MUSC Construction Services Delivery Order (SE-680) and Change Orders (SE-690):

1) Contract Administrator receives a proposal which is signed by the Project Manager and Director of Engineering and includes all necessary project numbers and funding information.

2) Contract Administrator verifies funding, IDC contract expiration date and remaining IDC contract balance.

3) Total Construction Service Delivery Order (SE-680) amount cannot exceed $150,000 per assignment, including Change Orders.

4) Construction Service Delivery Orders (SE-680) over $100,000 must have prior OSE drawing review and approval.

5) IDC Construction Change Orders are processed on Form SE-690 “Construction Service Delivery Order Modification” SE-690’s cannot exceed the MUSC Construction Contract Change Order Certification Amount of $50,000 per Change Order as issued by the Budget and Control Board, Office of General Services. Change Orders exceeding $50,000 require prior OSE and Financial Management approval.

6) Total Construction Services Contract Fees cannot exceed 750,000 over a two-year period.

7) The approved proposal is then faxed to the contractor with a request that the signed Construction Services Delivery Order Work Release (SE-680) be returned via fax to the Contract Administrator’s attention with “Original Bonds” (if applicable) hand delivered to the Contract Administrator.

8) The Contract Administrator will calculate the “Total Amount of Previous Delivery Orders”, “Total Amount of all Delivery Orders including current order”, and Balance Remaining for this IDC” and enter this information into the Cost and Schedule Information area of the SE-680.

9) The start date and duration of the construction must be communicated to the Contract Administrator by the Project Manager. The Contract Administrator then enters this information into the “SCHEDULE” section on the SE-680.

10) SE-680 must have State and MUSC project name and number on it.

11) The approval process should be complete within 7 working days.

12) Insurance Certificate for the entire Indefinite Delivery Contract (IDC) must be in effect during the term of the contract.
13) Refer to the Office of the State Engineer (OSE) manual 6.21 to determine if Builders Risk insurance is required.

14) If proposal is over $50,000 performance and payment bonds are required for a MUSC SE-680.


17) Financial Management returns signed SE-680 documents to contract administrator.

18) The Notice to Proceed (NTP) is part of the SE-680 Construction Services Delivery Order Work Release. The NTP dates are determined by the Project Manager.

19) The executed SE-680 including the Notice to Proceed are Faxed to Vendor, Project Manager, Occupational Safety, etc.

20) Requisition is entered into Smart Stream.

21) Invoices received and approved by Project Manager and Director of Engineering.

22) Work contracted under Change Orders shall not be paid for prior to receiving a fully executed Change Order from Financial Management.

23) Contract Administrator reviews, prepares and processes original receiver and invoice and forwards original to accounts payable; a copy to Property Control; a copy retained for permanent project purchase order files.

24) Payments are contracted to write 21 days from the date we receive the invoice.

**Construction Closeout:**

Final application for payment must be accompanied by American Institute of Architects (AIA) Closeout Documents G706, G706A, and G707 along with OSE Closeout Documents 550A and 550C. Closeout Documents are prepared by Architect/MUSC Engineering and Facilities (E&F) and fully executed then given to Contract Administrator.
MUHA Construction Services Delivery Orders (MUHA-680) and Change Orders (MUHA-690):

1) Contract Administrator receives a proposal which is signed by the Project Manager and Director of Engineering and includes all necessary project numbers and funding information.

2) Contract Administrator verifies funding, IDC contract expiration date and remaining IDC contract balance.

3) Total Construction Service Delivery Order (MUHA-680) amount cannot exceed $500,000 per assignment, including Change Orders.

4) Construction Service Delivery Orders (MUHA-680) over $100,000 must have prior Board approval and OSE drawing review and approval.

5) IDC Construction Change Orders are processed on Form MUHA-690 “Construction Service Delivery Order Modification”.

6) Total Construction Services Contract Fees cannot exceed 2,000,000 over a three-year period.

7) The approved proposal is then faxed to the contractor with a request that the signed Construction Services Delivery Order Work Release (MUHA-680) be returned via fax to the Contract Administrators attention with “Original Bonds” hand delivered to the Contract Administrator.

8) The Contract Administrator will calculate the “Total Amount of Previous Delivery Orders”, “Total Amount of all Delivery Orders including current order”, and Balance Remaining for this IDC” and enter this information into the Cost and Schedule Information area of the MUHA-680.

9) The start date and duration of the construction must be communicated to the Contract Administrator by the Project Manager. The Contract Administrator then enters this information into the “SCHEDULE” section on the MUHA-680.

10) MUHA-680 must have State and MUHA project name and number on it.

11) The approval process should be complete within 7 working days.

12) Insurance Certificate for the entire Indefinite Delivery Contract (IDC) must be in effect during the term of the contract.
13) Refer to the Office of the State Engineer (OSE) manual 6.21 to determine if Builders Risk insurance is required.

14) All MUHA Construction Services Delivery Orders (MUHA-680) require Bonds and they must accompany the MUHA-680 and Proposal.

15) Post MUHA-680 related information to ACCESS/DATABASE/GC IDC 2000; ACCESS/ACTIVEPR/TEST; AND EXCEL/610.


18) The Notice to Proceed (NTP) is part of the MUHA-680 Construction Services Delivery Order Work Release. The NTP dates are determined by the Project Manager.

19) The executed MUHA-680 including the Notice to Proceed are Faxed to Vendor, Project Manager, Occupational Safety, etc.

20) Requisition is entered into Smart Stream.

21) Invoices received and approved by Project Manager and Director of Engineering.

22) Work contracted under Change Orders shall not be paid for prior to receiving a fully executed Change Order from Financial Management.

23) Contract Administrator reviews, prepares and processes original receiver and invoice and forwards original to MUHA Facilities Management and a copy is retained for permanent project purchase order files.

24) Payments are contracted to write 21 days from the date we receive the invoice.

**Construction Closeout:**

Final application for payment must be accompanied by American Institute of Architects (AIA) Closeout Documents G706, G706A, and G707 along with OSE Closeout Documents 550A and 550C. Closeout Documents are prepared by Architect/MUSC Engineering and Facilities (E&F) and fully executed then given to Contract Administrator.