

# Contract Repository Manual

City of Hendersonville, NC

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## I. General Information

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This manual and related new requirements are intended for use as a guide for all City of Hendersonville staff members for all aspects of contract management. When used properly, the policies and procedures established herein will enable the City to access, utilize, and maintain contract documentation efficiently and professionally. This manual should be used in collaboration with the new Contract Repository SharePoint site.

## II. Repository SharePoint Site

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The new Contract Repository SharePoint Site can be accessed via Microsoft 365 by visiting the SharePoint Page for staff who have been granted access. Staff without current access should contact [purchasing@hvlnc.gov](mailto:purchasing@hvlnc.gov) to request this access.

By clicking the site link, staff members will be directed to the home page, which lists links to the following site pages:

- Introduction to the Repository
- Watch the Training Video
- Contract Repository Manual
- Contract Document Folders
- Frequently Asked Questions
- Contract Lists

In the upcoming sub-sections, each of these site pages are further described.

### 2.A Introduction to the Repository

This page encompasses details regarding the origination of this repository, the steps taken, and the resulting site.

### 2.B Watch the Training Video

This training video provides a high-level overview of the site pages, requirements, and other background information.

### 2.C Contract Repository Manual

Click the link to this page will take you to this manual.

### 2.D Contract Document Folders

Access to all contract and solicitation documents will be found by clicking this link. Project and non-project documents are separated into different subfolders. By clicking the appropriate subfolder, staff members can locate the appropriate contract of inquiry. When editing or adding



to these contract folders, staff members must follow the procedures and policies listed in this manual.

### 2.E Frequently Asked Questions

As can be gathered from the title, lists of commonly asked questions and corresponding answers can be found on this page.

### 2.F Contract Lists

This page contains a list of all known active contracts along with high-level information for each contract. Staff members should reach out to [purchasing@hvlnc.gov](mailto:purchasing@hvlnc.gov) for updates, changes or additions to this list. Staff members should review their department's list twice yearly at a minimum to confirm their active list is up-to-date.

## III. Contract Numbering

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### 3.A General Information

Beginning January 1, 2022, all city contracts with a value of \$30,000.00 or greater are required to be assigned a control number. Contracts entered into prior to this date do not require a control number, however, may be given one for internal numbering purposes. The control number will be used as the initial solicitation number as well as the post-solicitation contract number. The format of these numbers will vary based on whether the solicitation/contract relates to a project or a non-project. See Sections 3.B and 3.C for more information on the differences.

### 3.B Project Numbering

Project contract numbers should follow the number formatting listed below this paragraph. The numbers are broken down into the following three primary areas: 1) Project Number, 2) Department Number, and 3) Number of solicitation related to that project. Requesting departments should reach out to [purchasing@hvlnc.gov](mailto:purchasing@hvlnc.gov) prior to proceeding with a solicitation or entering into a contract. A control number will be provided to the department to utilize moving forward. The control number should be included within all related contract documents and file names. Neither spaces nor characters should not be used between the sections of a project number. As a result, the example on the next page, would be written 210011008001.



- Format

<b># # # # #</b>	<b># # # #</b>	<b># # #</b>
Five Digit Project Number	Four Digit Department Number	Three Digit Number of Solicitation

- Example

<b>2 1 0 0 1</b>	<b>1 0 0 8</b>	<b>0 0 1</b>
Five Digit Project Number	Four Digit Department Number	Three Digit Number of Solicitation

### 3.C Non-Project Numbering

Non-project contract numbers should follow the number formatting listed below this paragraph. The numbers are broken down into the following three primary areas: 1) Two Digit Fiscal Year, 2) Department Number, and 3) Number of solicitation related to that project.

Requesting departments should reach out to [purchasing@hvlnc.gov](mailto:purchasing@hvlnc.gov) prior to proceeding with a solicitation or entering into a contract. A control number will be provided to the department to utilize moving forward. The control number should be included within all related contract documents and file names. Neither spaces nor characters should not be used between the sections of a project number. As a result, the below example, would be written 221008001.

- Format

<b># #</b>	<b># # # #</b>	<b># # #</b>
Two Digit Year	Four Digit Department Number	Three Digit Number of Solicitation

- Example

<b>2 2</b>	<b>1 0 0 8</b>	<b>0 0 1</b>
Two Digit Year	Four Digit Department Number	Three Digit Number of Solicitation

### 3.D List of Department Numbers

A list of all department numbers is on the next page. The numbers should be utilized in the “Three Digit Department Number field” of the contract numbering.



