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Inspector General

OFFICE OF INSPECTOR GENERAL
PALM BEACH COUNTY



Inspector General
Accredited

“Enhancing Public Trust in Government”

**Audit Report
2016-A-0003
Audit of Palm Beach County
Department of Economic
Sustainability,
Grants Management
July 27, 2016**

Insight – Oversight – Foresight



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SUMMARY RESULTS AT A GLANCE

What We Did

We conducted an audit of Palm Beach County's (PBC) Department of Economic Sustainability (DES) grants management. The audit was performed as part of the Office of Inspector General's (OIG) 2015 Annual Audit Plan.

Our audit focused on six Disaster Recovery Initiative (DRI) grant projects for fiscal years (FY) 2013 and 2014. We reviewed selected DRI grant agreements and related contracts, compliance requirements, policies and procedures and tested selected transactions. During the audit we extended the audit scope into FY 2015 in order to follow some of the grant projects to completion.

What We Found

We found control weaknesses and operational areas that need improvement for both DES and grant subrecipients. Our audit identified **\$175,319** in questioned costs¹ and **\$13,691** in identified costs².

Grant Monitoring and Oversight

We found that DES' DRI grant monitoring and oversight activities need improvement. Adequate monitoring was

not performed by DES for five of six grant subrecipients.

DES and a PBC department reviewed and approved documents that resulted in a contract not being awarded to the lowest bidder. The difference between the contracted amount and the lowest bidder was **\$129,567**.

A PBC department generated pay applications for construction contractors, and did not require contractors to sign or submit those pay applications to the County. The PBC department presented the pay applications to DES for review, but DES did not question this process.

Change Orders

Two grant projects had construction work completed prior to the approval of change orders. These change orders totaled **\$30,642**.

Davis-Bacon Act

DES did not properly review, monitor, or document compliance with the Davis-Bacon Act. Areas needing improvement include reviewing certified payrolls,

unnecessary or unreasonable in amount. As such, not all questioned costs are indicative of potential fraud or waste.

² Identified costs are those dollars that have a potential of being returned to offset the taxpayers' burden.

¹ Questioned cost can include costs incurred pursuant to a potential violation of a provision of law, regulation, contract, grant, cooperative agreement, or other agreement or document governing the expenditures of funds, and/or a finding that such costs are not supported by adequate documentation, and/or a finding that the expenditure of funds for the intended purpose is

identifying underpayment of wages, verifying proper posting of Davis-Bacon information, and detecting and following up on deficiencies.

Records Management

The DRI grant agreements require sufficient records be maintained to ensure compliance with the terms of the agreements. We noted that certain documents were missing or were not available in the project files. Further, we found files not systematically organized.

Proper Accounting for Grant Funds

The PBC Water Utilities Department (WUD) did not account for grant funds in accordance with PBC Policy and Procedure Memoranda (PPM) # CW-F-003; Grant Administration.

Additional Matters

We identified several issues that were not directly related to our audit objectives, but should be addressed. Those issues include the following:

Expenditure of City Funds

The City of Riviera Beach (City) expended \$9,116 on construction work that was deemed unacceptable by DES. Additionally, DES expended **\$15,110** to complete the unacceptable work.

Further, the City expended funds for resident relocation assistance without

proper justification. The City paid a total of **\$13,500** for rent on behalf of a resident. It appears that the relocation assistance was paid at least six months prior to the grant related construction contract. Lack of policies and procedures may have contributed to the expenditures.

Additionally, the City made a **\$191** overpayment to a construction company, and requested reimbursement from the contractor on November 24, 2015. As of June 21, 2016, the City has not been reimbursed.

Certificates of Insurance

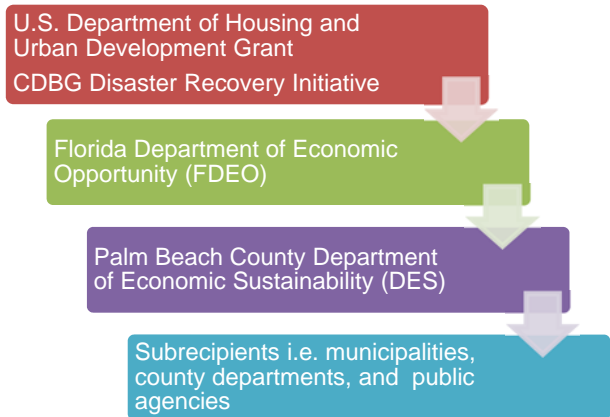
A PBC department did not ensure that all certificates of insurance requirements were met for a project. Additionally, the department project insurance tracking needs improvement to ensure compliance with PBC PPM #CW-F-076, Certificates of Insurance.

