
LAMAR UNIVERSITY
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: Facilities Management

AREA: General

Third-Party Vendors and Contractors	MAPP 04.01.03
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I. POLICY

- A. Lamar University's (LU) Office of Facilities Management works with third-party vendors and contractors to complete projects that maintain, repair, and enhance University facilities.
- B. Facilities Management may arrange with a third-party vendor or contractor to provide continuing, regularly scheduled service to University facilities, continuing service on an as-needed basis, or one-time service. Depending on the project, Facilities Management and a third-party vendor/contractor may work together to complete the project.
- C. Facilities Management has the option to complete facilities work internally, with "in house" staff, or externally, through a third-party vendor or contractor. Facilities Management retains decision-making authority as to whether facilities work will be completed internally or externally. Facilities Management makes these decisions based on factors that include, but are not limited to, project cost and availability of labor and resources through Facilities Management.

II. PURPOSE AND SCOPE

- A. This policy falls under the authority of all applicable federal and state laws, statutes, rules, and regulations, including, but not limited to, the following: the Texas State University System (TSUS) Rules and Regulations; Texas Education Code, Title 3, Higher Education; and Texas Administrative Code, Title 19, Education.
- B. This policy covers facilities work that is smaller, lower in cost, and less specialized than major projects to maintain, repair, or enhance University facilities. Large, complex, or specialized projects as well as projects subject to federal, state, or TSUS funding or regulatory constraints may require procedures different from those in this policy. LU departments considering major facilities projects are strongly encouraged to contact Facilities Management, in advance, to discuss these projects and their procedures.

III. DEFINITIONS

- A. In this policy, **third-party vendors** or **contractors** refer to business entities qualified and, if required, credentialed or licensed to perform work on University facilities or provide goods or services for these facilities. These entities include, but are not limited to, utility companies, carpenters, cleaning services, construction companies, electricians, landscapers and grounds maintenance crews, painters, plumbers, and refuse and garbage removal services.

IV. FACILITIES MANAGEMENT AS POINT OF CONTACT

- A. Throughout a project, Facilities Management serves as the point of contact with a third-party vendor or contractor and between a vendor/contractor and any LU department for whom the vendor/contractor is providing services. Regular communication between Facilities Management, a vendor/contractor, and an LU department requesting the work is expected throughout a project.
- B. When a vendor or contractor is used for a facilities project, Facilities Management retains oversight of the project and monitors the work through completion. Facilities Management may check on the work's progress at any point during the project.
- C. Larger projects may require that Facilities Management and the LU department requesting the work meet one or more times before and during the project to ensure proper planning and coordination.
- D. LU departments must not contact a third-party vendor or contractor on their own but must contact Facilities Management to initiate or follow up on facilities work. An **exception** to this policy would be an emergency that threatens life, health, or safety. In these cases, the LU department affected by the emergency should inform Facilities Management of the problem as soon as possible after contacting emergency services.

V. WORK REQUESTS AND WORK ORDERS

- A. To initiate facilities work, an LU department must first submit a work request through Facilities Management Customer Service. Work requests can be submitted through Facilities Management's online work request system, by phone, or in person.
- B. After a work request is received, Facilities Management reviews the request and generates a work order so that the project can begin.

Note. Facilities work is, as a rule, initiated by and completed through this work order process. LU's Office of Financial Services requires that a facilities project have an assigned work order before payment, reimbursement, or other compensation can be processed for this project. Facilities Management is not responsible for arranging or mediating compensation for facilities work if this work was not initiated through a work order.

VI. VENDOR AND CONTRACTOR SELECTION AND QUOTES

- A. If LU has an existing service contract or agreement with a vendor or contractor, Facilities Management selects this vendor/contractor if the work falls under the terms of the contract or agreement. Depending on the contract or agreement, the vendor/contractor may or may not be required to submit a quote.
- B. For projects that do not fall under an existing service contract or agreement, Facilities Management selects a vendor or contractor suitable for the work requested. The selected vendor or contractor then submits a quote to Facilities Management for the work requested.

- C. For projects that require vendors or contractors to submit bids, RFQs, RFPs, or related items, Facilities Management and a higher authority, if required, review submissions and select the vendor or contractor that meets the criteria in the bid notice, RFQ, RFP, etc.

VII. PAYMENT TO VENDORS AND CONTRACTORS

- A. After Facilities Management and, if required, a higher authority approve a quote, Facilities Management initiates a requisition with LU's Office of Financial Services.
- B. After the vendor or contractor completes the work, the vendor/contractor submits an invoice for the work. Facilities Management must review and approve the invoice. Once the invoice is approved, Facilities Management forwards the invoice to Financial Services for processing.
- C. The payment method used to compensate a vendor or contractor depends on factors that include, but are not limited to, the terms of a contract or agreement with a vendor or contractor, the type of LU department for which the work is done (i.e., auxiliary, non-auxiliary), and federal, state, and TSUS requirements regarding payment for facilities work.
- D. Vendors or contractors with an existing service contract or agreement with the University are compensated according to the terms of the contract or agreement.
- E. Vendors or contractors may be compensated with funds taken directly from the Facilities Management budget.
- F. Vendors or contractors may be compensated with funds taken directly from the LU department that requested or required work on its facilities.
- G. In certain cases, when funds are taken from Facilities Management's budget to compensate a vendor or contractor, the University reimburses Facilities Management through a transfer of funds from the budget of the LU department that requested or required the work to the budget of Facilities Management. These cases include facilities work for auxiliary departments or for non-auxiliary departments that request or require work not within Facilities Management's scope.
- H. Vendors or contractors may be compensated through a combination of payment methods or funding sources, as long as this compensation complies with all federal, state, and TSUS requirements.

VIII. REVIEW AND RESPONSIBILITY

Responsible Party: Chief Operations Officer

Review Schedule: Every three years on or before September 1

IX. APPROVAL

Dr. Robert H. Wagner
Chief Operations Officer

07/19/2022
Date

Dr. Jaime R. Taylor
President

07/20/2022
Date

REVISION LOG

Revision Number	Date	Description of Changes
1	07/14/2022	Version created.
	07/20/2022	Version approved by President.