

Construction Agreement 1 Property and Contract Manager State Architect 1) Receives instructions to pursue award **Property and Contract Manager** Receives original SBC-1 and copy 2) Creates Contract Package Prepares transmittal and distributes of Bid Tab for approval · cover letter · General Instructions · 2 of Insurance Requirements · W-9 and ACH Forms (4 Pages) · Agreement Form · 5 of SBC-1 **SPA** Designer · 2 letter to Finance-B&F Receives copy of SBC-1 and Bid Tab Receives copy of cover letter 3) Enters data in PITS 4) Files 1 counter part of package **Awardee** 1) Receives Agreement package · cover letter · 1 of general instructions · 1 of Agreement form · 1 of each bond form · 1 of insurance summary · 1 of W-9 and ACH forms 2) Completes & returns counterparts · 2 of Agreement form · 2 of each bond · 2 of each insurance certificate · 1 or more of W-9 & ACH **Property and Contract Manager** 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

- 6) Enters data in PTTS (bid tracking and contracto setup)
- 7) Forwards Agreement package to Executive Director
- Prints SBC-7 from PITS and forwards to Project Manager

Project Manager Receives & processes SBC-7 Pinance 1) Verifies Funds 2) Issues Purchase Order 3) Obtains OBF Vice Chancellor signature 4) Initials routing memo & forwards

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