What We Recommend

Our report contains 11 findings and 23 recommendations to assist DES and grant subrecipients in improving controls and ensuring compliance with grant agreements, and related contracts, policies, and procedures. The auditees concurred with all 23 recommendations and indicated that 14 recommendations have already been implemented.

BACKGROUND

We selected Palm Beach County (PBC) grants management as part of our 2015 Annual Audit Plan. Specifically, we selected the U.S. Department of Housing and Urban Development's *Community Development Block Grant – Disaster Recovery Initiative* (DRI), which is administered by the State of Florida. The nature of the DRI program is to help cities, counties, and states “recover from presidentially declared disasters, especially in low- and moderate-income areas.” PBC’s Department of Economic Sustainability (DES) administers programs for business development, housing, and community initiatives. The Capital Improvements, Real Estate and Inspection Services Section (CIREIS) within DES is responsible for grant funded project management, capital improvement projects, and community development projects. The CIREIS Section administered four separate DRI grants within the scope of our audit.³ For fiscal years (FY) 2013 and 2014, \$14,862,736 passed through to subrecipients for expenditures incurred under the DRI grant in PBC.



OBJECTIVES, SCOPE AND METHODOLOGY

The objectives of the audit were to determine whether:

1. Sufficient internal controls were in place to adequately safeguard grant funds.
2. Grant funds were expended in accordance with the grant agreements.
3. Monitoring and oversight activities were effective in achieving the objectives of the Community Development Block Grant - Disaster Recovery Initiative.

We selected the following six DRI grant projects and activities for FY 2013 and FY 2014, with grant payments to the subrecipients totaling \$5,206,281. Additionally, we extended the audit scope into FY 2015 for selected grant activities.

- Pahokee Housing Authority – McClure Village
- City of Riviera Beach – Housing Rehabilitation
- City of Delray Beach Fire Station
- PBC Water Utilities Department (WUD) – Mangonia Park Emergency Generators
- WUD - Belle Glade Sewer System Inflow and Infiltration Rehabilitation
- PBC Engineering Services Department – Limestone Creek

³ DRI 2-Agreement Number 07DB-3V-10-60-01-Z07; DRI 3-Agreement Number 08DB-D3-10-60-01-A07; DRI 4-Agreement Number 10DB-K4-10-60-01-K29; DRI-5-Agreement Number 12DB-P5-10-60-01-K43

Our audit focused on the grant activities of the six grant projects which included replacement of public housing, residential rehabilitation, hurricane hardening, lift station generators, infrastructure improvement, and storm drainage. Our procedures included but were not limited to:

- Reviewing grant contracts and agreements;
- Reviewing grant policies, procedures, compliance requirements, and evaluating compliance;
- Interviewing appropriate department personnel and grant subrecipients to gain an understanding of internal controls; and
- Selecting a sample of grant reimbursements and performing detailed testing.

This audit was conducted in accordance with generally accepted government auditing standards. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives.

FINDINGS AND RECOMMENDATIONS

Finding (1): THE DES CIREIS SECTION'S GRANT MONITORING AND OVERSIGHT ACTIVITIES NEED IMPROVEMENT



The grant agreements between the DES and the Florida Department of Economic Opportunity (FDEO) state “the recipient shall monitor its performance under this Agreement, as well as that of its subcontracts, subrecipients, and consultants who are paid funds under the Agreement.” Further, the agreements state “such review shall be made for each function or activity.” As a result, DES is required to perform monitoring activities for subcontractors, subrecipients, and consultants who are paid with grant funds to ensure compliance.

Based on our review of six selected grant funded projects, we determined that DES did not adequately perform grant monitoring and compliance activities for five of the six grant subrecipients. More specifically, we found:

- Adequate monitoring was not performed for all DRI grant subrecipients;
- There was insufficient documentation of monitoring a construction project;
- A construction contract was not awarded to the lowest bidder (See Finding 2);
- A PBC department generated invoices for the contractor, and the invoices did not contain the contractor’s signature (See Finding 3);
- Payments were made prior to approval of construction change orders (See Finding 4); and,
- Multiple issues were identified regarding the Davis-Bacon Act. (See Finding 5).

