MEDICAL UNIVERSITY OF SOUTH CAROLINA
ENGINEERING DEPARTMENT
CONSTRUCTION CONTRACTOR PROCEDURES:

The Contractor is to take direction consistent with the Office of the State Engineer Manual and only from the Project Manager, Director of Engineering or Chief Facilities Officer.

CONTRACT DOCUMENTS

Contractor shall not incur any expense until the Contract has been awarded. An award requires that either both the Medical University of South Carolina and the Contractor sign a Contract or a Notice to Proceed (SE-390) is executed.

Certificate(s) of Insurance must be kept current through warranty period.

CHANGE ORDERS/CHANGE DIRECTIVES

Change Order requests shall include substantiating data from Contractor and subcontractors indicating costs, quantities, overhead and profit as permitted by Supplementary Conditions.

Change Order requests should be mailed to the architect unless the Medical University of South Carolina is the architect. Change order requests in this case would be mailed to the Project Manager.

Only formally approved change orders are to appear on payment applications. “Formally approved” is defined as the SE-480 form executed by the Controller, Medical University South Carolina (if the change order or any item or change in work is $100,000 or less) or the State Engineer (if the change order or any item or change in work is over $100,000).

An adjustment in time shall require a change order to be executed within fourteen (14) days after the Contractor submits written notice of the claim for additional time. This notification shall include written substantiation and justification.

Change Directives shall be converted into a Change Order within thirty (30) days of final approval; otherwise, a letter from the Project Manager should be issued to the Contract Administrator delineating the reasons why the conversion will not take place within thirty days.

Contractor may only bill against an approved Change Directive up to ninety-five (96.5%) of an estimated amount when the change directive is based on time and material.
PAYMENTS:

State and MUSC project number and project name must appear on all payment applications (AIA forms G702 and G703).

Payment will be made to the contractor within twenty-one (21) calendar days of Architectural approval from receipt of undisputed payment application form (AIA G702 and G703).

Applications for payment (AIA G702 and G703) should be mailed to the architect. The architect in turn should then mail the executed application to the Project Manager, Engineering and Facilities, Medical University of South Carolina, Post Office Box 250190, Charleston, SC 29425 or hand deliver it to 97 Jonathan Lucas, Parking Garage I, Second Floor.

Applications for final payment must be accompanied with OSE forms 550A, 550C and 560C and AIA 1997 edition of forms G706, G706A, G707 and a release of lien printed on Contractor letterhead in addition to those items required in Section 01701.