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CONTRACT ADMINISTRATION

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Document Identifier:	Contract Administration
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Project:	
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Abstract:

This document describes the contract administration procedure.

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REVISION LOG

Issue	Date	Comment	Author
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DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change

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1.0 SCOPE

The primary "Scope of Work" is performed according to (Your Company) and Prime Contract standards and maintains an ethical and mutually beneficial relationship between (Your Company) and the Contractor. This process begins with the Prequalification to Bid and continues through the completion of the warranted period for the successful Contractors. This process encompasses all facets of accomplishing the work including safety, quality, schedule adherence, proper documentation, profit, etc.

2.0 REQUIREMENTS

- A clear and concise "Scope of Work" must be included with the Request for Quote (RFQ). This is the key to [REDACTED]
- A Contractor's quality standards should be equal to (Your Company)'s to provide consistent excellence for our Clients.
- Attempt to minimize the effects of changes in the contract and "Scope of Work". Any additional costs incurred [REDACTED]
- Be certain that Contractors are paying material suppliers by [REDACTED]
- (Your Company) and its Contractors' are equally responsible for providing a well coordinated project utilizing [REDACTED]
- (Your Company) must provide a safe, workable environment for a Contractor to perform in. It is the Contractor's responsibility to [REDACTED]
- (Your Company) must strive to build a following of competent specialty Contractors because [REDACTED]
- (Your Company)'s bonding policy must be adhered to on all contracts. Requirements of the policy can [REDACTED]
- Follow the documentation requirements outlined in the (Your Company) Purchasing Procedure to [REDACTED]
- Formally transmit and correspond with Contractors on any issues that reflect [REDACTED]
- Get Daily Work Reports from Contractors and Subcontractors.
- Have a qualified person or team assigned to [REDACTED]
- It is preferred that all Contractors be [REDACTED]
- Make sure the Contractor is aware from the time of the RFQ throughout all subsequent meetings that [REDACTED]

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- Obtain a minimum of three quotes for all work. If three quotes are not available, [REDACTED]
- Protect (Your Company)'s interests by requiring [REDACTED]
- Provide each bidding party with an addendum before the due date that includes [REDACTED]
- Setup and adhere to a rigid meeting and documentation schedule to [REDACTED]
- Some Contractors may be less sophisticated than (Your Company) but will welcome [REDACTED]
- Specify reporting requirements in each contract package, such as: [REDACTED]
- To prevent problems, [REDACTED]
- Utilize the components in the (Your Company) Purchasing Procedure to [REDACTED]
- Verify the financial stability of a proposed Contractor from information on the prequalification package and/or a Dunn and Bradstreet report. D&B reports are [REDACTED]

3.0 PROCESS ASSURANCE

- Completion of the "Sub/Vendor Procurement Report" during the pre-job to [REDACTED]
- Perform periodic project reviews of the following subjects with the Contractor's management to assess all the elements of the business relationship: [REDACTED]
- Use every applicable section of the (Your Company) Purchasing Procedure to ensure compliance with [REDACTED]
- When in doubt, [REDACTED]