



CAPITAL PROJECTS & FURNITURE PURCHASING MANUAL
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Xavier University of Louisiana

Office of Facility Planning & Management (FP&M)

Policy and Procedures for Capital Projects and Furniture Purchases

Revised June 2015

Scope of Policy

This policy defines various types, methods and authority of procuring goods and services of Xavier University of Louisiana (XULA) property, especially when contracting for furniture, fixtures, equipment, renovations, remodeling or other construction ~~defections~~. The intent of this document is to enhance the Xavier University of Louisiana Procurement Policy and Procedures Manual, which is produced by the Office of Fiscal Services.

Purchases for goods and services must be made in accordance ~~with the~~ procedures set forth herein. The competitive bidding or estimating process incorporates steps that generally will result in the best pricing and assist in achieving XULA's non-discrimination policy and goals of community and disadvantaged business ~~participation~~.

Definitions

Agreement/Contract – Any agreement that contains an exchange of promises, or undertakings between XULA and another person or entity, relative to XULA's procurement of goods and services or XULA's disposal of XULA property, that binds or purports to bind XULA and the other party to reasonably specific terms and conditions to be binding upon XULA. All such contracts are subject to prior review, approval, and execution by the elected official of the University.

Bid – A vendor's formal price offered to produce a certain item or perform a particular service to achieve a desired outcome. The bid submitted must conform to the applicable requirements of content, form, and timeliness in order to be considered.

Blanket Purchase Order – A purchase order issued to a vendor for undetermined items or services for a specified period of time, but not exceeding the end of the current fiscal year, when it is determined to be in the best interest of the University. After its acceptance by the ~~purchase~~ vendor, purchases may be made against it periodically as required without calling for new purchase orders.

Capital Expenditure Request (CER) Order – Orders which commit XULA capital funds.

Change Orders – A written modification to a purchase order or blanket purchase order by XULA directing the vendor to change the contract amount, requirements and/or time.

Davis-Bacon Wage Determinations –

projects. Information related to this act can be obtained by accessing the federal government web site. Unless otherwise stipulated, all construction bids and estimates in excess of \$10,000 shall comply with the Davis Bacon Wage Act.

Estimate – A vendor's price offered to produce certain items or perform particular services at a stated cost. An estimate is very similar to a bid, but not as formal. However, estimates must conform to all applicable requirements and timelines.

Insurance Requirements –Vendors are required to carry insurance in the amounts and coverage established by XULA. The Standard Insurance Provision states the minimum coverage and dollar amounts required by XULA. A University official also has the authority to approve variances of coverage and dollar amounts when deemed appropriate. The department shall not begin services until the vendor's insurance certificate and any endorsements have been reviewed and approved as conforming to XULA requirements.

Minority, Disadvantaged or Women Owned Businesses (MBE/DBE/WBE) – XULA's policy is to provide opportunities to all diverse suppliers which include, but are not limited to, minority, disadvantaged and women owned businesses. The attempt is to encourage participation of businesses that are owned and/or controlled by groups who have been deprived of the opportunity to develop and maintain a competitive position in the economy because of social disadvantages.

Professional Service –The services of architects, engineers, design professional, construction manager, consultant or other individuals (usually have a form of certification) that will certify the successful completion of a project's requirement. Professional services are technical or unique functions performed by independent contractors or consultants who specialize in the services required.

Purchase Order –A legally binding document issued by XULA that specifies the goods and/or services ordered from a vendor for an indicated price.

Request for Proposal (RFP) – A document used to solicit proposals for professional services.

Request for Qualification (RFQ) –The process used to solicit qualified consultants for a project which may lead to an RFP process.

Responsive, Responsible Bidder A firm that has adequately responded to a request and has demonstrated the ability to meet all aspects of the specifications for bid. On occasion, additional

Analysis to Determine Capital Expenditure

Capital expenditure analysis usually occurs after funding is identified and before design begins. This is most likely the pre-design phase, which allows studies to be done that analyzes space requirements, detect constraints and identify opportunities of the proposed site, and the cost versus the budget. The amount of funding available in the design phase varies and is a critical factor in determining which studies take precedence. Funds may be available to develop a detailed project program or only to investigate certain technical issues in order to determine scope, budget, or project schedule.

I. Pre-Design

The predesign phase may include site analysis, programming, construction cost analysis, and value engineering.

- Site analysis includes site selection, geotechnical reports, and review of existing structures, utilities, environmental challenges and other unforeseen barriers. Frequently, multiple sites are analyzed for a single project. This information is used both to guide project development and to evaluate a project's impact on the environment. This study can significantly influence the feasibility of a project, due to life safety, legal, and other issues.
- Programming defines the project needs of the user. Programming also assisting and inventorying the spaces and equipment needed to function effectively and efficiently. This includes defining a project's practical requirements including space sizes, contents, activities and relationships (internally and externally). A project program serves not only as a basis for design and a source of information about a project, but frequently as a basis for seeking funding. The programming process concludes with a clear and orderly statement of tyer20. 2

Occasionally, funding possibilities will proceed the planning of a project, which will advance the project priority listing. Examples of this have occurred with external funding sources such as FEMA, Qatar Foundation and other funding sources. Ideas can be generated from multiple sources, but will often need support to identify funding from the Administration and prior to Board presentation.

