

Procurement and Construction Contracting

Internal Fees

Staff Members Rate

100% of fully burdened rate of staff member's direct-effort hours to be charged to all competitively bid contracts in support of Capital Construction projects in excess of \$25K to include consultants and construction.

Amount	Updated	Submitted By	Banner Index	Banner Index Title
see description box	3/14/2007	Brian Thorsness	QBS007	QBS - Procurement and Contracts

External Fees

Contract Administration Fee

1%-5% of total contract volume depending on contract size charged to vendors of long-term contracts.

Amount	Updated	Submitted By	Banner Index	Banner Index Title
see description box above	2/22/2007	Brian Thorsness	QBS019	QBS - Surplus Property Svc Dept

Merchant Expo Booth Fee

Amount	Updated	Submitted By	Banner Index	Banner Index Title
\$195.00 - \$300.00/rate depends on booth size and booth availability	2/22/2007	Brian Thorsness	QBS019	QBS - Surplus Property Svc Dept

Copy Fees

Fee charged to vendors needing copies of files. Copying is performed by vendors; however, the cost associated with providing staff availability to answer questions and to provide the file for the vendor is covered by this fee. The fee is split between the Procurement Department acting as the contract administrators and Business Services Administration.

Amount	Updated	Submitted By	Banner Index	Banner Index Title
\$0.50/copy	2/22/2007	Brian Thorsness	QBS019	QBS - Surplus Property Svc Dept