Adequate monitoring was not performed for all DRI grant subrecipients

According to the DRI Program Monitoring Handbook, DES is responsible for ensuring subrecipients are performing in compliance with grant requirements, that performance goals are achieved, and that corrective action is taken when performance problems arise. This is to be achieved by performing a variety of formal monitoring activities as outlined in the handbook.⁴ These activities include such things as reviewing documents and files, interviewing subrecipient personnel, and inspecting construction sites. DES staff are required to make written findings when a requirement has been violated, determine what steps must take place to improve performance, and issue a monitoring letter to the subrecipient within a reasonable time period describing the monitoring results including any findings and concerns. DES was only able to provide us with copies of monitoring letters for two of the six grant subrecipients we reviewed. DES did not thoroughly perform monitoring for four of the six grant subrecipients, in accordance with the requirements of the DRI Program Monitoring Handbook.

Additionally, the monitoring review letter prepared for the City of Riviera Beach – Housing Rehabilitation Project reported four unresolved issues. The issues identified the need for written policies and procedures, written housing rehabilitation standards, a relocation policy, and written procedures for third-party monitoring. However, the City did not resolve the identified issues, and DES did not perform any follow-up inquiries. Not adequately performing monitoring activities or following up on reported deficiencies, increases the risk of time schedules not being met, required activities not being performed, or grant funds not being properly spent.

DES did not maintain sufficient documentation to support adequate monitoring or on-site visits of a construction project.

The Memorandum of Understanding entered into on July 10, 2012, between DES and PBC WUD (a grant subrecipient) stated “the work of the construction contractors requires oversight to be provided by assigned staff of WUD”, and “DES shall monitor the progress of project implementation and funds expenditure through observation and contact with WUD.”

The DES project files for the Belle Glade Inflow Project did not contain sufficient documentation to demonstrate adequate monitoring of the project’s progress. Also, there was no evidence that DES staff physically observed the construction site. It appeared that some project meetings were held with WUD staff, but there was no record of what transpired at those meetings.

⁴ Palm Beach County Department of Economic Sustainability Disaster Recovery Initiative Program Monitoring Handbook

A lack of documentation, such as weekly progress reports, site visits, or monitoring letters, does not allow for substantiation that DES monitored the progress of the construction project or was adequately overseeing the expenditure of grant funds.

Recommendations:

We recommend that:

- (1) DES establish a standard monitoring process which is conducted throughout the grant scope of work. At a minimum, monitoring should occur at the beginning, middle and end of a grant project to ensure proper execution of the terms of the grant.**
- (2) DES ensure that written procedures are in place, and followed, to document the monitoring of the progress of grant construction projects.**

Summary of Management Responses:

- (1) This recommendation has been implemented. DES adopted a revised Monitoring Handbook. The Monitoring Handbook establishes implementation-phase and post completion monitoring processes that ensure compliance with applicable programmatic and contractual requirements.**
- (2) The DES CIREIS Section is continuing development of a Project Manual providing guidelines and procedures to CIREIS staff related to project management. Periodic site visits by DES staff will serve to assess overall performance toward programmatic goals and to gauge the general level of construction progress. DES files will contain documentation that evidences the site visit and construction progress. Information from the Project Manual will begin to be distributed to CIREIS staff over the next six months.**

Finding (2): A CONSTRUCTION PROJECT WAS NOT AWARDED TO THE LOWEST BIDDER

DES made available to the PBC Engineering Services Division (Engineering) approximately \$1.4 million in DRI grant funds for the Limestone Creek Project. Sealed bids for this project were opened on February 28, 2012. Engineering tabulated the lowest bidder on the construction contract based on the lowest total base bid of \$1,012,492. However, this amount did not include the cost of “contingent items”. Upon our inquiry, Engineering’s current Director of Roadway Production confirmed that contingent costs submitted by bidders are supposed to be included in the bid amounts and taken into account when selecting the lowest bidder.

