

INSTRUCTIONS TO VENDORS

(For *Phase I*-Emergency Response & *Phase II*-Restoration Services)

1. Contractors must provide emergency response on campus within 2 hours
2. Contractor must provide estimate of emergency response service to FP&M within 24 hours
3. Contractor must provide estimate for Phase II-Restoration services *with estimated completion time* to FP&M within five (5) days of emergency/loss incident.
4. Phase II-Restoration estimates must be approved by Director of Engineering prior to proceeding with work.
5. Contractor must provide the following on each estimate *-and-* invoice submitted:
 - a) Police Report No.
 - b) WSU Building Name and Number (*a list will be provided*)
 - c) Room Number(s) within building
 - d) Description of each service rendered and associated cost
6. Submit copies of all estimates and invoices via e-mail *-and-* U.S. Mail to:

Facilities Planning & Management
Wayne State University
5743 Woodward
Detroit, MI 48202

ATTN: Michael Perretti, Director of Engineering
 dx1558@wayne.edu
 Carol Dargin, Engineering Manager
 ad0123@wayne.edu
7. Submit invoice for payment for emergency response (Phase I) services within ten (10) days of loss incident response
8. Submit invoice for payment for restoration services (Phase II) within five (5) days of *completion* of restoration work.
9. Payment will be made within fifteen (15) days of receipt of invoice

Emergency Response Process

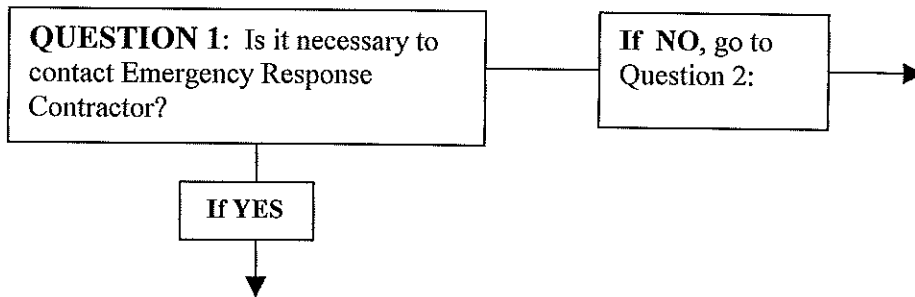
I. Phase I

A. Emergency is Reported by:

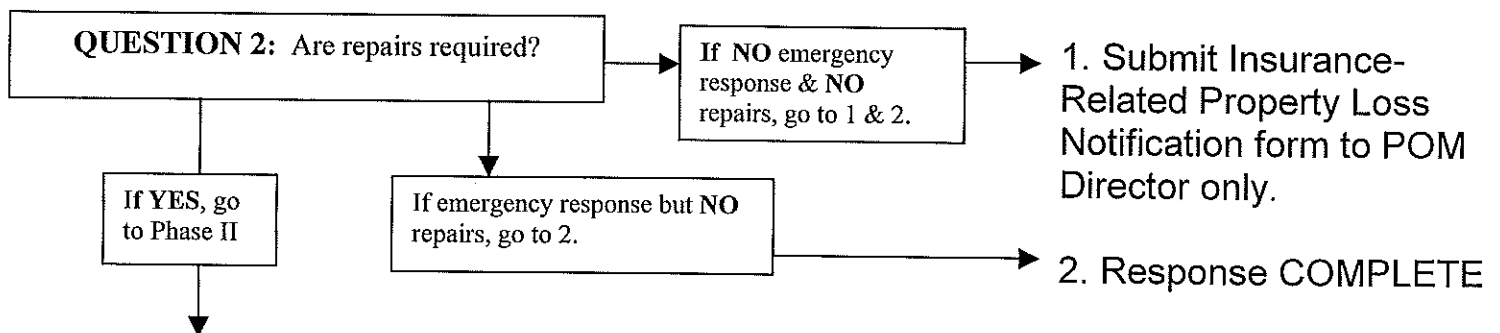
1. call to Public Safety
2. call directly to Supervising Engineer, gives Police Report #

