STEP 5B: FACILITIES MANAGEMENT INFORMAL BID PROCESS Page 1 of 2

UH FM BUSINESS FACILITIES PROJECT A/E AND OTHER CONTRACTOR DEPARTMENTS SERVICES MANAGEMENT CONSULTANTS MANAGER PROCUREMENT SCOPE OF OWNER **DESIGN PHASE** DEVELOPMENT PROVIDED SERVICES BP-1 PM creates contractor solicitation document BP-2 TO JOC PM solicits 3 or PROCUREMENT or more contractors OF CONTRACTOR for bid BP-3 PM arranges to meet with all solicited contractors BP-5 BP-4 Contractors send PM walks estimate to PM or site/job with sends notification contractors of non-interest BP-6 PM qualifies bids and ranks accordingly Does PM receive a N qualified bid? Ŷ BP-7 Does PM prepares (N) supervisor contract package approve? and forwards to supervisor BP-8 PM sends contract package to CC BP-9 CC assigns contract number BP-10 CC prepares contract doc, PPT & signature page and sends to DBA To Y/N From No)

STEP 5B: FACILITIES MANAGEMENT INFORMAL BID PROCESS Page 2 of 2 UH FM BUSINESS FACILITIES PROJECT A/E AND OTHER CONTRACTOR DEPARTMENTS MANAGEMENT SERVICES CONSULTANTS MANAGER (From BP-10) (To BP-10) Does DBA approve (N) BP-12 PM emails & certify? corrections to CC BP-11 CC finalizes & Does emails contract doc (N)PM approve? PPT & signature page to PM Y BP-13 CC sends Does contract to vendor sign vendor via email and return to CC?

