

 **Dutch Brothers Plus** Tel: 530-315-4839]

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| Oct 03, 2018  |  |  | 500  |

Jeffery Morse, PM

Dutch Brothers Plus

*Dutch Brothers Plus Building Plan*

## Project Procurement Management Plan

### REVISIONS AND DISTRIBUTION

|  |  |  |
| --- | --- | --- |
| **Revision** | **Release date** | **Distributed to\*** |
| Client | Consultant | Main office(s) | Project Manager | Procurement Manager | Quality Manager | Costs Manager | Building and Planning | Contractor | Sub-contractors | Suppliers |  |
| Rev. 0 (draft) | 29/10/2013 |  |  |  |  |  |  |  |  |  |  |  |  |
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\*) Detailed distribution lists shall be prepared for each distribution event. Further details as per the project communication plan

#### Amendments

The Project Procurement Management Plan from time to time may require updates. Any amendment to this plan shall be informed to the change control board by use of the change request form and approved by the project change control board prior to distribution. Only revised parts of the plan will be distributed along with the approval and shall be accompanied by instructions how to implement the changes.

The initial page numbering system (to be added upon initial approval) will be a normal continuous numbering displayed in the lower right corner of each page. In the event that pages have to be added, characters shall be added to the number. In case entire pages are deleted, the corresponding page shall be replaced by a blank page stating, “page removed”.

Each added/changed page shall have the revision number and date of approval displayed on the bottom of the page.

### PROJECT SPONSOR APPROVAL

|  |  |  |
| --- | --- | --- |
| **Prepared by:**  | **Reviewed by:**  | **Approved by Proj. Sponsor:**  |
| HQ, 03/10/2018  | Place, dd/mm/yyyy  | Place, dd/mm/yyyy  |
|   |   |   |
| Jeffery Morse, PM Designation  | Name Designation  | Name Designation  |

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### PROCUREMENT MANAGEMENT APPROACH

 Project procurement will be conducted according to the WSB. Each phase of the project has inspection times scheduled. Inspection include the processing and ordering of supplies for the upcoming phase. Many times, building supplies are covered by contractors and sub-contractors. When this is the case for all purchased materials contracted and partnered suppliers are preferred. Most building supplies are contracted through Home Depot, or Lowes. If substantial savings of costs can be found in uncontracted sources these are only to be used if 1. There is no decrease in quality. 2. There is no increase in delivery time. Concrete will be contracted through Livingstons Concrete. A.C. will be contracted through the sub-contractor.

 After supplies needed list is generated for the next phase the Procurement Manager (PM) will sub divide the list in order of vender. As orders arrive the PM must physically inspect the order and check each item off as present and of expected quality. Supplemental orders will be processed as needed and will be added to the total for the next phase.

### CONTRACT TYPES

Define the types of contracts and the terms and conditions to be used for the project.

1. Fixed price contracts
	1. Main Contractor
	2. Sub-Contractor
	3. Livingstons Concrete
2. Cost-reimbursable Contracts
	1. Home Depot
	2. Lowes
3. T&M DBP Company Construction Personnel

PROCUREMENT CONSTRAINTS

The build time is a 16-week window. If preferred suppliers cannot deliver on time auxiliary suppliers may be used if there is no change in quality, time or costs. County and city building inspectors must be scheduled in advance for each phase inspection, not doing so will raise project costs to unacceptable heights.

### SPONSIBILITIES AND AUTHORITIES

DBP Main Project Manager, Control Panel, City and County Planning, DBP Quality Manager

**DECISION CRITERIA**

Construction Contracts will be awarded to a Construction Firm of High Reputation, is known for quality craftsmanship and on time deliverables at a fair price. Current DBP vendor partnership will have preference

 PROCUREMENT DOCUMENTATION

The procurement forms shall be backed up to computer, every night. Data will also have daily scheduled backups to a backup drive and server. A sample is attached to the bottom of this document.

E.g.

1. Site requisition order forms with
	1. Full material specification and requirements.
	2. Expectations (delivery time, place of delivery etc.).
	3. Control account.
2. Request for quotation
	1. Standard forms acceptable,
	2. Quotations returned on forms provided by quoting firm.
3. Purchase order/contract (see above)
4. Procurement evaluation form

### PROCUREMENT RISK

Procurement risks include late delivery, cost increase, and inferior quality. For these reasons this project includes a Procurement Manager to insure delivery, cost, and quality of all items procured.

### REPORTING FORMATS

Only obvious gross infringements will be logged. For quality failures do to shipping items will be returned and replaced. Miss orders will be returned. All returns will be logged on the procurement form. Gross infringements will be logged and forwarded ending in loss of contract.

### SUPPLIER PERFORMANCE MEASUREMENT

Suppliers will be classified as “Above Satifactory”, “Satifactory”, and “Unsatifactory”. As this is constuction supplier performance such as roof top delivery of roofing is nessesary to meet the 16 week time table.

**ATTACHMENTS:**

|  |  |
| --- | --- |
| Attachment 1  |  Sample Procurement Form |
| Attachment 2  |   |

**SCOPE**

Define what goods and/or services will be procured and under what conditions.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **SN**  | **Name** (item or service)  | **Description** (short description and justification)  | **Constraints** (time)  | **Constraints** (requirements)  | **Contract type**  |
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