Subsequently, this bid (Bidder 1) was recommended to be awarded by the PBC Board of County Commissioners for a contract amount of \$1,265,492, which included the

“contingent items” totaling \$253,000. As result, the contract was not awarded to the lowest bid for all items required by the bid, including “contingent items.” (See Exhibit 1.)

Exhibit 1

	Awarded Contract Bidder 1	Bidder 2	Bidder 3	Bidder 4
Total Base Bid	\$1,012,492.00	\$1,073,655.30	\$1,141,115.98	\$1,197,749.67
Contingent Items	\$253,000.00	\$62,270.00	\$16,050.00	\$73,168.48
Grand Total	\$1,265,492.00	\$1,135,925.30	\$1,157,165.98	\$1,270,918.15

Also, a document titled “Bidding Information and Contractor Eligibility” was signed by both the former PBC’s Engineering Services Division Director and the CIREIS Section Manager for submission to the State of Florida Department of Economic Opportunity (FDEO) for approval. The document noted that the award for low bidder was for a contract amount of \$1,265,492, which included the “contingent items”. Including the “contingent items” in the bid tabulations make Bidder 2 the lowest bidder with a total bid of \$1,135,925, and not Bidder 1. Thus, we are questioning costs of **\$129,567**; the difference between the contract award of \$1,265,492 and the lowest bid inclusive of contingent items which was \$1,135,925.

In the contract documents Section 3 - Award and Execution of Contract, the definition of low bid does not address the term “contingent items”. Low bid is defined as “the lowest amount bid for the ‘Total Bid’, and if any alternates are considered, it shall be the ‘Base Bid’ plus the addition for the alternates or alternates which the Owner may select.” The terms “Total Bid”, “Base Bid” and “contingent items” are not defined in the contract documents. Insufficient guidance exists on the treatment of “contingent items” in the contract bid process.

Recommendations:

We recommend that:

- (3) DES properly review the procurement process utilized by grant subrecipients to ensure that contracts are awarded to the lowest, responsible, responsive bidder.
- (4) The PBC Engineering Department take steps to ensure staff correctly and consistently implement the invitation to bid provisions when awarding contracts.

Summary of Management Responses:

- (3) In consultation with County construction departments, DES will consider development of a PPM to direct staff in the process of review of construction procurements. This action will be implemented over the next six months.

- (4) **PBC Engineering Department concurs with the finding. Currently, the Roadway Production Division awards bids based on the total bid, which is base bid plus contingencies, so this issue was addressed some time ago. However, we have further clarified our contract language. The standard tabulation form clearly indicates all items included in the total bid.**

Finding (3): A PBC DEPARTMENT GENERATED PAY APPLICATIONS FOR THE CONTRACTOR, AND THE PAY APPLICATIONS DID NOT CONTAIN THE CONTRACTOR'S SIGNATURE

During our review of the Limestone Creek Project, we identified that PBC Engineering's Construction Coordination Division did not require the construction contractor to provide PBC with pay applications. Instead, the Division's Project Inspector prepared an estimate of work completed in coordination with the contractor. When the amount was agreed upon by both parties, an internally created pay application was generated by PBC Construction Coordination Division staff. After approval by the PBC Engineering management, the pay application was sent to the PBC Clerk and Comptroller's Finance Division for processing. Additionally, the internally created pay applications were not required to be signed, verified in writing, or submitted by the contractor.

As stated in the contract documents for the project, "the Contractor will be notified at the Pre Construction meeting the manner in which pay requests are to be prepared and directed to the County. For a payment request to be deemed acceptable, the Contractor must provide the following: Pay Request No. 1 ...". Further, *Florida Statute 218.74, Procedures for calculation of payment due dates*, states "Each local governmental entity shall establish procedures whereby each payment request or invoice received by the local government entity is marked as received on the date on which it is delivered to an agent or employee of the local government entity or of a facility or office of the local government entity". These procedures are needed to determine the due date for payment, and ensure compliance with *Florida Statute 218.735, Timely payment for purchases of construction services*.

In the construction contracting industry it is a common practice for contractors to certify on each pay request that the work documented was performed in accordance with the contract. We noted the internally generated pay application is similar to the American Institute of Architects' Document G702, Application and Certification for Payment, with the exception of a contractor's signature block attesting to the completion of work in accordance with the contract documents.

Requiring contractors to sign and certify payment requests is a key control to help ensure work has been completed in accordance with the contract. Generating pay applications on behalf of contractors, and not requiring contractors to sign pay applications, increases the risk of errors, reduces accountability, may result in incorrect payments or payment for work not fully completed, and does not allow for determining whether timely payments were made in compliance with *Florida Statute 218.735*.

The Memorandum of Understanding between DES and PBC Engineering requires DES to review the pay requests submitted by Engineering. Eleven pay requests totaling \$1,414,060 were submitted to DES for this grant project, and the internally generated pay applications, which lacked the contractor's signature, were not questioned by DES staff.

In late April 2015, the PBC Clerk and Comptroller's Financial Services Division questioned the pay application process; and as of late November 2015, PBC Engineering now requires a contractor's signature on the application to pay. According to PBC Engineering Construction Coordination management, this process of PBC staff preparing contractor pay applications has been on-going for decades. For FY 2014, contracts totaling approximately \$11,609,000 were reviewed and processed using this method.

Recommendations:

We recommend that:

- (5) DES closely review the requests for reimbursement of grant funds to ensure pay applications are generated by the contractor, and not by County staff.
- (6) The Department of Engineering's Construction Coordination Division require all contractors to prepare and sign pay applications. The use of a format similar to the American Institute of Architects' Document G702 could also facilitate the certification that the work performed by the contractor was in accordance with the contract documents.

Summary of Management Responses:

- (5) DES will review pay applications to ensure that they have been signed by the contractor.
- (6) The Engineering Department concurs that the contractor was not required to sign off on the pay applications for the project. As noted in your report, this was changed in November 2015. Contractors are now required to sign all pay applications prior to payment. We continue to meet with the contractor to jointly prepare the estimates, working together on the quantities. Once agreed to, our staff prepares the estimate, the contractor reviews and signs, and we submit for payment. We will continue to look into the method suggested by you with the contractors to see if we can make our system even more efficient.

Finding (4): CONSTRUCTION WORK WAS COMPLETED PRIOR TO APPROVAL OF CHANGE ORDERS

Change orders represent a high risk in a construction project because the contractor can inflate the cost of work; add scope of work not originally intended, or bill for work that is already part of the original agreement. The lack of proper controls for change orders can cause a significant increase in the project cost. The “Work Program Narrative” section of the subrecipient’s grant agreements indicates that the subrecipients shall obtain DES’ approval prior to executing change orders to any construction contracts. We identified two subrecipient projects for which work was performed prior to change orders being approved by DES.



During the City of Riviera Beach Housing Rehabilitation Project, the City paid the contractor for work that had not yet been approved. The City issued a check in the amount of \$9,310 on January 11, 2013, for a change order that was subsequently approved by DES on February 6, 2013 (26 days later). Thus, we are questioning these costs. For another change order related to this project, the request for payment of \$3,820 was submitted prior to the approval of the change order. Thus, we are also questioning these costs, for total questioned costs of **\$13,130**. We noted that the FDEO had also identified that the work had been completed prior to the change order being submitted for approval, and they requested that future change orders be submitted prior to the work being completed.

Additionally, we noted two instances during the Pahokee Housing Authority’s McClure Village Project where work totaling **\$17,512** was performed prior to the review and approval of the change order by DES. Therefore, we are also questioning these costs.

Change orders should be approved prior to the work being initiated to ensure there is not a duplication of work, that work is necessary and appropriate and that the estimated cost of the work, including overhead and profit, is reasonable.

Recommendation:

We recommend that:

- (7) **DES CIREIS Section enhance their monitoring activities to ensure grant subrecipients have proper controls in place for the construction contract change order process. Subrecipients should be made aware of the construction change order process, and notified each time the process is not properly followed. This will help ensure proper approval is obtained before the contractor performs additional work on a project.**

Summary of Management Response:

- (7) **The requirements for the change order approval process will continue to be set forth in the subrecipient agreement. DES will provide technical assistance regarding the change order approval process to subrecipients at**

project initiation and throughout implementation. This recommendation is already being implemented.

