

# The Process:

## How your Planner Estimator works with Contract Services



### Step 1: Contacting FOS

Contact the applicable [Planner Estimator \(PE\)](#) to discuss and review your request or project:

*These are typical projects:*

- Installation of new wire or plumbing to support new equipment or furniture
- Installation of carpet
- Interior renovation
- Painting
- Upgrade lighting
- Electrical upgrades
- Laboratory plumbing upgrades
- ADA or Life Safety compliancy upgrades
- Classroom project upgrades

### Step 2: The Project Scope

Now that the scope of your project has been defined, here is what you can expect from the [PE](#):

1. Provide you with a Order of Magnitude cost estimate
2. Receive your Purchase Order
3. Contact [Contract Services](#) for building plans if needed
4. Provide you with a final project cost
5. Depending on the scope of your project, your PE may forward your project to [Contract Services](#).
6. Identify the contractor or builder

### Step 3: Project Coordination and Construction Options

#### **PE coordinates your Project using "In-house labor":**

1. In-house labor is only used when projects, involve only one trade and take less 8 hours or less in time to accomplish
2. Your PE will order all materials and schedule all applicable in-house staff.
3. Your Project will be assigned a Work Request Number whereby materials and labor can be tracked for billing purposes.
4. Electronic billing will occur weekly.

#### **PE coordinates your Project using "general contractor vendors or unit price bidding":**

1. Your PE obtains bids from 3 vendors.
2. The desired vendor is selected.
3. Your PE receives funding and issues a RIAS PO to the vendor
4. Your PE will coordinate all groups and or vendors involved with your project; i.e. REHS, Material Services, outside vendors
5. Your Project will be assigned a Work Request Number for billing purposes.
6. Electronic billing will occur weekly.

#### **Contract Services coordinates your project using "general contractor vendors, r unit price bidding or Union Hall Trades":**

1. Your PE turns your project over to [Contract Services](#) who has the responsibility of:
  - ordering all materials
  - scheduling all applicable vendors
  - assigning a Work Request number for billing purposes
  - coordinate with REHS or Material Services
  - provide weekly electronic billing
2. Your PE keeps abreast project developments.