Department Class	Department Group	Department Number	Department Description
Governmental Expenditures (GEX)	AFA		All Common Fund Accounts
		0000	Common Accounts
		0900	Debt Service
	GGA		General Government
		1001	Governing Body
		1002	Administration
		1005	Legal
		1008	Finance
		1010	Information Technology
		1014	City Engineer
	PSD		Public Safety
		1200	Development Assistance
		1300	Police
		1400	Fire
	PWK		Public Works
		1502	Public Works Administration
		1521	Fleet Maintenance
		1523	Building Maintenance
		1525	Grounds/Parks Maintenance
		1535	Patton Pool
	1555	Streets & Highways	
	1556	Powell Bill - State Street Aid	
	1560	Traffic Engineering	
MSD		Service Districts	
	2102	Downtown	
	2202	Seventh Avenue	
ISF		Internal Service Fund	
	3101	Health & Welfare	
Proprietary Expenditures (PEX)	WS		Water Sewer
		1008	Finance
		1010	Information Technology
		1014	City Engineer
		1521	Fleet Maintenance
		7002	W&S Administration
		7032	Water Facilities Maintenance
		7035	Water Treatment Plant
		7050	Water Operations & Meter Support
		7055	Water Distribution (System Maint)
		7132	Sewer Facilities Maintenance
		7135	Wastewater Treatment Plant
		7150	Sewer Operations Support
		7155	Sewer System Maintenance
	STW		Stormwater
		7555	Stormwater
ESF		Environmental Services	
	7855	ESF	



## IV. Contract Document Folders

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### 4.A Folder and Subfolder Overview

The City is implementing formal, standardized file folder and subfolders for both projects and non-projects. These structures will enable ease of accessibility and use of our contract documents. It will also provide consistency among our city departments in contract document storage while strengthening the City's documentation for audits.

Since the solicitation types and related documents greatly differ for projects and non-projects, structure of these will also. Section 4.B provides the required folder and subfolder structures for projects. Section 4.C provides the same for non-projects.

### 4.B Project Folder Structure and Related Document Types

- Administration
  - Budget
    - CPOs
    - Invoices
    - Purchase Orders
  - Contract
    - Contract # 1
      - Contract Documents
      - Amendments
      - IE Design Documents
      - Survey Documents
      - Geotech Documents
      - Construction Documents
      - Bond Documents
      - Other Related Documents
    - Contract # 2 (where applicable – as many contract numbers as apply)
      - Contract Documents
      - Amendments
      - IE Design Documents
      - Survey Documents
      - Geotech Documents
      - Construction Documents
      - Bond Documents
      - Other Related Documents
  - Funding
    - Grant and Loan Information and Documentation (if applicable)
  - Solicitation
    - RFPs/RFQs for Professional Services
- Bidding



- Bid Documents and Related Preparation documents
- Addenda
- Advertisements
- Bid Negotiation Documentation
- Bid Tabulations
- Recommendations of Award
- Contractor Prequalification Documentation
- Prebid Meeting Minutes/Notes
- Other Applicable Documents
- Closeout
  - As-built Documents
  - Warranty information
  - Substantial and Final Completion Documentation
  - Other Related Documents
- Construction
  - Correspondence
    - Email and Phone Documented Correspondence
  - Field Documentation
    - Work Change Directive Documentation
    - Change Order Documentation
    - Pay Applications
    - Other Related Documents
  - Meetings
    - Pre-Construction Meeting Documentation
    - Monthly Progress Meeting Documentation
  - Submittals
    - Submittals
    - Submittal Log Documentation
- Design
  - Acquisition Documentation
    - Easements
    - Property Purchase Information
    - Other Related Documents/Agreements/Plats
  - CAD\_GIS
    - Design Working Files
      - Note: Very large files are often excluded from SharePoint Document storage as they “bog down” when working in ArcMap or Civil3D.
  - Correspondence
    - Meeting Minutes
    - Summarized Design Discussions
  - Geotechnical
    - Geotechnical Study Information and Documentation





- Permitting
  - NCDEQ Documentation
  - Erosion Control Documentation
  - NCDOT Encroachment Documentation
  - USACE Documentation
  - Other Related Documentation
- Survey
  - Survey Documents Used for Design
- Photos and Videos

#### 4.C Non-Project Folder Structure and Related Document Types

- Contract Related
  - All Contract Documents
- Background Documents
  - All Other Background Documentation

## V. File Naming

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### 5.A General Information

This section describes new requirements for naming electronic files to provide effective storage, searching, retrieval and archiving. Descriptive filenames are an important part of organizing, retrieving, sharing, and keeping track of data files.

The guidance contained within this section of the manual will apply to all contract-related electronic files created or received by any and all City departments. The scope of “contract-related” refers to all documents associated with projects and non-projects – and is not limited contract solicitation documentation.

### 5.B Best Practices

The following are best practices for electronic file naming. These practice should be followed on all files.

- Files should be named consistently.
- Filenames should be short but descriptive (<25 characters where possible).
- Avoid special characters or spaces in a filename.
- Use capitals and underscores instead of periods, spaces, or slashes.
- Use date format ISO 8601: YYYYMMDD.
- Avoid scenarios where files with exactly the same filename (not necessarily the same document) coexist in multiple places within the project folders or network as a whole.
- When the document is reviewed, the reviewer should put their initials at the end of the document filename. Initials in the filename can also be used when working on a document collaboratively.



