

Service Expectations for Nonessential Agreements & Fee Schedule

The following service expectations establish the level of support Facilities Management (FM) can provide for agreements between non-FM departments (UNM Contracting Party) and outside entities (Outside Contracting Party) for projects and events that are not in direct support of UNM's core mission. Examples include, but are not limited to, film contracts for non-UNM productions, lease or loan of campus facilities or grounds for non-UNM use, including parking lots and roadways, or other activities in which outside entities utilize FM supported space or services for non-mission related purposes.

Primary Point of Contact (POC) – The POC within FM for nonessential agreements will be the Operations and Project Data Manager. All requests for support must be submitted to the POC. Any requests made directly of individual staff, units, or divisions will be rejected, except in the case of emergency.

Advance Notice – All requests for support will require, at minimum, three weeks advance notice to evaluate availability of resources and staffing. Final confirmation, i.e. signed agreements, must be provided with at least 2-weeks notice prior to services provided.

Working Hours – Available working hours for FM staff in support of nonessential agreements will be 6:00 a.m. to 10:00 p.m. Some of these available hours fall outside normal UNM operating hours and are, therefore, not guaranteed. Per UAP 5250, Section 9.2, the University cannot guarantee the availability of personnel to work after normal operating hours and requests may be denied if personnel are unavailable.

Service Fees – The attached Fee Schedule has been implemented for predictable support activities. Additional fees may be applied for unanticipated requests. A final balance due will be provided when FM obligations are complete.

Billing - Billing and collection of fees from the Outside Contracting Party will be the responsibility of the UNM Contracting Party, not FM. Transfer of funds from the UNM Contracting Party to FM will follow established UNM policies and procedures.

Oversight - At the discretion of the POC or relevant division/unit leadership, FM staff may be present during the contracted work periods to oversee the condition of facilities and/or grounds. This designee will have the authority to cease activities of the Outside Contracting Party if the activities do not meet the FM obligated portions of the contract, there are code violations, if safety is compromised, and/or if damage (or risk of damage) to facilities and/or grounds is present.

Facility or Grounds Modification – Per UAP 5250, no modification of facilities, campus grounds, or structures supported by FM will be made without prior approval by the appropriate Maintenance Area Manager and/or Grounds and Landscaping Manager and the Building Coordinator (if applicable). Any requirement for modification will be subject to established fees, regardless if full restoration is made by the Outside Contracting Party (See Fee Schedule). All restoration efforts will be subject to inspection and approval by the relevant FM department or unit prior to the Outside Contracting Party being released from liability.

Use of Contractors - Should FM staff be unable to provide approved services, the FM division tasked with support shall have sole authority to hire a suitable contractor. Contractor fees will be paid by the Outside Contracting Party.

Fee Schedule

Effective 11/1/21 (fees subject to change)

This schedule provides general fees for predictable support activities and are subject to change. Additional fees may be applied for unanticipated or unlisted requests.

Billing and collection of fees from the Outside Contracting Party will be the responsibility of the UNM Contracting Party, not FM. Transfer of funds from the UNM Contracting Party to FM will follow established UNM policies and procedures.

General Admin Fee (includes project management and administrative/ accounting support)	\$2,000 per contract
Grounding of Generators (includes hourly rate, permits, and materials)	\$1,500 per unit
Closure of Grounds and/or Alteration of Maintenance Schedule	\$500-\$2,500 (depending on size and scope of closure/alteration) per area of closure or alteration
Closure of Facilities and/or Alteration of Maintenance Schedule	\$5,000 per facility
Alteration of Grounds	\$2,000 (additional fees may be applied if restoration is not adequately completed by grounds user) per alteration
Alteration of Facilities	\$2,000 (additional fees may be charged if restoration is not adequately completed by facility user) per facility
Custodial Fee	\$1,500 per contracted location