this Badge Log available for the EMU Project Representative to review upon request, and verify that all badges issued have been collected.
- Shirts in neat order bearing the insignia, logo, name, or similar marking of the employing company. This will preferably include the name of the employee. Winter/inclement weather identification shall include the insignia, logo, name, or similar marking of the employing



company on the outermost layer of clothing and appropriate advance written notification to EMU Campus Safety. This shall only be allowed with prior approval of the EMU Project Representative.

- On projects with jobsite or Work areas clearly demarcated by fencing, temporary barricades, or other work, the EMU Project Representative may allow alternative means for Contractor identification. These shall be established between the Contractor and EMU in writing prior to the commencement of the Work.
- Contractor is responsible and liable for retrieval of all Identification Tags, or other identification means for all employees whether terminated and/or no longer assigned to the Owner's project.
- For identification tags which are lost, the Contractor shall provide immediate notification to the EMU Project Representative of lost tags. Review of the circumstances of loss may result in an employee of the Contractor being described as unqualified or unsafe and EMU may require the removal of the employee from the project.
- Costs of all means of identification, including replacements, shall be the responsibility of the Contractor.
- *Vehicle Identification:* The Contractor is required to have the company name be displayed with magnetic signs or graphically printed on the vehicle on both sides of all company vehicles including privately owned vehicles being utilized in performance of a contract or purchase order. Cardboard or paper signs taped to a vehicle or placed in the window will not be acceptable to meet this requirement. Failure to comply will result in suspension or cancellation of any contract or agreement with EMU.

Parking/ParkEMU: <https://www.parkemu.com>

The Contractor is responsible for obtaining parking permits from ParkEMU. Visit the ParkEMU website for details.

Service Permit Application:

<https://www.parkemu.com/permits/vendor-permits/>

<https://www.parkemu.com/maps/>

- Contractors shall observe all University parking regulations and are liable for any parking violations. Contractors shall make arrangements in advance with their assigned EMU Project Representative for temporary parking permits, hang tags, or gate access cards.
- Contractors are responsible to coordinate access with their assigned EMU Project Representative for any special vehicles making deliveries or performing the work.
- Parking Permits are for parking in designated areas only, as indicated on the Parking Permit. No parking in designated Maintenance parking spaces. No parking will be allowed in Handicapped spaces, Reserved spaces, Pedestrian walkways, Bus Lanes or obstructing any fire lane or fire protection systems. Also, parking at building entrances, lawn or common areas is prohibited unless approved by the EMU Project Representative.



- Contractor vehicles must park within the designated construction limits when such a fence contains the construction project. Additional parking outside the construction limits must be approved the EMU Project Representative.
- All personal vehicles must be parked within the designated contractor area. The contractor may need to provide shuttle services for employees who park at remote designated contractor parking lot or area.
- The permit is not to be used for other purposes such as events or classes.
- Contractors ACTIVELY working on campus may park vehicles/equipment related to the project at designated parking areas only with the approval their EMU Project Representative. The EMU Project Representative shall designate the approved area. At no time may contractor's park or store vehicles/equipment on campus without approval.

Loan of EMU Equipment to Contractor

EMU Physical Plant Administration has the authority to loan EMU equipment for work related to campus operations, renovations and construction.

- The borrowing Contractor of EMU equipment agrees to voluntarily indemnify and hold harmless EMU, the EMU Board of Regents, their respective officers, employees, and agents from any and all liability, loss, damages, costs, or expenses (including attorney fees) arising out use of the equipment.
- Loaned equipment must be returned to EMU in the condition it was received. The Borrowing Contractor is responsible for all reasonable repairs including parts and labor should malfunction or damage occur during the borrowing period.
- Inspection by both parties is required before taking possession and upon return.

Physical Site Access

- In general, Contractors shall not drive on sidewalks, pathways, landscaped or lawn areas to access projects.
 - For projects with difficult site access, landlocked locations, or similar obstructions, Contractors shall be allowed to drive on sidewalks, pathways, landscaped or lawn areas only as necessary to load, unload, or access the project area only with the prior written approval of the EMU Project Representative. Permanent parking shall be in appropriate paved areas whenever possible.
- Driving on pathways and sidewalks should be avoided. If you must use a pathway or sidewalk, speed cannot exceed 5 mph and pedestrians always have the right-of-way. If you have difficulty finding access to a worksite at a campus building, please contact the EMU Project Representative to talk with someone who can show you the safest, most accessible route.
- The Contractor shall be responsible for any site refurbishment or repair associated with or caused by access to the project at no additional cost to EMU.



- Authorization for parking / driving on sidewalks, pathways, landscaped or lawn areas for one activity or task shall not constitute authorization for subsequent activities or tasks, even by the same Contractor on the same project.
- Contractor shall stage material in locations designated and approved by the EMU Project Representative. Contractor will be responsible for securing all staged material and be aware of pedestrian's safety in and around staging area.
- Storage of materials, including Contractor tools or equipment, University provided material, etc. shall be in specified areas only as designated by the EMU Project Representative.

Salvage Materials, Recycling, and Re-Used Items

- During the course of construction, alteration, or other modification, materials which are demolished or otherwise removed from the project site may have value to EMU. The Contractor or Sub-Contractor shall identify which materials have been treated separately for implied value or property value as follows:
 - Salvage Materials: Building materials and similar market valued commodities may have a salvaged value which shall be returned to the Owner. Contractors shall identify in their bid proposals and in their Schedule of Values the line item credits due to the University for these Salvaged Materials. Examples of these materials may include, but are not limited to: Metals: Steel, Aluminum, Copper, Brass, etc.
 - Furniture or Equipment in good condition but no longer used by the Owner (verify with Owner which items apply)

Care of University Property

- It is expected that Contractors will take every necessary precaution to protect the property of the University. (e.g., cover carpeting, floors, workstations, computers, personal belongings, etc.).
- The Contractor shall not damage, endanger, compromise or destroy any part of the Project or the Site, monuments, stakes, benchmarks and other survey points, utility services, and existing features or structures on the Site. Should the Contractor damage, compromise or destroy any part of the Project or the Site, the Contractor shall be fully and exclusively responsible for and bear all associated costs.
- Any temporary construction fencing shall be in accordance with State and local law and approved by the University prior to installation.
- The contractor shall not use any University waste and recycling containers when disposing unwanted materials. The contractor is responsible for securing and locking the Work area at the end of each day and shall ensure that the Work area is not left unattended unless it is secured.
- When cutting or grinding concrete or masonry, water or vacuums must be used to prevent dust migration
- The contractor is responsible for cleaning up the Work area after completion of the Work to the satisfaction of the University. Contractors will be held financially responsible for any damages to University furnishings, equipment, building or other property.