

FACILITIES MANAGEMENT CONTRACTOR & VENDOR OPEN HOUSE

29 NOVEMBER 2017
Welcome



DEPAUW
UNIVERSITY

Est. 1837

CAMPUS PRESIDENT

D. MARK MCCOY, PH.D.



A native of West Virginia and the son of a coal miner, Mark McCoy holds a B.A. in music education from Shepherd University, a liberal arts college in West Virginia, a master's degree from the Peabody Conservatory, and a Ph.D. in fine arts with a concentration in music composition from Texas Tech University.

"As a first generation college student, I believe the undergraduate experience should be inspirational, aspirational, and transformational," McCoy said. "I can imagine no college in America that can do that better than DePauw. Our alumni set a high bar and provide shining examples of how DePauw graduates make more than a living -- they make a life."

AGENDA

1. Dr. McCoy Introduction
2. DePauw Staff & Facilities Team Introductions
3. Insurance
4. Accounting Process
5. Security & Badging
6. Campus Behavior
7. Site Utility Location Requirements

INTRODUCTIONS

- DePauw Staff
- Facilities Management Team
 - Senior Leadership Team
 - Capital Projects Team
 - Care & Space Management Team
 - Training & Professional Development
 - Systems Operations Team

DEPAUW INSURANCE POLICIES

- Bruce Burking – Manager of Safety and Risk Management Services
- EIIA
- Policies related to contractors
- Policies related to vendors/material suppliers
- UAVs

DEPAUW ACCOUNTING PROCESSES

- Payment & Invoicing Process
- Forms needed (W-9)
- Recommended procedures
(credit card or direct deposit)

FUTURE POLICIES & PROCEDURES

- Security & Badging
- Contractor & Vendor Parking
- Contractor & Vendor Vehicles
- Contractor & Vendor Apparel
- Public & Private Utility Locates

DEPAUW SECURITY & BADGING

Policy Highlights

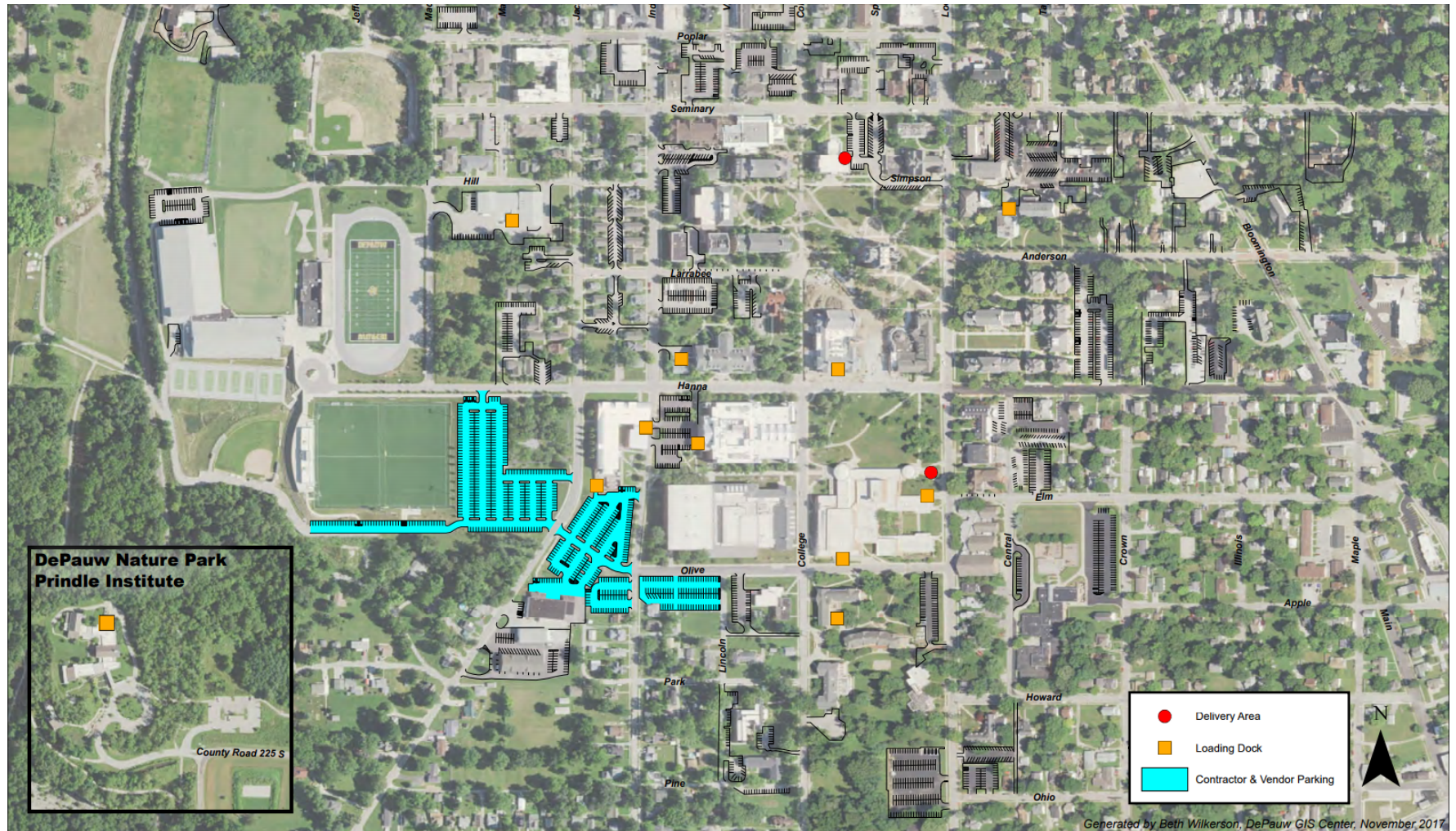
- 5 days or less on campus – general badge
- More than 5 days – photo ID required
- Control individual and contractor access to buildings
- Contractor has verified employee for criminal background check and drug screenings

