

CONTRACT REVIEW COMMITTEE BY-LAWS

- 1. AUTHORITY.** The Palm Beach County Contract Review Committee (hereinafter referred to as Committee) was established by Resolution R89-633 approved by the Board of County Commissioners on April 4, 1989. The duties and responsibilities of the Committee are set forth in Countywide PPM No. CW-F-050. The Palm Beach County Code, Chapter 2, Part A, further delegates certain specific contractual authority to the County Engineer, the Director of Facilities Development & Operations, the Director of Water Utilities, the Director of the Department of Airports, and the Director of Environmental Resources Management.
- 2. MEMBERSHIP.** The Committee is composed of four (4) voting members: one member of the Board of County Commissioners, one member of the County Engineer's office, one member of the County Attorney's office, and one member of the office of OFMB/Contract Development and Control.
- 3. PRESIDING OFFICER.** The Director of Contract Development and Control shall preside over the meetings of the Committee. In his/her absence, the County Engineer or designee shall preside.
- 4. QUORUM.** Members from all three (3) designated voting departments (Engineering, County Attorney, and OFMB/Contract Development and Control) must be present to conduct Committee business. A simple majority of voting members present is required to approve any change order, construction change directives, work task order or work order. In order to assure continuity, only members or their designees in writing shall be allowed to vote. In case of a tie vote, the motion will be considered failed. Although not required for a quorum, a member of the Board of County Commissioners shall have a vote toward each item brought to the Committee for approval.
- 5. MEETINGS.** Committee meetings will be held as noticed at a designated location at 8:45 A.M. Wednesday unless otherwise scheduled by the Committee. All meetings are considered public meetings and all interested parties are invited to attend. The Contract Development and Control Division shall be responsible for meeting notification.
- 6. AGENDA AND MINUTES.** The Contract Development and Control Division shall be responsible for preparing a listing of all items considered by the Committee and a tabulation of the voting on each item at each meeting. Lead and User Departments must provide four copies of items and/or proposed change orders for discussion on 8 ½" X 11" paper to the office of Contract Development and Control Division no later than 9:00 A.M., Monday or 9:00 A.M. on the Friday directly preceding a week where there are no regular office hours on the following Monday, unless otherwise provided. Should no items for discussion be received by Contract Development and Control Division by the stated deadline, no regularly scheduled meeting will be held.

7. **APPROVAL REQUESTS.** The Lead and User Department will provide a listing of change orders, task orders, as well as copies of requested change orders, task orders, and budget availability statements in advance of the Committee meeting at which they will be discussed. The change order and task order requests will include a summary of the reasons for the request as well as the actual change orders and task orders in the standard format. Small Business Enterprise (SBE) schedules 1 and 2 shall be provided where applicable. All task orders and change orders shall be considered to be in draft form until approved by the Committee.
8. **CHANGE ORDER AND TASK ORDER APPROVALS.** Change orders and task orders approved by the Committee will be signed by the Committee's Presiding Officer. Individual change orders and/or additional services modifications exceeding \$100,000 must go to the Board of County Commissioners.
9. **LEAD DEPARTMENT TASK ORDER, CHANGE ORDER AND WORK ORDER APPROVALS.** Copies of task orders, change orders and work orders approved by Lead Departments shall be forwarded to the Contract Development and Control Division within two (2) weeks after approval to be included in the summary by the Contract Development and Control Division to the Board and Clerk's Finance Department as indicated in Item 10 below. Change order/work order copies shall include sufficient back-up to detail the reasons for the specific changes. Additionally, a history of each item shall be attached as backup.
10. **ACTION.** Within thirty (30) days of the last day of the month of approval, a summary and copies of task orders, change orders and work orders approved by the Committee and Lead Departments will be provided by the Director of Contract Development and Control to the members of the Board of County Commissioners and the Clerk's Finance Department for informational purposes.
11. **FINAL ACCEPTANCE AND FINAL PAYMENT.** The Committee shall review and approve the final acceptance and final payment of all construction projects, thus eliminating these items from the Board Agenda. The Contract Development and Control Division shall include these items in the monthly report to the Board and the Clerk's Finance Department.
12. **CONTRACTS AFFECTED.** These by-laws shall apply to all currently existing contracts and all future executed contracts for construction and professional design services only.
13. **APPROVAL OF BY-LAWS.** These by-laws were approved unanimously by Committee members. Changes or amendments to these by-laws must be approved by the Committee. Any changes or amendments to the by-laws will be furnished to the County Administrator.