B. Supervising Engineer Evaluates

1. contacts Public Safety if not already on site, obtains Police Report #

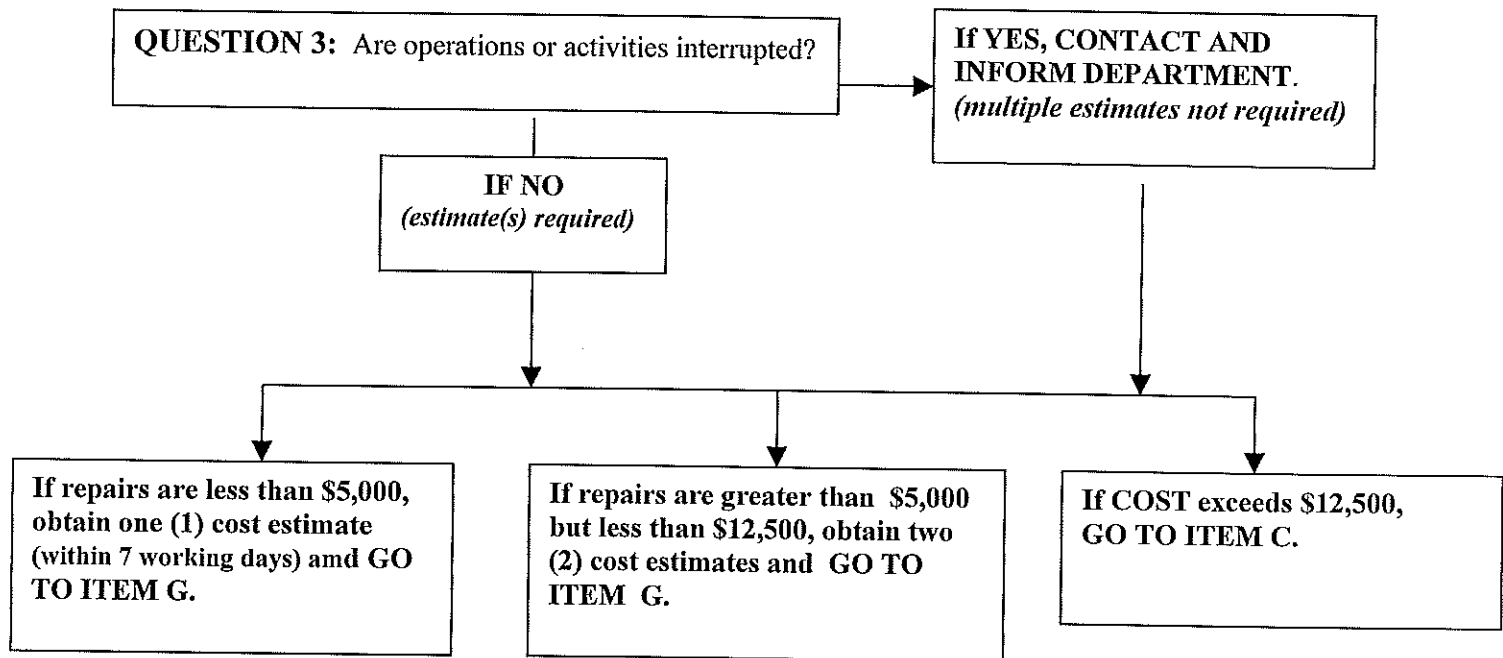


- C. Contact Emergency Response Contractor
- D. Identify Building, Police Report No., Problem, and Review what is needed (University Property Damage)
- E. Get Estimated Time of Arrival (ETA) from Contractor (2 hr. maximum)
- F. Review necessary steps with contractor on-site
- G. Advise Department to make departmental claim
- H. Obtain cost estimate of response from contractor (within 24 hrs.)
- I. Fax Insurance-Related Property Loss Notification form to Risk Management (within 48 hours)
- J. Submit copy of Notification to Director of PO&M
- K. Verify that emergency response contractor's work is complete
- L. Emergency Response Contractor must submit Invoice to PO&M within ten (10) days
- M. PO&M sign off on invoice & submit invoice to Risk Management (2 day turnover)
- N. Risk Management to make payment within fifteen (15) days after receipt of invoice
- O. Risk Management to notify PO&M (within 2 days)



II. Phase II

- A. Determine nature and scope of work
- B. Develop preliminary time schedule



- C. Review/discuss damages with Office of Risk Management(within 48 hours of emergency).
- D. Obtain two (2) Cost Estimates (within seven (7) working days)
- E. Submit estimate(s) to ORM for approval (within 24 hrs)
- F. ORM to notify FPM of approved contractor (within 24 hrs of receipt of estimates)
- G. FPM to award work (utilize Insurance claim no. – Public Safety Report #) (within 24 hrs of approval)
- H. Contractor to complete work (completion time dependent upon scope of work)
- I. Contractor to submit invoice to FPM for approval (within 10 days of completion)
- J. FPM to approve invoice for payment and submit to ORM (two (2) day turnover)
- K. ORM to pay invoice (15 days for payment)
- L. Repairs COMPLETE