**REJECT**

**01/02/2013 16:27 BRAZ - Project estimate expired (OR) Project did not proceed; a new request will be entered if funding is made available.**

**Closure Message:**

Your request is in the queue for planning. Due to Closure, we will not be able to schedule this investigation until January. Erinn Rooks will contact you when we return.

Happy Holidays,

**(db) Return to iSERVICE Desk**

This appears to be a \_\_\_\_\_\_\_\_\_\_\_ or other Trade request, different from the responsibility of the Design Services Project Team. We are returning this request to the iService Desk. Please let me know if you have questions, or if this was changed in error.

Thanks,

Deb

deb.brazen@wayne.edu

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**(db) Request in Estimating Queue**

This request is in the queue for an estimate. Please create a folder, update the comments and status in TMA, and contact the customer. This estimate needs to be returned to the customer within ten business days of the REQUEST date.

Thanks,

Deb

x7-7658

**-**

**(db) Request in Planning Queue – Minor**

This request is in the queue for planning under the ‘Minor’ status. Please create a folder, update the comments and status in TMA, and begin the planning effort. This estimate needs to be returned to the customer within thirty calendar days of the REQUEST date; Planning has twelve (12) business days to return this request to the Estimator. If the Planning effort is extensive, please alert the Estimator and coordinate the action plan.

Thanks,

Deb

x7-7658

**(db) Request in Planning Queue – Major**

This request is in the queue for planning under the ‘Major’ status. Please create a folder, update the comments and status in TMA, and begin the planning effort. This estimate needs to be returned to the customer within (2) calendar months of the REQUEST date; Planning has thirty (30) business days to return this request to the Estimator. If the Planning effort is extensive, please alert the Estimator and coordinate the action plan.

Thanks,

Deb

x7-7658

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**(db or E) Convert to a JUST-DO-IT & Provide an account number from your Business Manager**

It appears that the value of this scope of work is below $2,500.00. It may be turned into a JUST-DO-IT project for expedient completion. PLEASE PROVIDE AN ACCOUNT NUMBER AND AUTHORIZATION FROM YOUR BUSINESS MANAGER IN ORDER FOR US TO PROCEED. Please send appropriate information or any questions to Deb Brazen at [deb.brazen@wayne.edu](mailto:deb.brazen@wayne.edu) or call 7-7658.

Thanks,

Deb

OR

It appears that this is a "Just Do It" request and/or may have a work scope value below $2,500.00. It is currently flagged as a JUST-DO-IT project. PLEASE PROVIDE AN ACCOUNT NUMBER AND AUTHORIZATION FROM YOUR BUSINESS MANAGER IN ORDER FOR US TO PROCEED. Please send appropriate information or any questions to Deb Brazen at deb.brazen@wayne.edu or call 7-7658.

Thanks,

Deb

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**(E) Forwarding Project Request Estimate to Customer**

Thank you for the opportunity to review your Project Request and verify the scope of work.  Please see the attached documentation regarding the (project description), Request Number \_\_\_\_\_\_\_. You may contact Deb Brazen ([deb.brazen@wayne.edu](mailto:deb.brazen@wayne.edu)) with information on how you wish to proceed.  Please copy the Estimator, Tonya Miller-Swift ([bt7201@wayne.edu](mailto:bt7201@wayne.edu)) and your Planner, \_\_\_\_\_\_\_\_\_, on your response.

Thanks,

Tonya Miller-Swift

**-**

**(E)Estimate Below Department Threshold Response to Customer, Less than $2,500**

Thank you for the opportunity to review your Project Request and verify the scope of work.  The results of the review are such that the value of work is expected to be less than $2,500.  While we may have estimated low cost project requests in the past, we are no longer able to provide this costly service.  It is the current policy of the Design and Construction Department that work initially evaluated at costing under the $2,500 threshold will not be formally estimated.   With your permission and the provision of an account number, this Project Request can be changed to a “Just Do It” request.  Or, we can provide you with a firm quotation from a contractor for the work.  You may contact Deb Brazen ([deb.brazen@wayne.edu](mailto:deb.brazen@wayne.edu)) with information on how you wish to proceed or if you have any questions.  Please copy the Estimator, Tonya Miller-Swift ([bt7201@wayne.edu](mailto:bt7201@wayne.edu)) on your request.

Thanks,

Tonya Miller-Swift

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**Estimate required below $2,500.00, hard number and independent contract work**

It has been determined that the value of this scope of work is below $2,500.00. It may be turned into a JUST-DO-IT project for expedient completion. PLEASE PROVIDE AN ACCOUNT NUMBER AND AUTHORIZATION FROM YOUR BUSINESS MANAGER IN ORDER FOR US TO PROCEED. If an estimate is required, we may solicit hard numbers for your project. Hard numbers require proposals from independent contractors, and add to the time it takes to return an estimate. You may contact Deb Brazen ([deb.brazen@wayne.edu](mailto:deb.brazen@wayne.edu)) with information on how you wish to proceed or if you have any questions.  Please copy the Estimator, Tonya Miller-Swift ([bt7201@wayne.edu](mailto:bt7201@wayne.edu)) on your request.

