Construction Agreement 2 2018-12-26

General Counsel Office

- 1) Reviews for form and legality
- 2) Obtains chief counsel signature
- 3) Initial routing memo & forwards

University Counsel

- 1) Reviews documents
- 2) Obtain President's signature
- 3) Initials routing memo's & forwards

Procurement Compliance Officer

- 1) Inserts appropriate dates on Agreement and bonds
- 2) Enter data in PITS
- 3) Copies Agreements & attachments and forwards with **Designer** and Contractor counterparts to **PDC** Construction services.
- 4) Routes PDC & OBF counterparts to PDC support
- 5) Up loads job files in the system and up-dates PITS Construction contract screen.
- 6) Creates award letter
- 7) Issues award letter w/counterparts tp contractor and designer.
- 8) Emails notification to Contractors and Designer.

Transmittal may occur in **PRE-Construction Conference** as benefits of project

1) Copy of Award letter

2) Counterpart of:

Agreement

Bonds

Insurance certificate

Contractors receives

1) Award letter

2) counterpart of:

Agreement Bonds

Insurance certificate