

MANUAL OF PROCEDURE


| | | |
|-----------------------------|----------------------------------------------------------------------------------------------------------------------|--------------------|
| PROCEDURE NUMBER: | 5030 | PAGE 1 of 2 |
| PROCEDURE TITLE: | Specific Authorization to Contractor with Continuing Service Agreement | |
| STATUTORY REFERENCE: | FLORIDA STATUTES 1013.38, 1013.37, 1013.374 AND 1013.372 | |
| BASED ON POLICY: | V-8 Operations and Maintenance of College Facilities and V-10 Authorization to Approve Construction Change Orders | |
| EFFECTIVE DATE: | October 11, 2005 | |
| LAST REVISION DATE: | March 21, 2025 | |
| LAST REVIEW DATE: | March 21, 2025 | |

This procedure outlines the processes for authorization of construction services using a continuing contract.

1. PROPOSAL REQUEST

- a. The project manager shall select contractor in a manner consistent with procedure 5005, Criteria and Process for Selection of Professional Services.
- b. The project manager shall complete a Request for Proposal (RFP) and attach appropriate supporting materials.
- c. The contractor shall review the project description and prepare a proposal to satisfy the requirements of the RFP. The completed RFP response with appropriate attachments shall then be sent to the project manager for review.
- d. The project manager shall review the scope of work and submit a recommendation to the authorizing agent, based on the following signature authorization levels:
 - 1) Director. Total Construction Price, plus a maximum contingency of 10%, value less than \$5,000.
 - 2) Assistant Vice Provost. Total Construction Price, plus a maximum contingency of 10%, value less than Category I, Purchasing Threshold as defined in §287.017, Florida Statutes.
 - 3) Vice Provost. Total Construction Price, plus a maximum contingency of 10%, value less than Category II, Purchasing Threshold as defined in §287.017, Florida Statutes or at a higher level, specified and approved by the District Board of Trustees, for continuing contracts.
 - 4) Provost. Total Construction Price, plus a maximum contingency of 10%, value less than Category III, Purchasing Threshold as defined in §287.017, Florida Statutes or at a higher level, specified and approved by the District Board of Trustees.
 - 5) College President. Total Construction Price, plus a maximum contingency of 10%, value

- less than Category V, Purchasing Threshold as defined in §287.017, Florida Statutes or at a higher level, specified and approved by the District Board of Trustees.
- e. The authorized agent shall evaluate the Contractor’s Proposal and determine whether to accept the proposal or negotiate a modification. Any unaccepted values shall be modified to reflect the value accepted and all changes initialed. An Authorization and Notice to Proceed form shall be completed with the total Construction Price, plus negotiated contingency and number of days recorded.
 - f. The RFP and Authorization and Notice To Proceed shall be returned to the Contractor and a Purchase Order (PO) for the total Construction Price or Guaranteed Maximum Price (GMP).
 - g. If, for any reason, the scope of work needs to be modified, then a Change Order shall be issued by the authorized agent.

| | |
|------------------------------------------------------------------------------------|-------------|
|  | 03/21/2025 |
| PRESIDENT | DATE |