

CONTRACTED MAINTENANCE SERVICES

The following procedures shall be implemented for the Contracted Maintenance Services Program:

1. Principals desirous of contracting for maintenance services should first determine that these services are not available in accordance with their required schedule from our Maintenance Department.
2. The Principal shall contact his/her Area Superintendent and request authority to obtain bids for the item to be contracted.
3. The Area Superintendent should call the Purchasing Department and obtain the purchase order number, giving them the description of the work to be contracted for and the estimated cost.
4. Each item approved by the Area Superintendent will be charged against the \$50,000 that the Superintendent has allocated for contracted maintenance services.
5. The Finance Department will furnish each Area Superintendent guidelines for coding the requisitions. This will assure proper accounting of the funds and charging of the expenditures to the Area Superintendent.
6. It is suggested that each Area Superintendent maintain a running account of the projects he/she has authorized so that he/she knows the balance of funds in his/her account.
7. All repairs and/or additions shall conform with the Florida State Board of Education Administrative Rules and the laws of the State of Florida. Area Superintendents needing clarification of items relative to this may obtain assistance from the School Planning Department and/or the Maintenance Department.
8. Local firms may be called for services that do not exceed \$1,000, after first obtaining a purchase order number from the Purchasing Department. Follow-up requisitions must have the purchase order number previously assigned indicated and should be marked "Confirmation."
9. Prior to having any work done that exceeds \$1,000, the schools should solicit quotations from three or more bidders. Quotations received should be attached to the requisition when it is forwarded to the Purchasing Department. A purchase order number must be obtained prior to committing an order to a vendor, as indicated in item eight above.
10. Any work exceeding \$1,000 of an unusual nature involving modification, renovations or major changes in buildings must have prior approval of the Office of Operational Services.
11. All schools would insure that vendors performing such work are adequately covered with applicable insurance and workers' compensation. Suggested coverages and limits are included in the standard bid specifications and are as follows:

INSURANCE REQUIRED: It shall be the responsibility of the successful vendor to maintain Workers Compensation Insurance, property liability insurance, property damage insurance and vehicle liability insurance during the time any of his/her personnel are working on School Board property.

Public liability coverage shall not be less than \$100,000 for injury or death to any one person and not less than \$500,000 on account of one accident. Property damage insurance shall be in an amount not less than \$50,000 for each accident. Loss by fire or any other cause shall be the responsibility of the vendor until such time as the items and/or work has been accepted by The School Board of Broward County, Florida. The vendor shall furnish the School Board with Certificate of Insurance after award has been made but prior to start of any work on School Board property. Attention is called to the fact that all insurance companies shall be authorized to do business in the State of Florida.

It is felt that the foregoing guidelines should provide adequate protection and yet permit outside vendors to perform the types of work that would be of mutual benefit to all concerned.

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