

# Major Maintenance/FIF Project & PO Request Form

## Instructions:

Project Info.	To Be Completed by Requestor
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**Project Name:** Enter the name using the following format <Building code> - <system/asset> <description>  
*Example: CDF – AHU-1 Fan Motor Replacement*

**Project Justification:** Provide a concise explanation of the situation and why the FIF or Major Maintenance funding is justified. Include a summary of what the problem is, the root cause of the failure, as well as the proposed resolution and if that resolution is a short-term or long-term solution. Include description information of the existing equipment and the specs for the new/proposed replacement.

*Example:*

*Summary: Fan motor replacement. Requesting major maintenance funding. Building is FIF eligible.*

*Problem: Fan motor failed due to electrical short. Fan motor is Brand XYZ - 460V, 1.5HP, 1234 RPM.*

*Cause: Electrical short caused by water splashing on the motor from an adjacent pipe break. Pipe repair completed under corrective maintenance.*

*Proposed Resolution: Fan motor replacement with Brand ABC - 460V, 1.5HP, 1234 RPM, equivalent as existing. No engineering is needed as this is an equal component replacement only. This is a long term solution. No temp. equipment needed.*

**Engineering Support:** Make a selection from the following choices.

- ☐ Repair (Not Req'd.)
- ☐ Equal Component Replacement (Optional)
- ☐ System Replacement (Required)

**ESG POC:** If engineering review was required, enter the name of the engineering team member that consulted on the replacement/solution. Engineering review is required when replacing a system.

Note: a system replacement is any time we are looking to replace more than just a part/component of a system.

*Example: Replacing a blower motor is a component. Replacing the entire A/C unit is a system replacement.*

*Example: Replacing a water softener controller is a component. Replacing a water softening system, including canisters, brine tanks, and controls is a system replacement.*

*Example: Replacing a pump motor in a duplex system is a component. Replacing a duplex pump skid with the controls and both pumps is a system replacement.*

**FIF/Major Maintenance Eligibility:** Spaces or Buildings solely occupied by Athletics, Auxiliaries, or Housing are not eligible for FMS FIF or Major Maintenance Funding. They have their own funds available for such efforts. Please request an ISD from the department/unit and rebill. All academic and student support departments, administration, and general campus open and common spaces are eligible for FMS FIF or Major Maintenance Funding.

Make a selection from the following choices.

- ☐ Athletics, Auxiliaries and Housing – Not eligible for FIF. Request ISD from department.
- ☐ Academics, Administration, Other (Eligible for FIF, Major Maintenance Funding)
- ☐ Hardscape, Exterior, Utilities (Eligible for FIF, Major Maintenance Funding)

**NOTE:** Major Maintenance expenses are allocated for the following:

- Unplanned (not routine) maintenance or repairs/replacement necessary to keep a system or component in operation until an Asset Renewal can be performed.
- Failure or imminent failure of a piece of equipment or component that causes a building system to be inoperable.
- An expenditure for maintenance or repair that will result in significant extension of the life of an asset.

**ISD Requested by:** If Athletics, Auxiliaries, or Housing, and to be paid via ISD, enter the name of the person requesting the ISD to confirm an ISD is being processed.

PO Request	To Be Completed by Requestor
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**Vendor:** Enter the vendor name as it appears on the proposal.

**Estimated Start & End Date:** Enter the dates for when the work will be started and anticipated to be completed. This is a Workday procurement requirement.

**Amount:** Enter the amount of the PO. This must match the proposal. If more than one PO is being requested for this project, be specific on each PO listed with a brief description of the work, and indicate the respective spend categories for each vendor.

**Proposal Guidelines:**

- Vendor proposals must include a breakdown of parts and labor. Tax may only be applied to parts, not labor. Los Angeles County Tax Rate is 9.75%.
- All scope items must be clearly identified and checked by the requestor before submitting. If Engineering Services support was involved to specify equipment, their review of the scope and contents of the proposal is requested.

**Spend Category:** Enter the appropriate spend category for the materials and labor to be provided by the vendor. Multiple spend categories may be entered and if the incorrect spend category is selected, the requisition may be returned. This is a Workday procurement requirement.



**Bid Requirements:** Per [USC's Competitive Bid Policy](#), all projects/services estimated to be \$10,000 or greater must be competitively bid through Procurement Services.



**Sole Source Requirements:** With pre-approval from Procurement Services, work may be sole sourced, or (in some cases) multiple proposals may be solicited directly by FMS, eliminating the requirement for a formal RFP. Pre-approval from Procurement Services (via email) is required for all sole sourced work and should be attached to this request, if applicable.

**1) Critical Emergency** – Emergency work that must be performed immediately (**within 5 business days or less** after system/equipment failure occurs) shall be deemed a “Critical Emergency”. In Critical Emergency situations, there is typically insufficient time to obtain multiple contractor quotes. In some instances, the selected Contractor may also be unable to provide a formal proposal prior to commencing the required emergency repair services. *A completed Sole Source Justification (SSJ) Form must be signed and attached to the request.*

**2) Non-Critical Emergency** – Emergency work that must be performed quickly, but not immediately (within 5 business days or less), shall be deemed as a “Non-Critical Emergency”. With pre-approval from Procurement, FMS may directly solicit proposals from multiple contractors for Critical and Non-Critical Emergency work. If directly soliciting multiple proposals without Procurement involvement, the following items must be provided with the request: *1) Pre-approval email from Procurement Services 2) Summary tabulation of the contractor pricing received that indicates the selected contractor, 3) Copies of all contractor proposals received,*

**3) Standard/Non-Emergency Work** – FPM will engage Procurement Services to competitively bid all other work/services not deemed Emergency work.





