

**City of Henderson
Department of Public Works
Quality Control Division**

To insure that constructed public infrastructure meets applicable standards

Standard Operating Procedure

SOP Name

SOP Number

Electronic Document Submittal

QC-EC_06

INTRODUCTION:

PURPOSE:

To establish standard practices for electronic submittal of invoices, proposals, request for information (RFI) and other correspondence

PROCEDURE:

This procedure does not apply to shop drawing submittals, or as-builts.

1. All documents relating to a project will be e-mailed to COHPW_QC@cityofhenderson.com.

The documents must include:

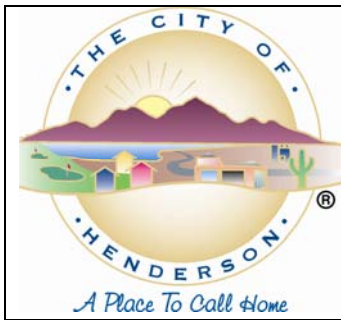
- project name; and
- project number (as recorded in the KIVA database as the 'Subject' title).

Identify each document in the 'Subject' title as one of the following:

- RFI
- Proposal
- Time and Material Request
- Change Order
- Pay Request/Invoice
 - a. Progress payments must be clearly marked as such and numbered.
 - b. Final invoice must be marked as such and will not be accepted by the City of Henderson until all punch-list items are complete.

Example: 2006860003 2004-2005 Street Rehab & Misc Roadway – Invoice No. 1

2. PDF file format is preferred. If the City is unable to access the information contained in the document, if it is incomplete, corrupted, contains a virus, or is other wise unusable, a notice to resubmit will be e-mailed to the originating e-mail address.
3. Documents will be considered received by the City of Henderson once an acknowledgement is sent to the originating e-mail address. This will establish the received date for any applicable time-sensitive period(s).



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4. All electronically submitted documents will be acknowledged in a timely manner; generally the next business day. For the purposes of document processing, the work week is Monday to Thursday, between the hours of 6:00 a.m. and 3:00 p.m.

Documents received after hours will be acknowledged the next working day. Documents received Friday, Saturday, Sunday, and holidays will be acknowledged the next working day.

Work hours and list of holidays can be found on the City of Henderson Public Works Quality Control contact information web page:

<http://www.cityofhenderson.com/works/php/qccontact.php>

END OF PROCEDURE: