Memorandum

**TO:** Dr. Carl Carlucci,

Executive Vice Chancellor/Executive Vice President, Administration & Finance

**FROM:** Christa Howard, Senior Facilities Planner

**THRU:** Mike Yancey, Director of Planning

Spencer Moore, Executive Director, Facilities Planning and Construction

Office of the General Counsel, Office of Contract Administration

**DATE:**

**SUBJ:**

**CONTRACT#:**

1. CONTRACT TYPE, PRICE, CONTRACTOR

Furnishings and Equipment Contract #W\_\_\_\_\_\_\_\_ for [$Amount] to [Vendor Name] for the purchase, delivery and installation of [Description of items being purchased for the Project].

1. SCOPE OF WORK
2. JUSTIFICATION OF EXPENSE
3. PROPOSED SCHEDULE
4. HOW WAS THE WORK SOLICITED

1. WHY THIS CONTRACTOR IS THE BEST VALUE

1. HUB PERCENTAGE (%)

The HUB participation is [insert %] in this contract.

1. OTHER PROPOSALS/BIDS RECEIVED
2. FUNDING

Funding has been appropriated and is budgeted through [funding code]. Funds for the furniture are identified in the budget.

***Certifications***. (Required for OCA review)

|  |  |
| --- | --- |
| ***Initial*** | ***Certification*** |
| **PM** | I have primary responsibility for the contract, from inception to completion of the transaction. |
|  |  |
| **PM** | The contract and all documents that are incorporated by reference in the agreement, including exhibits and appendices are included for review by OCA. |
|  |  |
| **PM** | The name of the contracting party is stated as the University of Houston System or its component Institutions (e.g., University of Houston, University of Houston - Victoria), and is not a department, program, or person. |
|  |  |
| **PM** | If a UH standard agreement is being used, I certify that (check one):  🞎 no changes have been made, including additional attachments or addenda  🞎 each change to the standard agreement has been reviewed and approved by OCA, as established in the attached email correspondence. |
|  |  |
|  |  |
| **Exec. Director** | All contract documents have been read and the business aspects have been agreed to in their entirety by the originating department and any employees who have obligations under this contract, or a memorandum has been included describing the department’s concerns with the business aspects that they do not agree with. |
|  |  |
| **Exec. Director** | The proper procurement method has been used providing the best value to UH. |
|  |  |
| **Exec. Director** | I have read this contract entirely. I am satisfied with its description of the goods, labor, materials and/or services to be provided to the University (including, for example, warranties, delivery terms, acceptance period, and maintenance terms). I am also satisfied with the description of the University’s obligations (including, for example, scope of work, payment due dates, late charges, taxes, charges, insurance, and confidentiality requirements) and all other provisions of this contract. I acknowledge responsibility to ensure that all good faith efforts are employed in seeing that all terms, conditions and responsibilities of the contract are met. |