Finding (5): DES DID NOT PROPERLY REVIEW, MONITOR, OR DOCUMENT SUBRECIPIENT COMPLIANCE WITH THE DAVIS-BACON ACT

The Davis-Bacon Act requires the payment of prevailing wage rates (which are determined by the U.S. Department of Labor) to all laborers and mechanics on Federal government construction projects in excess of \$2,000. *Attachment (B) State and Federal Statutes and Regulations* of the signed agreement between the FDEO and DES requires DES to comply with the Davis-Bacon Act. For four of the six grant subrecipients we reviewed, DES' CIREIS Section was responsible for the proper administration and enforcement of contract provisions covered by Davis-Bacon requirements. As the contract administrator, DES is to monitor labor standard compliance by conducting interviews with construction workers at the job site, reviewing payroll reports, and overseeing any enforcement actions that may be required.

We identified that the DES CIREIS section did not adequately monitor or document grant subrecipients' compliance with the Davis-Bacon Act.

Specifically, DES could not demonstrate:

- Proper placement and posting of the Davis-Bacon poster and wage determination at the construction site;
- Documentation indicating a review of originally submitted certified payrolls;
- Proper documentation of payroll errors and follow-up on payroll corrections; and
- Review and follow-up of contractor restitution due to project employees as a result of underpayment of wages.

Additionally, we identified numerous errors and issues with the certified payroll submissions which went undetected by DES. We also noted a job site interview conducted by DES identified an employee who did not appear on the certified payroll report.

Davis-Bacon Poster and Wage Determination

The Federal Labor Standards Provisions listed in the contract agreements between the grant subrecipients and the contractors state, "The wage determination and the Davis-Bacon poster shall be posted at all times by the contractor and its subcontractors at the work site in a prominent and accessible place where it can be easily seen by the workers." DES did not visit either of the two projects we selected to confirm that the Davis-Bacon poster and wage determination were posted on the job site. But rather the DES representative asked the contractor to send a photo of the posters to their office. The photographic evidence did not sufficiently demonstrate that the wage determination and

the Davis-Bacon poster were located at the work sites in a prominent and accessible place.

Inadequate Certified Payroll Review – Numerous Issues undetected by DES

The Davis-Bacon Act provision of 20 CFR 5.5(a) (1) states, “All laborers and mechanics employed or working upon the site of work will be paid unconditionally ... computed at rates not less than those contained in the wage determination.” To ensure that this requirement is met, a review of the certified payroll submitted by the contractor is to be performed. According to HUD guidelines, certified payrolls are to be submitted for every week the contractor works on the grant project. Any changes to data on a submitted payroll report must be reported on a certified correction payroll. In no case, should a payroll report be returned to the contractor for revision.⁵

Our review of the City of Delray Beach Fire Station Project noted the following issues:

- There was a 60 hour variance between the number of hours worked as indicated on the contractor’s certified payrolls submitted to DES, and the number of hours worked as indicated on the certified payrolls the contractor submitted to the city.
- The project files maintained by the city contained 20 “original” certified payrolls for the prime contractor. However, DES’ project files did not contain 12 of those “original” certified payrolls. For those 12 payrolls the word “corrected” was handwritten in the upper left corner. Also, the information on the “corrected” payrolls differed from the information on the “original” payrolls. There was no documentation that indicated DES reviewed the originally submitted payrolls to ensure compliance with Davis-Bacon requirements, or why the original payrolls were corrected.
- A subcontractor submitted an unsigned letter to DES indicating that they provided their employees a fringe benefit for life insurance valued at \$2.92 per hour. Wage rates may include fringe benefits; however, there was no verification by DES that the subcontractor actually provided the fringe benefit.
- For this same subcontractor, there were several copies of restitution checks in the project files payable to project employees. However, there was insufficient documentation regarding these checks such as how the amounts were derived, and no evidence DES notified the contractor of underpayment of wages as required under Davis-Bacon.

Our review of a sample of 21 certified payrolls from the Pahokee Housing Authority’s McClure Village Project identified the following types of issues and errors:

- Two subcontractor employees appeared to be underpaid by a total of \$140;

⁵ U.S. Department of Housing and Urban Development; Davis-Bacon Labor Standards – A Contractor’s Guide to Prevailing Wage Requirements for Federally-Assisted Construction Projects

- Incomplete payroll forms and mathematical errors;
- Inaccurate payroll classifications which were not subsequently adjusted after notification from the FDOE;
- An unidentified job classification on the certified payroll form; and,
- Missing documents such as the second page of the U.S. Department of Labor's Payroll form that requires the contractor's signature certifying the payroll.

