


PROCEDURE

Subject	Contract Management - Facilities	Number: 6.01.04
Source	Facilities Management	Reference (Rule #) 6HX14-6.01
President's Approval/Date:	 8/10/2017	

The College's management of the terms and conditions of each facilities service contract shall be identified for each contract and a Contract Manager will be assigned to be responsible for overseeing the service contractors' performance.

1. The Contract Manager shall ensure services rendered within the scope of the contract are provided in accordance with the terms and conditions set forth in the contract documents.
2. The Contract Manager shall be responsible for enforcing the performance standards of the contract and serve as a liaison with the contractor for the department.
3. The Contract Manager shall review services provided by the contractor and compare them to the contract documents to ensure all deliverables are received prior to rendering payment for services.
4. The Contract Manager shall then certify on each invoice that the contractor has in fact met the terms and conditions of the contract for the period invoiced by signing the receiving report.
5. The Contract Manager will provide the needed invoice documentation to the Facilities Administrative Budget Specialist to process for payment.
6. The Contract Manager will provide a recommendation for contract renewal within a reasonable time before the end of the contract period to the Director of Facilities Management or his/her designee. If the contract renewal options have been depleted or the Contract Manager recommends another contractor provide these services, the Contract Manager will assist in the preparation of documentation needed during the procurement process.