

## OTHER- FM Team - Time and Material Contract (T&M)

	Activity	Who	Form/Hyperlink
<b>Step 1:</b>	T&M Contracts are established following a competitive bid process, with the assistance of the Purchasing Department. Renewals will come through Purchasing/reminder	Director and Contract Administrator	<a href="#">TEAMS file folder link (needs to be inserted)</a>
<b>Step 2:</b>	In the event that the good or service is only available through one supplier, a Sole Source Justification Form must be completed.	Director/Contract Administrator MUST get Director's signature	<a href="#">Sole Source Justifications Form</a>
<b>Step 3:</b>	All T&M projects estimated to be more than 50% in material costs will be evaluated by purchasing to determine the appropriate acquisition of materials.	Purchasing Agent	<a href="#">Purchasing Department</a>
<b>Step 4:</b>	T&M contracts may be used for projects less than \$25,000 on an as needed basis throughout the life of the contract. All projects must be noticed to the bargaining unit	Contract Administrator(Project Mgr) as assigned by the department. Bargaining unit notice must go through Director of Maintenance	<a href="#">Contract Management</a>