- Include a version number where applicable.
- When the document is issued, the version number and initials are removed.

### 5.C Incoming Communications

For Projects, all incoming communication from other parts of the organization or from external parties should include the date of receipt and be filed in the project’s “incoming” file folder.

### 5.D Outgoing Communications

For Projects, all outgoing communication to other parts of the organization or to external parties should include the date sent and be filed in the project’s “outgoing” file folder.

### 5.E Elements of a Filename

Elements of a file name should be broken down separately into projects and non-projects. See Sections 5.E.1 and 5.E.2 for additional information.

#### 5.E.1 Projects

Project files should be named in the following format. Hyphens should be utilized between the sections of the project file names. Spaces should not be utilized anywhere within the file name.

Date:	20211117- (YYYYMMDD)
Document Type: *	LTR-
Filename:	Filename-
Project Number (PN):	21001-
Contract Number Relation: **	001-
Document Version Number: ***	01-
Author's Initials: ***	LDH

<b>Working Version Filename:</b>	20211117- LTR- Filename-21001-001-01-LDH
<b>Final Version Filename:</b>	20211117- LTR- Filename-21001-001

\*See Section 5.E for list of document type abbreviations.

\*\*If the file relates to all contracts related to the project, this portion may be titled with three zeros (-000-). Otherwise, the solicitation number related to that contract should be inputted.

\*\*\*Version numbers and initials are for draft and reviewing purposes only and should be deleted from final document file name.



### 5.E.2 Non-Projects

Non-Project contract files should be named in the following format. Hyphens should be utilized between the sections of the non-project file names. Spaces should not be utilized anywhere within the file name.

Date:	20211117- (YYYYMMDD)
Document Type: *	LTR-
Filename:	Filename-
Assigned Contract Number:	2021000001-
Document Version Number: **	01-**
Author's Initials: **	LDH *

<b>Working Version Filename:</b>	20211117- LTR- Filename-2021000001-01-LDH
<b>Final Version Filename:</b>	20211117- LTR- Filename-2021000001

*\*See Section 5.E for list of document type abbreviations.*

*\*\*Version numbers and initials are for draft and reviewing purposes only and should be deleted from final document file name.*



5.F Document Type Abbreviations

Elements of a file name should be broken down separately into projects and non-projects. See Sections 5.E.1 and 5.E.2 for additional information.

Documents	Abbreviations	Documents	Abbreviations
<b>Agenda</b>	AGN	<b>Meeting Notes</b>	MTG
<b>Application</b>	APP	<b>Memos</b>	MEM
<b>Approval</b>	APV	<b>Minutes of Meeting</b>	MoM
<b>Appendix</b>	APX	<b>Call Log</b>	CL
<b>As-Built</b>	ASBL	<b>Memos</b>	MEM
<b>Availability Letter</b>	AvlLtr	<b>Minutes of Meeting</b>	MoM
<b>Availability Map</b>	AvlMP	<b>Call Log</b>	CL
<b>Availability Request</b>	AvlRqst	<b>Partial Approval</b>	PrtlApvl
<b>Bid Documents</b>	BidDoc	<b>Pay Application</b>	PayApp
<b>Building Documents</b>	BldgDoc	<b>Permit</b>	PMT
<b>Calculations</b>	CALC	<b>Photographs</b>	PHT
<b>Certification</b>	CERT	<b>Plans</b>	PLN
<b>Checklist</b>	CKLS	<b>Plat</b>	PLT
<b>Cost Estimate</b>	CE	<b>Preliminary</b>	PLM
<b>Cover Letter</b>	CVLT	<b>Prequalification</b>	Prequal
<b>Daily Activity Log</b>	DAG	<b>Private Drainage Easement Agreement</b>	PDEA
<b>Deed of Easement</b>	DoE	<b>Purchase Order</b>	PO
<b>Deed of Dedication</b>	DoD	<b>Reports</b>	RPT
<b>Drawings</b>	DWG	<b>Request</b>	REQ
<b>Emails</b>	EML	<b>Requisition</b>	REQN
<b>Engineering</b>	ENG	<b>Review Comments</b>	RC
<b>NCDOT Encroachment Agreement</b>	ENCR	<b>Sewer</b>	SW
<b>Field Reports</b>	FP	<b>Storm Water</b>	STM
<b>Final Approval</b>	FnlApvl	<b>Submittals</b>	SBMTL
<b>Fixe Asset Form</b>	FAF	<b>Test Results</b>	TSTR
<b>Flood Development Permit</b>	FDP	<b>Text Record</b>	TXR
<b>Forms</b>	FRM	<b>Transmittals</b>	TRM
<b>Invoice</b>	INV	<b>Utility Extension Agreement</b>	UEA
<b>Letters</b>	LTR	<b>Water</b>	WTR
<b>Maps</b>	MP		