

**ADMINISTRATIVE CODE  
BOARD OF COUNTY COMMISSIONERS**

**CATEGORY:**  
**Purchasing/Contracts**

**CODE NUMBER:**  
**AC-4-4**

**TITLE:**  
**Contract Manual**

**ADOPTED:**  
**04/21/93**

**AMENDED:**  
**09/25/01; 10/18/05; 03/14/06; 10/31/06; 8/10/10;10/5/10**

**ORIGINATING DEPARTMENT:**  
**Public Works/Contracts**

**PURPOSE/SCOPE:**

The purpose of this Contract Manual is to serve as a source of instruction to all County Divisions, Departments and employees regarding the contract policies and procedures of Lee County, Florida.

- a) The adoption of this Contract Manual and the approval of any subsequent revisions to such by the Board of County Commissioners of Lee County, Florida shall authorize the policies and procedures contained herein for official use in County business. The Board of County Commissioners has authorized the County Manager or designee to approve procedural revisions to this Contract Manual.

The scope of this manual, and the policies and procedures contained herein, governs all Divisions and Departments under the jurisdiction of the Board of County Commissioners, as well as all payment transactions which are paid for directly from County funds under the control of the Board of County Commissioners.

- a) This manual and the policies and procedures contained herein preempts all previously existing manuals, policies and procedures.

**POLICY/PROCEDURE:**

Specific contract policies and procedures will vary depending on the type and cost of the service. This manual is organized into two volumes describing policies and procedures applicable to construction projects and Professional Service Agreements.

**Volume I – Construction Projects**

Introduction  
Definition of Terms  
Section 1 – Outside Construction Services  
Section 2 – Contractor Selection  
Section 3 – Contract Procedure  
Sample Forms  
Short Form Front-End Document  
Standard Construction Contract Package (Long)

**Volume II – Professional Services**

Definition of Terms  
Section 1 – Professional Services Contracts  
Section 2 – Contract Procedure  
Sample Forms  
PSA Amendment and Change Order Forms  
Professional Service Agreement (Short Form)  
Professional Service Agreement (Long Form)  
Service Provider Agreement

**ATTACHMENT: Contract Manual in its entirety. (Appendix “E”)**