

## EXECUTIVE SUMMARY

### Recommendation to Approve Revisions to Contract Documents Construction Services Minor Projects (CSMP)

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#### Introduction

##### Responsible: Procurement & Warehousing Services (PWS)

This item requests School Board-approval of proposed revisions to the template for Contract Documents utilized for Construction Services Minor Projects (the CSMP Agreement). The current CSMP Agreement was approved by The School Board of Broward County, Florida (SBBC), at its Regular School Board Meeting of June 11, 2013, and serves as the basis for proposed revisions. On June 11, 2013, the School Board approved Item J-3 which revised the Contract Documents for Construction Services Minor Projects (CSMP). The June 2013 revisions incorporated recommendations provided by McGladrey LLP, Best Practices, strengthened Right to Audit provisions, Risk Management and as recommended by Cadre counsel, Becker & Poliakoff, P.A.

Staff recommends revision of the CSMP Agreement to align with changes in SBBCs' organizational structure and Florida Statutes and to incorporate new documents with updates to the process.

#### Goods/Services Description

##### Responsible: Office of Facilities & Construction (OFC)

The Office of Facilities & Construction utilizes the CSMP Agreement to provide a pool of qualified vendors for General Contractor Services, Mechanical Contractor Services, Roofing Contractor Services, Electrical Contractor Services, Fire Sprinklers/Suppression Contractor Services, and Site Utility Contractor Services.

The CSMP Agreement authorizes the assignment of individual projects within defined cost limits, as needed, when needed, to meet scheduled and unscheduled project needs as required, without the need for further Board action. The services include construction services for various contracting categories grouped by dollar value, as indicated in Exhibit 2.

The Contract Document templates include the following items:

- A contract term of three (3) years, with the potential of two (2) additional, one (1) year extensions upon SBBC approval.
- Total contract amounts are indicated in Exhibits 2 and 3, which may be increased upon Board approval, as indicated in Exhibit 2.
- **If both a Notice to Proceed (NTP) and a Purchase Order (PO) are not issued, there is no entitlement to the contractor for any payments.**

Term Contracts are in place to have resources immediately available to the District to respond to emerging needs in a timely manner. Alternatively, if Term Contracts were not available each time the need for such

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services arose, it would require at least three (3) months to seek services through a bidding process. This contract may be utilized for projects that are approved in the Adopted District Educational Facilities Plan or to meet unplanned emergent needs.

If CSMP contracts are awarded by SBBC, projects funded in the Adopted District Educational Facilities Program not exceeding \$2,000,000 in construction costs may be assigned to a contractor within the applicable work category in the form of an NTP and do not require SBBC approval subsequently to the award of the contract in this item. The Executive Director of Capital Programs authorizes NTPs, and applicable requisitions are processed by Capital Payments, before being reviewed and validated for compliance by Procurement & Warehousing Services (PWS). The Director of PWS signs the NTP before it, and the PO is released. Work commences upon the issuance of a fully executed NTP and PO.

**Procurement Method  
Responsible: PWS**

The procurement method identified is Invitation to Bid utilizing the CSMP Agreement to solicit responses from pre-qualified firms in the work categories to be used up to the dollar values identified in Exhibits 2 & 3.

**Financial Impact  
Responsible: PWS and OFC**

There is no financial impact to the District.