## FMS BUILDING REPAIR WORK CRITERIA & GUIDELINES

These guidelines are intended to help determine whether a project qualifies as:

- **Repair work**, which can be contracted via a **Purchase Order (PO)** with the *Repair Work Services Rider* dated 3/5/25 attached, or;
- **Construction work**, which requires a **formal contract** due to regulatory, permitting, and/or design requirements. Contract requests shall be submitted to the FPM contracts team via e-Builder/Trimble.

The Repair Work PO process may be utilized by FMS for repairs and minor modifications performed within existing facilities and must meet all the Repair Work Criteria outlined below.

**If all the following criteria (listed in the fillable form) are met, the work may be contracted using a PO with the *Repair Work Services Rider* attached. When this process is utilized, the FMS requester shall attach the *Repair Work Services Rider* to the Workday Requisition as an “external” PO attachment.**

### Clarifications:

This process should not be utilized for the following service types:

- **Professional Services** – POs should not be utilized for professional services. Professional services shall be contracted using USC’s standard PSA template (managed by Procurement) or FPM’s Consultant Master Agreement or A/E Master Agreement.
- **Recurring Services/Maintenance Services** – Recurring services or maintenance services should be processed as a standard PO. In some instances, depending on the complexity or magnitude of services being performed, Procurement may work with FMS and the supplier to execute a formal contract (typically either the supplier’s form of agreement or our USC standard Purchasing Agreement).

### Exceptions:

Any exceptions to the above-listed guidelines/criteria must receive prior approval from FMS Associate Vice President (AVP), FPM Contracts Manager and Procurement Manager. If an exception is granted, requester shall attach an approval email to the [Major Maintenance/FIF Project & PO Request Form](#)



**Task Order Requirements:** Any work being performed that is considered “construction” and is performed by a vendor with a Master Agreement with USC, must have a Task Order attached. The Task Order is used as the Terms & Conditions of the work being procured. Each request is to be confirmed with the Contracts Team and a Task Order request must be submitted and executed before requesting a PO. Verify that signed final Task Order Copy is attached to PO request.

1) **Preliminary Task Order Notification** to Asset Renewal Management team prior to requesting a Task Order is requested. This is needed so that we don’t enter into a contract/Task Order with a Vendor without approval for the work to be completed. *Example Email: The CDF – AHU-1 Replacement project will be submitted shortly for major maintenance funding. A Task Order is required for this work as it is deemed as “construction work” and the request has been submitted to the contracts team on 1/23/23.*

2) **Task Order Request Process:** O&M Program Assistant will submit the Task Order request to the Contracts Team via eBuilder. Submittal requirements include proposal information as well as a copy of the Certificate of Insurance from the vendor. Specific submittal requirements to be coordinated with O&M Program Assistant and Contracts Team.

Equipment Info.	REQUIRED INFORMATION To Be Completed by Requestor (add lines as needed)
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**Equipment Information:** This information is critical to keeping asset records updated. Please research and indicate the following for each piece of equipment being affected:

- ☐ **Famis Asset Number**
- ☐ **Equipment Tag**
- ☐ **Description**
- ☐ **Removal**
- ☐ **Replacement**

☐ **Refurbish**

*A copy is routed to the Asset Management Database Administrators for updates to FAMIS and VFA.*

<b>Approvals</b>	Copy to Asset Management Database Administrator
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**Project Manager:** The requestor is listed here and their name on the form indicates that they have reviewed the contents of the project request and all attachments.

**O&M Associate Director(s) Approval :** The requestor's manager is listed here and their name on the form indicates that they have reviewed the contents of the project request and all attachments.

**Director of Maintenance:** The request is routed to the Director of Maintenance for review. Their signature indicates approved justification and recommendation for approval for funding to proceed.

**Director of Asset Renewal:** The request is routed to the Director of Asset Renewal for applicability of funds and tracking. Their signature indicates recommendation for approval for funding to proceed.

**Associate Vice President, FMS:** The request is routed to the AVP for funding approval. Their signature indicates approval for funding and procurement to proceed.

<b>Account Info.</b>	To be completed by Director of Asset Renewal
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**Account Info.:** These sections are completed by the Director of Asset Renewal to indicate funding source and allocations.

### **Major Maintenance/FIF Project & PO Request Form Submittal Process:**

1. All Fields must be completed per the instructions.
2. Once completed, ensure all attachments are correct and verified.

**Attachments:**

- a. **Proposal** – verified against proposal guidelines above.
- b. **Sole Source Justification Form** – signed version.
- c. **Sole Source Pre-Approval from Purchasing Services** - can be a pdf of the email pre-approval.
- d. **Executed/Signed Task Order “FOR SIGNATURE” copy**, if applicable.

**3. Submit via email to:**

Project Specialist – Sidney Rivas, [sgiang@usc.edu](mailto:sgiang@usc.edu), 213-740-9498

Director – Judy Mass, [mass@usc.edu](mailto:mass@usc.edu), 213-740-3245

4. Project Specialist to route via Docusign for all signatures.
5. Project specialist to submit requisition via Workday.
6. Email notification of the PO issuance will be sent via Workday to the requesting Project Manager listed above as well as the vendor/supplier.

**Any questions? Please contact:**

Project Specialist – Sidney Rivas, [sgiang@usc.edu](mailto:sgiang@usc.edu), 213-740-9498

Director – Judy Mass, [mass@usc.edu](mailto:mass@usc.edu), 213-740-3245