CONTRACTOR & VENDOR PARKING

Policy Highlights

- Create and maintain vehicle access control for student, faculty & staff
- Identify approved contractor parking areas
- Identify restricted contractor parking areas
- Introduce parking passes

PARKING, LOADING DOCKS & DELIVERY AREAS



CONTRACTOR & VENDOR VEHICLES

Policy Highlights

- Contractor vehicle identification
- Use of UTVs

CONTRACTOR & VENDOR APPAREL

Policy Highlights

- Clearly identifiable clothing standards for contractors & vendors
- Standards for adverse weather conditions

PUBLIC & PRIVATE UTILITY LOCATES

- Who is affected
- Private vs Public utility locate
- 5 day notice given
- Emergency guidelines

CAPITAL PROJECT UPDATES

- Consider a similar format for project specific needs?
- Developing standards for Consultant selection
- Standard RFP Templates
- Selection Matrix
- Standard forms of Contracts

LINKS

- Staff Contact Information

<https://www.depauw.edu/offices/finance-administration/buildingdepauw/about/leadership/staff-directory/>

- All Forms & Policy Information

<https://www.depauw.edu/offices/finance-administration/buildingdepauw/contractor-and-vendor-information/>

- University Policy & Procedures for UAVs

<https://www.depauw.edu/offices/finance-administration/policies-and-procedures/risk-management/unmanned-aircraft-operations-policy/>

FORMS & POLICIES



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Contractor and Vendor Information and Forms

FORMS

- [Blank W9 Form](#) PDF
- [Direct Deposit Form](#) PDF

PARKING POLICY

1. Purpose

- Provide for the safety of the campus and to improve the appearance of the DePauw University landscape and hardscape by managing vehicular use on campus.

2. Intent

- It is the intent of this policy to exclude and/or limit vehicles from the landscaped areas, sidewalks, lawn and other University grounds areas except for drives and designated building access areas. Pedestrian safety is of paramount concern in this matter. The University has a commitment to the preservation and beautification of campus grounds. Deterioration of landscaping and walkways due to excessive vehicular weight, soil compaction, tire ruts, and damage to lawns and landscape beds detract from the overall appearance of the grounds and increases the cost of grounds maintenance. It is recognized that exceptions will have to be made to this policy from time to time for a variety of reasons. In such cases, permission to operate or park a motor vehicle(s) or other motorized equipment on University grounds and walkways must be obtained in advance from Facilities

FEEDBACK

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