

# Agenda

## Time and Materials Contractor Meeting

### December 9, 2009

#### Introductions

Link to WSU forms: [www.facilities.wayne.edu/tm.zip](http://www.facilities.wayne.edu/tm.zip)

#### T&M Contracts

Lump sum proposals cannot use the PO number issued for T&M Contracts.

#### Receiving assigned work under the T&M Contract

A copy of the “FO” must be acquired by the contractor prior to starting work

A new WSU Time and Material Daily Work Summary is printed on the reverse of the “FO” and must be completed by the contractor and submitted with the invoice. A separate work summary is required for each work day. (Additional pages, if necessary will be the responsibility of the contractor to print) Invoices without the daily work summary will be considered incomplete, and will be returned to the contractor.

The Project Manager will assist in coordinating the acquisition of a customer representative’s signature for the daily work summary if an authorized signature is not available due to the project location.

#### Invoicing for work under the T&M Contract

Invoices submitted for the full project amount may utilize the contractor’s standard invoice form. Each invoice must be uniquely numbered.

Partial invoices (progress payments) must be submitted using an application for payment form similar to the style provided at the FTP site link. (See sample: [Application for Payment](#))

All invoices must include:

Unique invoice number  
“FO” number;

P0 Number; (verify it is the proper number for the fiscal year)  
Date;  
Name of Building;  
Project Description;  
Name of Project Manager;  
All subtotals - labor, materials, mark-ups, OH&P and total invoice amount must appear on the face of the invoice.

Attachments must include:

Time and Materials Daily Work Summary(s);  
Schedule of Value, if applicable;  
Sworn Statement, if applicable; (>\$1,000 rule)  
Conditional Waiver of Lien and

Certified Payroll covering the work period (more on this later)

Invoices will be received by the Design and Construction Services Department Clerical Staff, where they will be date stamped, and checked for completeness, proper form, and inclusion of required documents. Deficiencies will be addressed to the contractor. When the first review is successfully completed, invoices will be forwarded to the appropriate Project Manager for technical review, cost review and approval.

The University's payment "clock" begins when the invoice is approved for payment by the Project Manager, not the date of the invoice. (Note: internal departmental policy requires the Project Manager to approve the invoice or reject it, with written deficiencies listed, within 5 working days of the PM's receipt of the invoice.)

Certified Payroll must be provided by all tiers of subcontractors providing labor on the project.

Each subcontract or material supplier with a labor and materials contract or purchase order value equal to or in excess of \$1,000 must be listed on a Sworn Statement. All tiers are required to provide a Sworn Statement if the value threshold of \$1,000 is exceeded.

#### Non-T&M Contracts:

Work completed under separate Purchase Order will be processed in the same fashion as outlined above. This work may have been confirmed with either a construction contract, or special "Contract P0".

Supporting information for invoices remain the same as listed above for T&M Contracts.

#### Use of "1099" Independent Sole Proprietor subcontractors:

The use of sole proprietor or 1099 subcontractors of this category present additional documentation requirements. However, until such time as the use of these contractors is clarified further, compensation for labor to this subcontractor category must be made at a minimum of 1.0765 times the applicable prevailing wage rate.

Moreover, if "1099" Independent Sole Proprietor's are claiming exemption from the Prevailing Wage requirements, additional information must be provided to the University regarding their business, including:

- Registration of Assumed Name (County Records - DBA, etc.),
- State of Michigan Exemption Certificate from Workman's Compensation Insurance and,
- Certificate of Insurance showing appropriate liability, property damage and automobile insurance coverage.

#### Certified Payroll:

Certified Payroll documents must be provided for all pay periods where employees have been engaged in work on WSU projects. Coupled with the new Time and Material Daily Work Summary, it is no longer necessary to break down certified payroll documents to each "FO" or work order. However, each Daily Work Summary entry must be capable of being traced back to a Certified Payroll document provided to WSU encompassing the time frame of the work. Certified Payroll reports are due to the University within two weeks of the pay period's ending. Delays in providing Certified Payroll documents may delay the payment of invoices.

Certified Payroll documentation is required for all labor, including union labor.

Certified Payroll documentation for prevailing wage employees must include photocopies of all employee check stubs showing gross wages, deductions and net pay.

Social Security numbers must be obliterated from view before submitting Certified Payroll documents to WSU for all employees, unless certified payroll reports publish social security numbers in the form XXX-XX-1234, where only the last four digits are presented.

#### Contract Re-bidding in 2010

#### Withdrawal from T&M Contract program

Misdeeds and Debarment

Questions and Answers