

**Contractor Identification Card Memorandum**

Goal: To provide a safe and secure environment for Longwood University's students, faculty and staff by identifying design professionals and construction personnel working on campus.

Purpose: Provide a process for issuance of identification cards to design professionals and construction personnel working on projects administered by the Capital Design and Construction Department.

Requirements: All design firms to include primary design firm and consultants and construction contractors to include sub-contractors, and vendors shall be issued an identification card when they are working on campus. The identification card shall be in their possession at all times while they are in an occupied building. Anyone found on site without their card will be removed from the site until an identification card is obtained or produced. Exceptions to this requirement include:

- a. A construction site which is solely controlled by the construction contractor, a construction fence delineates the limits of construction around the entire site/building and the site is not used by University employees or students.
- b. Individuals wearing a company uniform, such as a shirt, which displays the company's name, and working inside a fenced in area.
- c. Construction project being performed which does not require building access to perform the work. Examples of these projects include roofing projects, hardscape/landscaping projects, utility work and road repair projects.
- d. Individuals escorted by representatives of Capital Design and Construction or other authorized individuals.

Department Responsible for Issuing Identification Cards:

- a. The Department issuing identification cards will vary by type of work.
  - 1. Capital /Maintenance Reserve Projects: Lancer Card Center is responsible for issuing identification cards to design firms and construction contractors. The cards shall be issued for the duration of each individual contract.
  - 2. General Construction Term Contracts: Lancer Card Center is responsible for issuing identification cards to the construction contractors. The University may award a contract to multiple firms through this procurement process. Typically, a contract is awarded for the base year with the University's option for renewing the contract on a yearly basis for 4 years. Upon the award of a Standard Contract for the base year of the contract and Contract Modification Agreement for each renewed term, the contractor will need to obtain identification cards. The contractor must obtain identification cards when they are awarded their first project for the Standard Contract and for each Contract Modification agreement.
  - 3. A/E Term Contracts: Lancer Card Center is responsible for issuing identification cards to the design firms. The University may award a term contract to multiple design firms.

Typically, a contract is awarded for the base year with the University's option for renewing the contract on a yearly basis for 4 years. Upon the award of the initial project order for the base year, the design firm must obtain identification cards. For each new term, the design firm must obtain new identification cards for the renewed term when they are awarded the initial project order for the renewed term.

4. Punch List Work by Construction Contractor: Capital Design and Construction Department is responsible for issuing identification cards to contractors performing punch list work. When the University accepts a building for occupancy, the contractor may still have work items to perform to fulfill their contract obligations. Typically this work is performed while the building is occupied and may take several days to complete. The contractor will schedule a time to complete this work with Capital Design and Construction Department personnel to allow them to coordinate the performance of the work with the building occupants.

#### Process for Obtaining Identification Cards:

- a. Lancer Card Center: The Card Center is located on the ground floor of Coyner, room G10. The Card Center is open Monday through Friday between the hours of 8:30 am to 5:00 pm. The cost for an identification card is \$8 per card. The center requires a check in the amount for the number of cards requested. The check must be made out to Longwood University. No refund is available for returned cards.
- b. Capital Design and Construction Department (Punch List Work only): Capital Design and Construction Department is located in McCorkle Hall. Cards can be obtained from room 124 Monday through Friday 8:00 am to 5:00 pm. The cost of the card shall be the responsibility of Capital Design and Construction Department. The cards shall be returned to the Capital Design and Construction Department.

#### Identification Card Information:

- a. Lancer Card Center issued card: The card shall be the standard card issued by the Lancer Card Center. Information on the card shall include project title, construction firm name, and expiration date (when necessary).
- b. Capital Design and Construction Department issued card: This card shall be a (to be determined). Information on the card shall include project title, construction firm name and expiration date.