



# New York Medical College Policy and Procedure Manual

<b>Section: FACILITIES MANAGEMENT</b>	<b>No.: FM.110</b>
	<b>Date: March 24, 1994</b>
<b>Subject: SELECTION OF CONTRACTORS</b>	<b>Page 1 of 4</b>
	<b>Supersedes:</b>

## I. Purpose

To establish guidelines for the selection of contractors and the award of contract work.

## II. Scope

This policy applies to all persons who are authorized to award work to contractors on behalf of the College.

## III. Definition

Contractor is a person or company who engages in the performance of work for the College in accordance with plans and/or specifications from the College.

## IV. Policy

It is the policy of New York Medical College to ensure that contractors who perform work for the College are reputable, have a positive record for performing similar type work and that their rates are competitive.

## V. Procedure

- A. Contract work shall only be awarded to reputable contractors who possess the ability to perform the work in question.
- B. The contractor awarded the contract shall provide the College with the following documents prior to the start of work.
  - 1. Evidence of successful past completion of similar type work.
  - 2. Copies of licenses and/or permits.
  - 3. Insurance Certificates for:

<b>Issued By:</b>	<b>Approved By:</b>
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- a. Worker's Compensation.
  - b. New York State Disability.
  - c. General liability (\$1,000,000 minimum)
  - d. Property liability (sufficient to cover the Contractor's equipment and materials on site.)
- C. All contract work less than \$25,000 shall be awarded on a price/quality competitive basis in accordance with one (1) of the following.
- 1. Solicitation of three (3) competitive written bids for each job.
    - a. Bids shall be recorded on a **Bid Summary (FM-6)**.
  - 2. Contracts may be awarded without further bid solicitation based on a prior bid award for similar work within one (1) calendar year of the initial award providing bid analysis is feasible by comparing size and scope of job and current labor costs.
    - a. If market/labor conditions have increased/decreased substantially during this same year, award may still be permitted providing the price of the job to be awarded can be reasonably adjusted up or down based on published new rates in the "Means Square Foot Costs" manual.
  - 3. Award of Contract work of a scope and size not previously awarded within one (1) year may be justified by analysis of the proposed contractor price versus the cost of materials and labor according to "Means Square Foot Costs" manual.
- D. All contract work of \$25,000 or more shall be awarded only after a competitive bidding process.
- 1. A minimum of three (3) written vendor prepared bids will be evaluated for each contract.

2. Contracts shall be awarded to the lowest bidder except where a substantive reason exists for awarding to the next higher bidder.

E. Contractors will be required to enter into a:

1. **Short Form Contractor Agreement (FM-4)** for all contract work up to \$100,000.
2. Comprehensive contractor agreement, detailing the scope of the work to be performed, shall be prepared for all contract work of \$100,000 or more.

F. All Contracts shall be approved by the Vice President Administration & Finance.

1. Contracts of \$100,000 or more, including modified short form contracts that are \$100,000 or more, shall require review by the Legal Department.

G. Contract work shall not commence until the required agreement has been formally approved by both the Vice President Administration & Finance and, when required, the Legal Department.

**VI. Responsibility**

A. Vice President Administration & Finance

1. Review and approve all contracts.

B. Legal Department

1. Review all contracts of \$100,000 or more.

C. Facilities Management Department

1. Issue the necessary documents to prospective contractors to allow them to submit bids.
2. Evaluate all bids received and select the contractor.

3. Ensure that the selected contractor meets the College's standards.
4. Arrange for the signing of the contract between the contractor and the College.
5. Provide advice and guidance with respect to the interpretation and administration of this policy.