Once pre-design analyses are complete and funding is identified, capital projects can move forward with bidding and procurement

Procedures

I. General Requirements

1. Solicitation of Bids. Purchases shall be made through a competitive solicitation process whenever feasible. The Office of Facility Planning and Management (FP&M) will maintain a qualified vendor data base, and shall provide assistance 5(n)-3.1(FP)-22C /TT2 and ss sshitio

- The competitive bidding procedure will start with each contractor meeting the qualification terms outlined by XULA. Other evaluation tools, such as a Request for Qualification form and/or Interviewing Criteria and Rating form, may be used to assist

Receipt of Bids -All bids must be submitted in a sealed envelope to the Office of FP&M at XULA. Specific date, time and other instruction will be provided along with the invitation to bid. Bids will not be accepted after the time set for receipt of bids. An official clock is designated in the Office of FP&M and each bid will be time stamped to record.

Bid Opening - Bids will be opened at a specified time, date and place as designated by the Office of FP&M. Bid openings will be informal but restricted to the review team, unless otherwise instructed. Individuals who are not a part of the review team may be invited at the request of the Vice President of FP&M. The invitation for bids will specify who will be allowed to attend the bid opening.

The procedures for bid opening will include the following:

- Opening bids in predetermined order (usually alphabetically)
- Using a checklist to note the presence of required bid items, absence of required bid items, attachments, and irregularities
- Recording bid results on a bid tabulation form
- Announcing that all bids have been opened
- Asking for questions concerning the bids
- Announcing that the bid opening is complete
- Discussion, review and evaluation of bids

Bid Review and Evaluation -After the bids are opened, reviewed and evaluated, the best responsible bidder will be selected. This selection process will take place soon after the receipt of bids, which is usually a previously selected date. Qualification does not guarantee that the lowest bidder will also be the best responsible bidder.

Bids will be reviewed by the review team for completeness and irregularities. In reviewing bids, XULA reserves the right to waive irregularities or reject bids when it is determined that the irregularities are not substantial. (E)-3.6(xor c)-45(t)-3.3(hr)10.)-3.9(rvc)-4L t(s)-6.83.9(pl)(d)3523.2(bi)quexor cctguar of

3. ***Request for Estimate (RFE) Process.*** The RFE process is an informal competitive estimating process for soliciting pricing for goods or services estimated to be \$25,000 or less than \$150,000. As stated in section I number 1 (Solicitation of Bids), a competitive solicitation process requires soliciting a minimum of three (3) vendors when circumstances preclude the inclusion of a greater number. Unless otherwise stated by a funding agency, public advertisements are not necessary when obtaining estimates. The RFE process shall be undertaken by the Office of FP&M upon submission of a Project Request Form. No other XULA department is authorized to undertake the RFE for capital projects or replacing furniture (or like items). Upon receipt of a RFP, the Office of FP&M create an RFE document using XULA's standard purchase order terms and conditions, any special conditions, details of the specific quantity requirements, detailed item descriptions, and required delivery date for the goods or services. In this process, a formal contract is not always necessary. The intent is to have a clearly defined and mutually agreed upon scope of work or deliverables in which a purchase order can be generated. The Office of FP&M will record timely RFE responses, evaluate them, and make an award to the lowest responsive, responsible bidder.

If XULA's administration deems that it is essential to proceed with a small project, under \$150,000, because of time constraints, emergency, accessibility, specialized area function, or other restrictive reasons, it would be possible to proceed with a project as long as reasonable cost is established for the project. This could mean that previous similar projects were completed through a competitive bid or estimating process and the contractor's performances and cost were within the current regional cost. This could also be true if cost for a project was declared reasonable by means of an industry acceptable estimating process (such as R.S. Means, etc.). These methods provide benchmarks for establishing acceptable cost that will allow the university to proceed forward with minimal interruption to the educational, research campus living process. The intent of this process is to be used in an exceptional situation and not intended to circumvent established bidding and/or estimating process on a recurrent basis. Such an action

- Example #2– If a particular brand name desk is already installed in an office suite, greater consideration should be given to maintaining that particular quality and brand.

In the absence of the aforementioned scenarios, it is very likely that furniture should be purchased using established methods which are outlined in this document. In any case, all care should be taken to ensure that all furniture, fixtures and equipment are obtained at a fair market value.

4. ***Emergency Order Process.*** An emergency order is defined as an immediate need for goods or services. The failure to act expeditiously exposes XULA to risk of harm to persons or University property or when failure to act jeopardizes the learning environment. When the need for emergency work exists, officials of XULA must act quickly to arrest or resolve the threat to XULA personnel and/or property. As quickly as possible, an internal note should be entered on the requisition stating the emergency and product or service needed. The Office of Fiscal Services should be notified of this request in order for it to be processed quickly. Once the emergency order is received, the requestor may contact the vendor to expedite delivery of the product or service requested. *See also section 4.5 Emergency Orders of the Xavier University of Louisiana – Procurement Policy and Procedure Manual.*
5. ***Under \$25,000***