

Contract Administration Designation & Responsibilities

Contract Administration Designation

The Contract referenced below has been either officially awarded through a competitive solicitation or sole source process, or has been completed under the University's Small Purchase Procedures, and services of performance may be commenced. You have been designated as the contract administrator for this Contract and are assigned the following responsibilities. Please review this information; sign and date this original letter, confirming that you have read and understand your responsibilities as Contract Administrator, and return it to Procurement Services within five days to complete the contract file. If you have any questions, please contact Procurement Services.

UMW CONTRACT/REFERENCE NUMBER:	UCPUMW 23-1424
CONTRACT TITLE:	On-Demand Electrical Services
VENDOR NAME:	Key Electric, Marina Electric, Salone Solutions
PERIOD OF CONTRACT:	1 September 2022 - 31 August 2023
RENEWAL OPTIONS:	Four (4) one year renewals that if extended will extend the term to 31 August 2027

View the contract on the UMW Public Contracts Portal: <http://umw.cobblestonesystems.com/public/>

Contract Administration Responsibilities

You, as the Contract Activity Administrator, are responsible for:

- The day-to-day coordination of delivery and certifying the receipt of these goods/services in accordance with the contract terms and conditions;
- Obtaining and approving job estimates and verifying labor hours/classifications (for time and materials contracts);
- Prompt reporting of any delivery failures or contractor performance problems to Procurement Services;
- Assuring the contract terms and conditions are not altered in any way - to include that:
 - Contract amount is not exceeded with authorization from Procurement Services
 - Terms and Conditions are not extended, increased/decreased, or modified in any way without authorization from Procurement Services (**CONTRACT ADMINISTRATOR HAS NO AUTHORITY TO AMEND, ALTER, OR NEGOTIATE WITH THE CONTRACTOR**);
- Assuring that the University is billed for these goods/services correctly in accordance with the contract terms and conditions;
- Coordinating any implementation or "start-up" activities with all appropriate UMW personnel (e.g. facilities, security, IT, Finance, etc.);
- Completing and submitting any contract renewal documentation sent from Procurement Services;
- Assuring that Contractors comply with any University policies and procedures (e.g. Contractor Key and Badge Policy, etc.)

Note: Contract Administrator responsibility shall not be transferred except through Procurement Services

Contract Administrator Compliance

CONTRACT ADMINISTRATOR TRAINING REQUIREMENT COMPLETED? YES

NAME: David Hatcher

DEPARTMENT: Facilities

SIGNATURE: 

DATE: 24 August 2022

PLEASE KEEP A COPY OF THIS DOCUMENT FOR YOUR RECORDS