


Administrative Services
Facility Services Department



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November 10, 1999

TO Mr Bret Dalton
Bret Dalton Plumbing & Heating
5418 E Highway 14
Fort Collins, CO 80524

FROM Steve Seefeld, CDT 
Facilities Project Manager
Acting Facilities Contract Administrator

RE Follow-up To Performance Review of Annual Plumbing Services
Review Committee Dennis Palmer, Steve Seefeld (Facilities)
John Stephen (Purchasing)

Contract scope of work and invoice/payment procedures were reviewed

The Contractor's plumbing and general construction skills have been sufficient to fulfill the requirements of the contract and the needs of this department during the previous period

The City has been satisfied with the contractor's work process and the quality of the final product

The Contractor's job estimates have been in an acceptable range

The Contractor's response to emergency work has been good, but the Contractor needs to schedule non-emergency work in a more timely manner

The Contractor appears to be responding to City needs, but should make an attempt at more comprehensive communication with the City POC (Point of Contact) for the item of work requested

In general, the City's expectations have been met and we seek to continue the relationship

City of Fort Collins Facilities Department

WHAT ARE OUR EXPECTATIONS IN REGARD TO THIS CONTRACT ?

- 1) The City of Fort Collins expects quality work which may exceed minimum industry standards
- 2) The contractor will occasionally be required to work non-traditional hours, ie hours other than 8 00 A M to 5 00 P M , Monday through Friday, and weekends
- 3) The contractor will maintain a local phone number, and must be able to be reached by telephone and facsimile transmissions during business hours Contractor will respond to all City non-emergency telephone and facsimile transmissions within 24 hours or by the next working day
- 4) Work must pass all regulatory inspections and must comply with the current codes and regulations appropriate to the Fort Collins area
- 5) Work must be performed by the contractor's payroll employees, or under the contractor's immediate supervision, unless approval is obtained by the Project Manager or Supervisor
- 6) Contractor must inform Project Manager immediately if he (contractor) is unable to meet a construction schedule or work assignment
- 7) Contractor will use sufficient dropclothes to protect floors, ceilings, roofs, walls, mechanical, electrical, computer hardware, and other sensitive components of the building when necessary Inside air quality must not be compromised during construction activities without prior consent The City Representative in charge of the project, must be notified before any construction materials, or material byproducts, are introduced into the surrounding air
- 8) Congeniality is of the utmost importance when working around the customer's employees who frequently must remain on the job in close proximity to the construction process If there is a need for the contractor's tradespeople to address the customer's employees, it shall be done in a pleasant business-like manner Foul language will not be tolerated when working around customer's employees
- 9) There will be no smoking directly on the construction site
- 10) If there are no changes to the scope of work, we expect the contractor's job estimates not to exceed 10% of the actual work order ammount
- 11) Anytime requested work requires two or more of the contractor's tradespeople, the contractor will contact the appropriate City Representative to discuss and determine the man power requirements for the job and the pay/rate status of each workman who will participate

Contractor acknowledges receipt of this information

Ernest DeHaven Date *11-10-99*
Stephen Seefeld Date *11/10/99*

Facilities Contract Administrator

FACILITIES WORK ORDER PROCEDURES, INVOICING GUIDELINES AND GENERAL
INFORMATION FOR ANNUAL CONTRACT WORK

PROCEDURES

1) Work Order

- A The signed Work Order is your notice to proceed
- B Make reference to the WO number on your invoices. Make sure you have the **physical address of the job and the Project Manager's** (City contact) **name** somewhere on the invoice
- C Material invoices, or an accurately "priced" list of materials used on the project **must** accompany contractor invoices
- D Since this is a time and materials contract, change orders are not appropriate. If there is a change in the scope of work, an estimate for the new scope must be generated, along with a new or amended Work Order
- E All job **estimates** must be submitted on a unit price basis consistent with the prices established in the Method of Award\Bid Schedule section
- F Contractor will invoice for all jobs completed on a unit price (labor hours) plus material and material mark-up, or, unit price per work item (labor and materials) basis, consistent with the prices established in the Method of Award\Bid Schedule section of the contract
- G The contractor may be required, by the Project Manager, to submit for review, a breakdown of hours worked per man/day for journeyman, and, or, helpers on any project or item of work requested

2) Billing and Payments

- A Invoices for payment. See item 1, C, as above
- B When can you expect payment? You should allow two weeks for the approval process once your invoice reaches **this** office. Inquiries, with Facilities, as to the

status of your invoice before 10 working days have elapsed **may not** receive a response. If your billing says "net 30 days", that is generally how Accounting will pay it. If you have special needs or terms, please contact the Accounting office.

- C You must get prior approval to receive payment for "stored" materials
- D The City of Fort Collins will not pay for labor for correction of faulty work. The City will not pay for correction of work that does not meet code. Questions of code requirements are the responsibility of the contractor.
- E The City of Fort Collins will not pay for substandard materials supplied by the contractor, nor for the labor to replacement such substandard materials, as determined by the Project Manager. In the case of substandard materials delivered (supplied) by the City, the contractor must notify the Project Manager of any defects before installation of such materials.

3) Warranty One year See Services Agreement

4) Facilities Project Manager Scheduled Hours 7 00 A M to 4 00 P M , Monday through Friday. Facilities Maintenance Supervisor hours 6 00 A M to 2 30 P M , Monday through Friday (Unless otherwise noted, per assignment)

Contractor acknowledges receipt of this information

Bret Alter Date 11/10/99

Facilities Contract Administrator

Stephen Seefeld Date 11/10/99