

Stage I – Plumbing Contractor Prequalification

- An RFQ will be issued to select 10-15 Licensed Plumbing Contractors to participate in the program.
- Selected Plumbing Contractors will submit a Preliminary Fee Schedule to the City for various I/I removal techniques.
- The City will establish a Final Fee Schedule to be paid to all prequalified Plumbing Contractors for each removal technique.
- All prequalified Plumbing Contractors that agree to perform I/I abatement work based on the City's Final Fee Schedule will be placed on a list for property owners to choose from.
- The Lawrence City Commission will give approval to execute contracts with each prequalified Plumbing Contractor.
- The Utilities Department will execute a contract with each prequalified Plumbing Contractor and subsequently establish a single purchase order with each Plumbing Contractor for payment of completed, approved repairs for identified property owners.
- The City of Lawrence will issue a Sales Tax Exemption Certificate for each prequalified Plumbing Contractor that will cover all the repairs to be completed under each purchase order.

Stage II – Private Property Evaluation and Repair Identification

- TREKK's building evaluation crews will identify cost effective I/I sources on private property and recommend them for removal.
- The property owner will select a prequalified Plumbing Contractor and signs an agreement with the City of Lawrence.
- TREKK will verify property ownership and provide agreement to Utilities Department staff for signature.
- The I/I Manager will approve repairs identified by the building evaluation crews before plumbers are assigned. A second level of written approval by appropriate Utilities Department staff will be required if more than \$5,000 in repairs have been identified on an individual property.
- TREKK will notify the Plumbing Contractor of the assigned work.

Stage III – Repair Defect, Verify, and Invoice Payment

- Plumbing Contractor will obtain the necessary permits from the City, schedule appointment with the property owner, and complete the assigned repair.
- Plumbing Contractor will submit an invoice to the Utilities Department Administration Staff for each property that repairs were completed. Approximately 350 separate invoices are anticipated this spring and summer. Due to the multiple approval steps associated with each invoice, the plumber's payment terms will be net 30 days from the date that the final inspection is completed and the work has been accepted by the project team.
- Utilities Department Administration Staff will scan each invoice; upload the scanned invoice into the program specific Innoprise workflow group and save the scanned copy in a network project folder for each property.

- In consideration of the additional time needed for TREKK to inspect and verify the repairs before payment approval, the Utilities Department Administration Staff will extend the applicable Claim Schedule Due Date maintained by Accounts Payable/Finance by an additional two weeks.
- Post-construction City inspection will be coordinated through the Utilities Department, TREKK, and Planning and Development Services, with details still to be finalized.
- TREKK will approve individual invoices through the Innoprise system and upload the required documentation directly into the Utilities Department's network folder.
- Utilities Department Staff will approve invoices at the second level and submit documentation through the Innoprise workflow to the Finance Department for payment directly to Plumbing Contractor using funds from the applicable Purchase Order.