Request Review & Permitting

Once your request is received, you will be contacted by a Construction Superintendent (CS) or Project Coordinator (PC) to discuss the request. An F&S representative will then contact an appropriate contractor to communicate the scope and request a fixed cost proposal. The contractor will contact the customer to complete their proposal and forward the proposal to the CS or PC.

State law and University rules & policies require that certain documentation be obtained, reviewed and approved for each job request before a building permit can be issued. Based on project size and complexity, this includes but is not limited to:

- Certificate of Liability Insurance
- Builder’s Risk Insurance
- Performance Bond & Payment Bond (Work more than $50,000)
- Written Proposal with Labor & Material Breakdown and Approved Hourly Rate
- Subcontractor/Vendor/Supplier Identification and Documentation (SVS more than $25,000)
- Shop Drawing and Floor Plan Changes

Upon receipt of the required documentation a permit will be issued by F&S to the contractor (copy to customer) to perform the work. No work may begin prior to the issuance of a permit.

Performing the Work

The selected contractor will perform the work as outlined in the project scope. The F&S CS or PC should be contacted about problems or questions regarding schedule, performance or changes. A risk assessment process will be utilized to determine the appropriate inspections, and F&S will verify the completion of the work.

Invoice Process

Once the work is completed, the F&S CS or PC will request from the contractor the return of keys, as-built drawings and inspection documents. The customer will agree to completion of the scope of work by signing their copy of the permit and returning it to F&S. The contractor will submit an invoice in accordance with the instructions on the permit and the CS will release it for payment.
Contractor Selection Process

Contractors respond to a Request For Proposals which is posted in the Illinois Public Higher Education Procurement Bulletin. Contractors must select which divisions of work they can perform as well as the hourly rate for each trade.

Work performed through Contractor Services cannot exceed the State Higher Education Small Purchase Limit for construction which is currently $78,300.

F&S sets annual standing purchase order amounts for individual contractors based upon previous usage, experience, and performance.

Contractor Services Divisions of Work

- General
- Plumbing
- Heating/AC/Refrigeration
- Ventilation
- Electrical
- Sprinkler
- Temperature Control
- Test/Balance
- Elevator
- Access Flooring
- Carpentry
- Carpet/Resilient Flooring
- Ceiling
- Concrete
- Demolition
- Drywall
- Excavation
- Fire Protection
- Flooring
- Landscaping
- Masonry
- Miscellaneous Metals
- Painting
- Roofing
- Site Work, including snow removal
- Structural Steel
- Windows/Entrances
- Environmental/Asbestos Abatement
- Kitchen Equipment
- Construction Waste Hauling
- Metal Buildings
- Irrigation Systems

Campus clients have a variety of options for construction service delivery. Those options include: Contractor Services, Job Order Contracting, and F&S Crafts & Trades.

Approved Projects...

...under the $78,300* bid limit

Customer Participates in Delivery Choice
- Contractor Services
- Job Order Contracting
- Crafts & Trades

...between $78,300* - $250,000

Customer Participates in Delivery Choice Contracts may be bundled using:
- Contractor Services
  - No single permit to exceed $78,300*
  - No single project to exceed $250,000 when bundling Contractor Services permits
- Job Order Contracting
  - No single permit to exceed $250,000 when bundling Job Order Contracting with Contractor Services permits
- Crafts & Trades

...over $250,000

Customer Participates in Delivery Discussion
- Crafts & Trades and Contractor Services
  - No single permit to exceed $78,300* and the total of all Contractor Services permits does not exceed $250,000
- Crafts & Trades and Job Order Contracting
  - Total Job Order Contracting contract does not exceed $250,000

* This is the current State Higher Education Small Purchase Limit for construction.

For updates, visit http://www.procure.stateuniv.state.il.us/