

Refer to Section {E}
{Facilities}Unit
Procedure for {E3 – Construction Policy}



1. The Director of Physical Facilities shall obtain on an annual basis from three qualified bidders prices for emergency services.
2. The Director of Physical Facilities shall be responsible for awarding the contract.
3. Included in the contract shall be clearly stated:
 - a. Hourly rates of pay for all times--weekdays, weekends, holidays, nights, etc.
 - b. Rates of pay for all workers--mechanics, helpers, etc.
 - c. Markup on materials.
 - d. A 30-day escape clause for unsatisfactory service

Construction & Independent Contractors

1. All construction projects in excess of \$5,000 shall require lien releases from all contractors and subcontractors on draw downs.
2. Construction projects in excess of \$25,000 must be planned by a registered architect and/or registered engineer licensed in the state of Kentucky.
3. Construction projects between \$25,000 and \$100,000 must be executed by a firm that can guarantee successful completion of the project with lien releases on draw downs from contractor and subcontractors and either a performance and payment bond or a lump sum, single-payment contract.
4. Construction projects in excess of \$100,000 must be executed by a firm that can guarantee successful completion of the project with lien releases on draw downs from contractor and subcontractors and a performance and payment bond.
5. The administration will outline in as much detail as possible the scope of work to be performed. Examples of items to be included on larger projects would include the following:
 - a. Number of rooms to be remodeled, size, use
 - b. Types of finishes, paint, paper, other
 - c. Flooring, carpeting, floor tile, leave alone, other
 - d. Ceiling acoustical lay-in, drywall, leave alone, other
 - e. Lighting level
 - f. Heating or cooling needs
 - g. Plumbing needs

Refer to Section {E}
{Facilities}Unit
Procedure for {E3 – Construction Policy}



6. For projects over \$25,000, the administration will submit the outline to the college architect or another outside expert who will review and critique the scope of the project and develop in draft form a formal building program with detailed estimated construction costs and expected completion time.
7. Once this draft is completed and approved by the president, it will be reviewed and approved by the buildings and grounds committee of the board.
8. After approval by the buildings and grounds committee, the administrative staff will work with the outside expert on developing plans, specifications, bidding document, detailed construction costs and anticipated timeline for completion. These documents will be presented to the president for approval.
9. After approval by the president, the building and grounds committee will review documents, make needed changes and recommend to the full board or executive committee, as appropriate, that the project be let for bid.
10. Fixed prices should be obtained from at least three qualified bidders. If work is to be done on a cost-plus basis, cost shall be defined and terms for labor burden, overhead and profit shall be carefully outlined. Three prices shall be obtained on all cost-plus projects. All possible contingencies that might add to the cost shall be listed and a value established for each.
11. The buildings and grounds committee will review the bids and recommend to the administration to whom the contract should be awarded.
12. The contract for construction shall be written on a standard AIA form.
13. College purchase order forms shall be furnished to contractors and subcontractors and issued to vendors in order to recover sales tax savings. Adjustments for sales tax savings will be subtracted from the contractor's next billing.
14. Adjustments from vendors for discounts earned for prompt payment will be treated as savings for the college and will be subtracted from the contractor's next billing.
15. The administration will be responsible for planning, implementing and monitoring all construction projects from conception through completion.