PROCEDURES RELATING TO PROFESSIONAL SERVICES

CONTRACTS

Take direction consistent with Medical University Hospital Authority (MUHA) Manual and only from the Project Manager, Director of Engineering and/or Chief Facilities Officer particularly when it affects your contract.

Do not proceed without receipt of written verification that MUHA has approved proposals and/or amendments.

Every amendment requires a proposal indicating an amount for basic services, an amount for additional services and an amount for reimbursable expenses. Charges for additional services require proposals from the consultant providing that additional service. Reimbursable expenses require detail description and a not-to-exceed amount.

PAYMENTS

Invoices are to be submitted to the Agency no later than sixty (60) days from date work was performed and shall clearly indicate MUHA project name and number. Date, hours, type of work, hourly rate, and specific location of work shall be itemized on all invoices.

Payment shall be made within forty-five days from the date the Owner receives an undisputed invoice. Copies of reports/studies shall accompany invoices. Invoices for final payment should be marked as such. Final payments should include all reimbursables. Reimbursable expenses are to be billed on a separate invoice and shall not exceed 1.1 times the expenses. Receipts are required for all reimbursables, including a cover page with a breakdown of what is being billed. Reimbursables are to be billed within 60 days of incurring expense and within 90 days for Consultants.

Purchase order will be closed within one month of final billing unless contract administrator is notified to the contrary.

Mail all requests for payment to your Project Manager in care of Engineering and Facilities, Post Office Box 250190, Charleston, SC 29425.

Indicate Indefinite Delivery Contract (IDC) number, MUHA number and project name on all proposals and requests for payment. Do not bill before receipt of written verification that MUHA has approved proposal or amendment.
DELIVERABLES

Provide copies of reports/studies as follows: two to Project Manager (one for Project Manager and one to Engineering and Facilities for inclusion in permanent project records) and additional copies as required by your contract.

Provide one set of addenda, plans and specifications to contract administrator in Engineering and Facilities, prior to bid opening when applicable.

Be responsible for meeting timelines as relates to submission of contract documents.