

**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

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”)