TO:	**ALL COUNTY PERSONNEL**
FROM:	**VERDENIA C. BAKER** **COUNTY** **ADMINISTRATOR**
PREPARED BY:	**ENGINEERING AND PUBLIC WORKS DEPARTMENT**
SUBJECT:	**ANNUAL CONSTRUCTION CONTRACT USAGE**
PPM#:	**CW-F-082**

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ISSUE DATE	**EFFECTIVE DATE**
October 18, 2023	**October 18, 2023**

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PURPOSE:

To establish a reporting procedure to ensure that the amount of work associated with active work orders issued by all user departments/divisions (Users) does not exceed the bonding or spending limits of the annual construction contract.

UPDATES:

Future updates to this PPM are the responsibility of the Director of Engineering and Public Works.

AUTHORITY:

Palm Beach County Administrative Code, Section 375.00 as may be amended.
Palm Beach County PPM #CW-F-056 as may be amended.

DEPARTMENT APPLICABILITY:

This PPM is applicable to Airports, Engineering & Public Works, Environmental Resources Management, Facilities Development & Operations, and Water Utilities.

POLICY:

All work orders shall be entered into Advantage by the User, prior to issuing the work order to the contractor to ensure adequate funding. User shall verify that set spending and bonding limits are not exceeded. Bonding of annual construction contracts shall be in accordance with CW-F-056.

PROCEDURE:

1. The annual construction contract shall be entered by the lead department in Advantage through a KMA (Master Agreement for Construction Services). The lead department will update the eCMS system to include Office of Equal Business Opportunity (OEBO) Schedule 2 information from the contract. The Goal Setting Committee (GSC) number as recommended by the lead department and set by GSC, API originally set and API Achieved is entered in the "Extended Description" field in the Header of the document.

2. Work orders shall be in an acceptable format to the applicable lead department.

3. The User shall encumber the funding in Advantage with a KDO (Delivery Orders for Construction Services), ensuring sufficient funding to cover the work. KDO should reference the above KMA created by the lead department. User shall also ensure that the annual construction contract spending and bonding limits are not exceeded. Current spending and bonding limits can be provided by the lead department that generated the annual construction contract. If necessary, the bonding limits or spending limits shall be increased by the lead department prior to issuing a work order.

4. At the same time a User issues a work order to an annual contractor, a copy of that work order shall be sent to the Finance Department and the department (lead department) that generated the annual construction contract and is responsible for monitoring it.

5. All required documentation from contractors who are applying for the Apprentice Incentive Program and/or the Glades Resident Incentive Program shall be reviewed and submitted to the Finance Department for reimbursement if eligible per the contract requirements

6. Upon satisfactory completion of the work order, the User is to forward a copy of the contractor's invoice (progress or final), marked and signed approved by the User to the Finance Department, Contract Development & Control Division/OFMB, final invoice only as applicable, and the lead department monitoring the annual construction contract. A completed Schedule 3 SBE-M/WBE Activity Form and Schedule 4 SBE-M/WBE Payment Certification for those annual construction contracts requiring SBE-M/WBE participation must also be attached to the contractor's invoice. Once payment is made to the vendor, the information is automatically uploaded into the eCMS system. The User is responsible for entering the Schedule 3 and/or Schedule 4 information into eCMS.

All annual construction contract budget increases, change orders and extensions shall be initiated through the lead department responsible for monitoring the specific annual construction contract.

VERDENIA C. BAKER
COUNTY ADMINISTRATOR