

CHECKLIST FOR PRE-AWARD/POST-AWARD COMPLIANCE
INSERT THIS FORM AT TAB 2 OF THE CONTRACT FILE

NOTE: PROCESS THIS FORM IMMEDIATELY AS EVENTS OCCUR

**PRE-AWARD:
 UPON BID/PROPOSAL OPENING AND IDENTIFICATION OF APPARENT LOW BIDDER/PROPOSER**

1. PD # _____ 2. Project Name _____
3. IFB ___ RFP ___ Other _____ 4. Purchasing Agent _____
5. **Bid Bonds:**
 Verified as correct % or correct dollar amount: Yes/No/NA
 Original Copy in Purchasing Department file: Yes/No/NA
6. Certificate of Authority To Do Business, Division of Corporations: Yes/No/NA# _____
7. Review current State of Florida "Convicted Vendors List" and State Purchasing "Suspended Vendor List"
 Vendor not listed _____ Vendors listed _____

NOTE: Florida Preference General Condition is applicable to personal property only. Do not enforce for service contracts

8. Licenses – Department of Business and Professional Regulation (DBPR): Yes/No/NA
 - a) License(s) required in Solicitation: Yes/No/NA _____
 - b) Occupational License(s): Yes/No/NA _____
 - c) Review of the apparent low bidders submitted License(s) by the Escambia County Building Inspections Department, Contractor Licensing Division: YES ___ NO ___ NA ___
 - Results of their review: Compliant _____ Not Compliant _____
 - Comments/Corrective Actions: _____

Process and attach completed form memo OF0125 "Contractor License/Complaint History Review"

- | | | |
|------------|--|------------|
| 9. | <u>Contract Information:</u> | Yes |
| | Short Form Contract: | _____ |
| | Cover Sheet Contract | _____ |
| | Other _____ | _____ |
| | Standard County Contract: | |
| | Form A B C D (circle one) | _____ |
| | AIA Document A107-1997 abbreviated form of Agreement between Owner and Contractor. | _____ |
| | Contract amount agrees with recommendation award amount | _____ |
| | All blanks filled in on Contract | _____ |
| 10. | Contract execution by the potential awardee contractor | |
| | Prepare an Intent to Award form letter 5c with two copies of the contract for the potential awardee to execute and return prior to preparing or placing any recommendation for award on a BCC agenda. Refer to OM445 for guidance. | |

NOTE: When preparing Agreement, always check Tab 3 to see if there were any Addenda that might reflect a change to be made to Agreement.

11. Potential awardee returns properly executed contracts DATE: _____
 If not then refer to OM445 for guidance and document the actions on an attachment to this checklist.
12. Recommendation prepared by Office of Purchasing: Yes/No/Other _____
13. County Administrator's Agenda Deadline Date: _____

Date Recommendation forwarded to County Administrator's Office for signature _____
 [Attach Tab Sheet]

Page 2 - Pre-Award/Post-Award Compliance Checklist

Purchasing Agent Review _____
 Purchasing Supervisor Review _____
 Purchasing Mgr. Review _____

<u>WEB PAGE POSTING:</u>	<u>Date Forwarded</u>	<u>Date Posted</u>	<u>O.A. Initials</u>
Tabulation Sheet with Recommendation	_____	_____	_____
Cancel Solicitation	_____	_____	_____
(Other Web Page Postings as Applicable)	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

14. Copy of Recommendation to Purchasing Manager. Yes/No/NA
 [Place a copy w/attachments, i.e., photocopy of contract or form of agreement, Tab Sheet, Determination for Award Checklist, backup, etc. in Purchasing Manager's recommendation binder.]
15. BCC Meeting Date: _____ Effective Date of Contract _____
16. **Contractor** _____ **Contact Name** _____
 Address _____
 Telephone _____ Fax Number _____
17. **Department Contract Manager/Administrator** _____
 Contact Name _____ Phone # _____ Fax # _____

POST AWARD:

NOTE: Be sure to return sureties to unsuccessful bidders after award; keep successful bidder's sureties until fully compliant; keep all Bid Bonds in the file (Do Not Return), in accordance with Operations Manual Procedure OM-265.