Thanks,

Tonya Miller-Swift

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**(db) REQUEST FOR PM**

We have received authorization to proceed with this request from \_\_\_\_\_\_\_\_\_\_\_\_; use index/TMA # in the amount of $\_\_\_\_\_\_. Please accept, create an FO and assign the work. Please see the Planner or Estimator with questions. The folder is in your door.

Thanks,

Deb

x7-7658

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**(db) REQUEST FOR JDI PM**

We have received authorization to proceed with this **JUST DO IT (JDI)** request**.** Please create a folder, update the comments and status in TMA, and execute the work.

Thanks,

Deb

x7-7658

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**(db) Provide an account number from your Business Manager**

PLEASE PROVIDE AN ACCOUNT NUMBER AND AUTHORIZATION FROM YOUR BUSINESS MANAGER IN ORDER FOR US TO PROCEED. PLEASE SEND APPROPRIATE INFORMATION TO [specic@wayne.edu](mailto:specic@wayne.edu) THANK YOU. – Steven Pecic, 7-4360

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**Appropriation Request (Major Capital): account number from your Business Manager**

THIS IS FOR A PROJECT NUMBER ONLY; PLEASE PROVIDE AN ACCOUNT NUMBER AND AUTHORIZATION FROM YOUR BUSINESS MANAGER IN ORDER FOR US TO PROCEED WITH AN APPROPRIATIONS REQUEST FOR MAJOR CAPITAL ACCOUNT DEVELOPMENT. PLEASE SEND APPROPRIATE INFORMATION TO Steven Pecic <specic@wayne.edu> AND Angela Strickland <ae3294@wayne.edu> THANK YOU. - Steven Pecic, 7-4360

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**For Project Number Only**

This request is for project number only. Please use this number on the appropriations request, and copy Deb Brazen on the request (deb.brazen@wayne.edu). This number should be used for the plant fund request, and the status will need to be updated when funding is requested. Be sure that Dorothy Carter – ad4634@wayne.edu – is informed so that the project number can be appropriately tied back to the plant fund/a PM Fee FO# can be issued correctly.

Thanks,

Deb

x7-7658

OR

This request is for project number only, as the status is 'plant fund requested'. Please use this number for the appropriations request, and be sure that Dorothy Carter – ad4634@wayne.edu – is informed so that the project number can be appropriately tied back to the plant fund/a PM Fee FO# can be issued correctly.

Thanks,

Deb

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**Business Services to Provide a New Account Index in TMA**

THE ACCOUNT INDEX IDENTIFIED BY THE CUSTOMER IS NOT PRESENTLY IN THE TMA SYSTEM. PLEASE ADD ACCOUNT INDEX NUMBER \_\_\_\_\_\_\_\_\_ TO THE TMA SYSTEM. ALSO, ONCE ADDED, PLEASE AMMEND THE WORK ORDER TO INCLUDE THE CHARGABLE SOURCE AND CONTACT ME AT specic@waynwe.edu SO THAT WE CAN ACKNOWLEGE THE PROCESSING. THANK YOU. - Steven Pecic, 7-4360

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**PROJECT ON HOLD STATUS NOTE**

This is on hold and can be reinstated upon your written request. Please note that requests older than 90 days will be closed and the process of generating a new work order and valid estimate must be duplicated.

THANK YOU - Steven Pecic, 7-4360

**90-DAY CANCELLATION RESPONSE**

Please note that the estimate for the attached Request is over 90 days old. Estimates expire after 90 days. If you do want to proceed with this work, please provide an index from your Business Officer or contact me as soon as possible. If we do not hear from you in the next five days, we will assume that you do not wish to proceed and your request will be canceled. You have the option to provide a new request for the work any time in the future. Please contact Deb Brazen with questions at deb.brazen@wayne.edu.

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**Cancellation of Project Request – Final Notice to Customer**

Please note that the Estimate for the Project Request referenced in the subject line above is over 90 days old. Our estimates and those provided by subcontractors expire after 90 days. If you’re unable to fund this request at this time and want the work done in the near future, please contact Sandy Yarrington ([ad7388@wayne.edu](mailto:ad7388@wayne.edu)) and she will be happy to recreate Project Request and I will proceed with reviewing and verifying your estimate in its entirety and if necessary, provide a new estimate. If we do not hear from you, we will assume that you do not wish to proceed and your request will be canceled within five business days. You have the option to provide a new request for the work any time in the future.

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**Request for Response on Project Request – 30 to 60 Day Notification**

Please note that the Estimate for the Project Request referenced in the subject line above is less than 90 days old. If you would like to proceed with this work, please contact Sandy Yarrington ([ad7388@wayne.edu](mailto:ad7388@wayne.edu)) and/or Steven Pecic ([specic@wayne.edu](mailto:specic@wayne.edu)) with information on how you wish to proceed including the provision of a funding source.

If we do not hear from you a final notification of cancellation will be sent at the 90 day mark and we will assume that you do not wish to proceed and your request will be canceled within five business days.