STAFF OPERATIONS

PHYSICAL PROPERTY DEPARTMENT

Special Project Procedure

The purpose of this regulation is to assure:

1. That certain types of Physical Property work beyond certain threshold values come before the Physical Property Committee and the Golden Rain Foundation (GRF) for consideration and approval prior to the start of work.

2. That such special project proposals are presented in a businesslike manner.

3. That all costs against an approved special project are gathered and recorded for subsequent GRF Board review.

With respect to the types of work subject to the provisions of this regulation, a special project is work in the nature of new construction, alteration to facilities, improvement of facilities, or some combination of the above.

Generally excluded from the requirements of this regulation are work items predominantly of a maintenance and repair nature (involving no purposeful change in the scope/capacity of the service originally intended/provided by the facility).

With respect to the threshold value of work qualifying for special project administrative treatment, projects anticipated or developing to have a total value (labor, material, equipment, etc.) greater than $5,000 shall be subject to the provisions of this regulation.

Special project proposals shall include typically the following elements:

1. A brief narrative, including comments on feasible alternatives and the reason for the selection being proposed.

2. Itemized cost estimate data attributable to contract performance and/or in-house performance (labor, material, equipment, etc.).

3. A cost-effectiveness analysis, as appropriate, particularly in the case where the proposal will rely upon projected cost benefits for its justification.

Once a special project has been approved at a specific scope, any deviation in scope (other than an incidental deviation) which develops to be required or recommended shall be referred for approval through the chain of authority prior to being affected.
Once a special project has been completed to the approved scope, all costs shall be collected and recorded. No additional, new, alteration or improvement work whatsoever shall

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be performed upon that special project for a period of three months without first referring the matter to the chain of authority for approval. A task shall not be subdivided or incremented purposely to avoid being subject to the provisions of this regulation.

Special Project Payment Procedure

1. A purchase order is to be created for any approved special project and shall include a project number.

2. A copy of the first page of the contract(s) stating the dollar amount shall be forwarded to Accounting with the project number noted on the contract.

3. Invoices on projects require approval by the inspector assigned to the project and the Physical property Supervisor and Administrator.

4. Invoices will be paid according to the terms of the vendor's invoice unless otherwise noted on the invoice, regardless of the contract terms.

5. Normal processing of the invoices will be completed as close to the 10th, 20th and 30th of each month as possible.

6. Accounts Payable must receive invoices two working days prior to the normal run dates in order to be processed for payment. If this is not satisfactory, the invoice must note the date payment is needed. The payment check will be hand-processed to expedite payment, if necessary. Payments will be mailed unless otherwise noted on the invoice.

7. Any special notations stated on the invoice must be clearly visible.

Regulation
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Executive Director
Golden Rain Foundation

(Mar 81)