



**ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL**

**DATE ISSUE
3/28/00**

**REVISION
1**

**PAGE
E2-480.0**

SUBJECT

PURCHASING

SUB-TOPIC

PURCHASE OF CONSTRUCTION SERVICES

Any alterations to existing buildings or construction of new buildings must be coordinated through the Physical Plant Department. There are numerous requirements and guidelines regarding construction. Typically the Senior Vice President for Business Affairs, Physical Plant and Purchasing departments are involved in handling construction projects and are responsible for adherence to all requirements.

The U.T. System Office of Facilities Planning and Construction (OFPC) administers bid documents and manages all construction projects which exceed \$300,000 (new construction) or \$600,000 (remodeling/renovations).

All construction projects and minor construction improvements shall:

1. Be advertised in accordance with U.T. Board of Regents Policies;
2. Be bid competitively; bids to be opened publicly;
3. Be awarded to the lowest responsible bidder according to established best value criteria.