Tennessee Board of Regents

Office of Facilities Development

Construction Agreement

Contract Officer
1) Receives instructions to pursue award
2) Creates Contract Package
   - 4 of cover letter
   - 2 of General Instructions
   - 2 of Insurance Requirements
   - 2 of W-9 and ACH Forms
   - 5 of Agreement Form
   - 5 of SBC-10 and Bid Tab
   - 2 of memo to TRM
   - 2 letter to F&A-B&F
   - 1 of routing forms
3) Enters data in PITS
4) Files 1 counterpart of package
5) Forwards Package to Support

OFD Support
Prepares transmittal and distributes

OFD Executive Director
Receives copy of SBC-10 and Bid Tab

OFD Construction Services
Forwards copy of Agreement to Construction Representative in field

OFD Support
1) Receives/stamps Agreement package
2) Forwards package and SBC-10 to Contract Officer

State Architect
1) Receives original SBC-10 and copy of Bid Tab for approval
2) Approves and returns SBC-10

Awardee
1) Receives Agreement package
   - 1 of cover letter
   - 1 of general instructions
   - 4 of Agreement form
   - 1 of each bond form
   - 1 of insurance summary
   - 1 of W-9 and ACH forms
2) Completes & returns counterparts
   - 4 of Agreement form
   - 4 of each bond
   - 4 of each insurance certificate
   - 1 or more of W-9 & ACH

Contract Officer
1) Enters data in PITS
2) Checks Agreement, insurance, bonds
3) Resolves Awardee's deficiencies
4) Completes routing check list
5) Initials Routing memo from file
6) Enters data in PITS (bid tracking and contractor set-up)
7) Forwards Agreement package to Executive Director
8) Prints SBC-7 from PITS and forwards to Project Manager
9) Files SBC-10

OFD Project Manager
Receives & processes SBC-7

OFD Executive Director
1) Reviews for compliance w/statutes, policies, and contracting procedures
2) Obtains AFD Vice Chanc'lor signature
3) Initials routing memo and forwards

Designer
Receives copy of cover letter

Contract Officer
1) faxes copy of contract forms to TRM
2) initials routing memo and forwards

Office of Business and Finance
1) Verifies Funds
2) Issues Purchase Order
3) Obtains OBF Vice Chanc'lor signature
4) Initials routing memo & forwards

Treasury Risk Management
1) Receives memo at initiation
2) Receives fax of contract forms at pre-approval
3) Receives fax of contract forms after execution
4) Issues Builders Risk Insurance

General Counsel Office
1) Reviews for form and legality
2) Obtains chief counsel signature
3) Initials routing memo & forwards

Labor Standards Division
Receives copy of SBC-10 & Bid Tab

THEC, Facilities Planning
Receives copy of SBC-10 & Bid Tab

AFD Vice Chancellor
1) Reviews documents
2) Obtain Chancellor's signature
3) Initials routing memo & forwards

Contract Officer
1) Inserts appropriate dates on Agreement and bonds
2) Enters data in PITS
3) Copies Agreement & attachments and forwards with Designer and Contractor counterparts to OFD Construction Services
4) Routes OFD and OBF counterparts to OFD support
5) Forwards bidding file to OFD support
   - Initialed project tracking sheet
   - Public Notice
   - Bid Forms
   - Bid Tab
   - Letter of recommendation w/ Owner approval
   - SBC-10 form
   - Initialed routing form
   - Dated letter to F&A B&F

OFD Support
1) Sends memo to TRM w/ copy of Agreement
2) Sends memo to F&A B&F
3) Sends co'part w/ ACH & W-9 to OBF
4) Files counterpart

OFD Construction Services
1) Creates award letter
2) Issues award letter w/counterparts to Contractor and Designer
3) Forwards copy of Agreement & attachments to Construction Representative in field

Transmittal may occur in
Pre-Construction Conference
as befits needs of project.

Designer receives
1) Copy of Award letter
2) counterpart of:
   - Agreement
   - Bonds
   - Insurance Certificates

Contractor receives
1) Award letter
2) counterpart of:
   - Agreement
   - Bonds
   - Insurance Certificates