1. **Certification of Award:**
 Office of Purchasing will issue a **Certification of Award Letter** on all newly awarded contracts and contract extensions for the awarded Contractor to obtain the necessary post-award compliance items, such as bonds and insurance.

NOTE: Prepare standard form letter #6, when appropriate, with the following attachments:

1. Insurance Section from the solicitation
2. Sample Certificate of Insurance
3. Performance and Payment Bond information (and forms)

The office assistant will forward a copy of the Certification of Award, without the attachments to the County Administrator's Office and the Department Contract Administrator/Director.

If contractor fails to become compliant as requested in letter #6 then refer to OM445 for guidance and document actions in an attachment to this checklist.

<u>Web Page Posting:</u>	<u>Date Forwarded</u>	<u>Date Posted</u>	<u>O.A. Initials</u>
Awarded Solicitation	_____	_____	_____
Cancelled Solicitation	_____	_____	_____
(Other Web Page Postings as Applicable)	_____	_____	_____
_____	_____	_____	_____

Purchasing Agent Review _____

Purchasing Supervisor Review _____

Purchasing Mgr. Review _____

2. **Performance Bonds/Labor and Material Payment Bonds:**

Required: Yes/No/NA

Date bonds were recorded by contractor: _____

Original received in the Office of Purchasing: Yes/No

Comments & Follow-up

3. **Insurance Certificates:**

(Receipt and review in accordance with Policy and Procedure PP185, Section VII)

Certificate shall show: Escambia County, Florida as certificate holder; and, additional insured status on all liability policies except workers compensation and professional.

Date Insurance Certificate received by Purchasing for review: _____

Date approved: _____

Comments & Follow-up: _____

4. **Federal Forms:**

Date Randy Wilkerson (458-0466) verified as complete:

5. **(Date of Authorization to Contract Manager/Administrator to Issue the Notice To Proceed NTP):** _____

6. **Date Purchasing distributed Contract documentation:** _____

Distribution of Contracts:

(1) Forward two (2) original sets to County Administrators Office for him to execute together with the Purchase Order if the amount is \$50,000 or more. Forward the BCC resume or the agenda noting voting record with the contract highlighting the AWARD information.

(2) County Administrators Office will return the two (2) executed originals and the Purchase Order to the Office of Purchasing for distribution.

WEB PAGE POSTING (N/A)

DATE FORWARDED

DATE POSTED

O.A. INITIALS

Continuing Contract

(3) The Office of Purchasing will distribute the two (2) executed original contracts as follows:

- a. Contractor - with a cover letter and the blue & white vendor copies of the Purchase Order. Include copy of Performance and Payment Bonds, Letter 24, Vendors/Suppliers Survey of County Performance with appropriate blank checked and a Form F0195, Vendors/Suppliers Survey Form.
- b. Deputy Clerks Office - with a cover memo, the original solicitation document, addenda (if any), drawings (if any) & BCC approval page. When CDs are provided, two (2) copies are required to be sent.

(4) The Office of Purchasing will distribute the four (4) copies of the executed contracts as follows:

- a. County Administrators office - with a copy of the memo going to the department regarding issuance of the Notice to Proceed and BCC resume page.
- b. Department Contract Administrator -a full copy of the complete contract with a cover memo certifying compliance and authorizing them to issue the Notice to Proceed, the original solicitation document, addenda, if any, and the gold & white dept. copies of the Purchase Order.
- c. Accounts Payable - with cover memo and pink copy of the Purchase Order.
- d. Contract file - with copies of the cover letter to the vendor, memos and Purchase Order.

Note: Cover Sheet Contracts shall indicate the Contract Number (Specification Number) date. The Board approved plus the effective date; i.e., Awarded June 24, 1997, Effective June 24, 1997.

Note: Contract administration issues requiring BCC action, such as Recommendations for Amendments, Change Orders, Termination, Assignments, etc. are prepared and placed on the agenda by client departments. Purchasing will assist as requested and will handle all contract administration issues for Purchasing driven contracts.

