

TEXAS A&M UNIVERSITY
Office of the Executive Vice President and Provost

April 13, 2007

MEMORANDUM

TO: Mr. Charles A. Sippial, Sr.
Vice President for Facilities

SUBJECT: Recommendation on Small Scope Renovation and Repair Projects

Attached is Dr. Davis' approval of the Finance Council's recommendations concerning Small Scope Renovation and Repair Projects. Please proceed with implementing these recommendations as standard operating procedures.

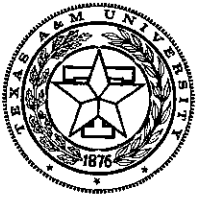
A handwritten signature in black ink, appearing to read "D. B. Prior".

David B. Prior
Executive Vice President
and Provost

Attachment

c: Dr. Jerry R. Strawser
Mr. Charley B. Clark
Ms. Nancy Sawtelle

94-115



TEXAS A&M UNIVERSITY
Office of the Executive Vice President and Provost

April 11, 2007

MEMORANDUM

TO: Dr. Eddie J. Davis
Interim President

Approved 4/12/07
Eddie J. Davis

SUBJECT: Recommendation on Small Scope Renovation and Repair Projects

On February 14, 2007, the Finance Council forwarded the attached recommendation to me concerning the management of Small Scope Renovation and Repair Projects. Vice President for Facilities Charles A. Sippial and I have reviewed the recommendations and recommend approval.

Thank you for your consideration of this request.

David B. Prior
Executive Vice President
and Provost

Attachment

c: Mr. Charles A. Sippial, Sr.
Dr. Jerry R. Strawser
Ms. Nancy Sawtelle

**FINANCE COUNCIL
TEXAS A&M UNIVERSITY
RECOMMENDATION
SMALL SCOPE RENOVATION AND REPAIR PROJECTS**

14 February 2007

The Finance Council recommends Texas A&M University (TAMU) consider outsourcing arrangements for small scope renovation and repair projects. The purpose of this recommendation is to ensure customer satisfaction will be increased by efficiencies gained through quicker response times while providing projects of equal or increased quality at equal or lower costs.

We define small scope renovation and repair projects as those costing less than \$100,000 and those not having implications for the structural integrity or safety of a facility, including fire protection and suppression, electronic energy management and HVAC systems. While not intended to be an exhaustive listing, examples of these types of projects would include painting and cosmetic repairs, replacement of carpeting, replacement of classroom seating, and certain types of electrical and plumbing services.

We recommend the Physical Plant Department identify projects that meet the above criteria for which it might be cost-efficient to consider outside contracting. Factors that might influence this decision include:

- Availability of current Physical Plant Department personnel resources (both skilled and professional), based on current priorities and projects in process.
- Outsourcing arrangements already in place or those that may be put in place.
- Need for short turnaround on projects because of upcoming events or unforeseen circumstances.
- Ability of the requesting unit to secure lower cost providers at an equivalent level of quality, safety and service time.

One potential limitation with this approach is TAMU may incur additional total costs if available Physical Plant Department personnel resources are not engaged in alternative projects. We believe the first point above will mitigate this concern. If cost to the requesting unit, response and service time and service quality are equivalent, we believe services should be procured from the Physical Plant Department.

It is understood that Texas State statutes, the Texas A&M University System's (TAMUS) policies and regulations and TAMU rules and standard administration policies including risk assessment will be followed in any outsourcing arrangements for small scope renovation and repair projects.