
LAMAR UNIVERSITY
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: Facilities Management
AREA: General

Fee Structure for Facilities Services: Third-Party Vendors & Contractors	MAPP 04.01.06
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I. POLICY

- A. The Lamar University (LU) Office of Facilities Management provides maintenance, repairs, and other services to LU facilities. Facilities Management completes this work using in-house staff and resources as well as third-party vendors and contractors. This policy explains the Fee Structure governing facilities work performed in coordination with third-party vendors and contractors.

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 the Texas Administrative Code, Title 19, Education.

III. THIRD-PARTY VENDORS & CONTRACTORS: FEE STRUCTURE & PROCEDURES

- A. Facilities Management may arrange with third-party vendors and contractors to perform work for the University's facilities. These arrangements must adhere to all applicable federal and state laws, statutes, rules, and regulations related to contracts and purchasing.
- B. Arrangements with third-party vendors and contractors may take the form of contracts, service agreements, cooperatives, or other appropriate arrangements. The arrangement selected depends on factors such as Facilities Management's in-house capability, the type of service required, its cost, HUB and HEF guidelines and incentives, and other factors.
- C. Facilities may arrange with a third-party vendor or contractor to provide continuing, regularly scheduled service; continuing service on an as-needed basis; or one-time service.
- D. As caretaker of LU's facilities, Facilities Management retains decision-making authority as to whether facilities-related work will be completed internally by its staff or externally by a third-party vendor or contractor. Facilities Management makes these decisions based on factors that include, but are not limited to, in-house capability, the type of service required, cost, and availability of labor and resources.
- E. When a third-party vendor or contractor is used, Facilities Management retains oversight of the project and coordinates the work with the vendor or contractor through the end of the project.

- F. Throughout a project, Facilities Management serves as the point of contact with a third-party vendor or contractor and between a vendor or contractor and any LU facility (educational, general use, or auxiliary) for which the vendor or contractor is providing services.
- G. The University compensates third-party vendors and contractors for facilities work as follows:
 1. Once Facilities Management decides to work with a vendor or contractor (as part of an existing service contract or cooperative or through a new arrangement), the vendor or contractor submits a quote to Facilities for the work requested. **(Note.** Depending on the project, multiple vendors/contractors may be required to submit quotes in the form of bids or RFQs before selection.)
 2. After a quote is approved, Facilities Management enters a requisition for a purchase order.
 3. After a vendor or contractor completes a project, the vendor or contractor submits an invoice, as needed, for the work. Facilities Management verifies that the work has been satisfactorily completed and signs the invoice. The invoice is then forwarded to LU’s Finance Department for payment.
 4. LU’s Finance Department compensates a vendor or contractor with funds taken from an appropriate University account (index).

IV. REVIEW AND RESPONSIBILITY

Responsible Party: Chief Operations Officer

Review Schedule: Every three years on or before September 1

V. APPROVAL

Dr. Robert H. Wagner	09/15/2022
Chief Operations Officer	Date
Dr. Jaime R. Taylor	09/16/2022
President	Date

REVISION LOG

Revision Number	Date	Description of Changes
1	09/14/2022	Version created.
	09/16/2022	Version approved by President.