The above issues indicate that DES did not adequately monitor or review the payroll documents for compliance with the prescribed wage rate, and other Davis-Bacon requirements. Requiring reviews may have mitigated some of the numerous errors and issues we noted during our audit.

On-site interviews

DES CIREIS Section performed on-site interviews with workers associated with the PBC Engineering Limestone Creek Project. The DES staff representative interviewed a worker at the project work site, who did not appear on any of the certified payrolls. In addition, we noted in a correspondence between DES and the contractor's administrative staff that the contractor never had an employee by that name. Further, there was no documentation in the DES project file that addressed resolution of this matter. As of June 6, 2016, this matter had not been resolved.

The contract administrator should periodically compare the interview information to the payrolls to ensure that labor standards are met. If discrepancies are identified, the contract administrator should contact the contractor with steps to correct the problem.

Recommendations:

We recommend that DES CIREIS Section Management:

- (8) Review and retrain staff on the compliance requirements associated with the Davis-Bacon Act.**
- (9) Develop and implement procedures and controls to ensure compliance with the Davis-Bacon Act.**
- (10) Establish and perform a review process for all applicable grant compliance requirements to ensure proper fulfillment of the grant agreement.**
- (11) Request the contractor to make restitution payments where it was identified that grant project workers were underpaid.**

Summary of Management Responses:

- (8) CIREIS staff will continue to take advantage of opportunities for training on Davis-Bacon and Related Acts (DBRA) offered by the U.S. Department of**

Housing and Urban Development and the U.S. Department of Labor. DBRA training is an on-going process.

- (9) DES will explore various alternatives for improving DBRA compliance. DES will consider development of a PPM requiring that subrecipients share responsibility for compliance with DBRA requirements. Additionally, DES will explore utilizing HUD approved DBRA payroll review software to evaluate certified payrolls and explore the use of DBRA consultant services. CIREIS staff will be provided with DBRA materials to assist in oversight and enforcement efforts. These actions will be implemented over the next six months.
- (10) The DES Monitoring Handbook and the CIREIS Project Manual establish processes for review of applicable grant requirements. DES currently utilizes these processes to ensure compliance with applicable requirements.
- (11) DES staff will review the payroll errors identified in the audit in accordance with DBRA requirements, and will request contractor(s) to pay restitution determined to be payable to contractor employees. DES will complete such review, and send any applicable notice to affected contractor(s) within six months.

Finding (6): DES RECORDS MANAGEMENT NEEDS IMPROVEMENT

PBC adheres to the Florida Department of State's records management standards and requirements for managing public records to ensure records are created, used, maintained, and disposed of economically and effectively. Additionally, Section 5 of the DRI grant agreement between the FDEO and DES requires PBC to maintain sufficient records to ensure compliance with the terms of the agreement, as well as the compliance of contractors and subcontractors that are paid from grant funds.



Key documents and records pertaining to the DRI projects were missing or not readily available. For example, in one instance, the second page of the U.S. Department of Labor's Payroll form was missing; thus, the payroll retained by DES lacked the contractor's required signature. We also noted a required DRI5 Monthly Status Report for July 2013 was missing from the files.

The files provided by DES were in disarray and not systematically organized. Some folders were not labeled, documents were randomly placed in the folders, and some files contained numerous duplicate copies of documents. The lack of file organization made it difficult to locate documents. Throughout the audit, DES had difficulty locating

requested documentation, and informed us that any missing documents may be with the subrecipients.

We performed site visits for all of the subrecipients selected under our audit scope. The project files maintained by the subrecipients were well organized and complete, and contributed to completion of our audit procedures.

A lack of supporting documentation contributes to the inability to track and monitor grant activities and grant disbursements. Conversely, proper records management ensures information is available when and where it is needed. It allows information to be retrieved efficiently to support basic operations, audit, and legal requests. It also ensures record storage is in compliance with statutory regulations.⁶

Recommendation:

- (12) We recommend that DES develop a documented records management process and establish, a centralized location for the maintenance of grant documentation; this could include: the development of a project folder, organizational guide, and document checklist. These items may facilitate the collection and retention of the grant and grant project documents.**

Summary of Management Response:

- (12) DES will take actions to enhance the organization, uniformity, and completeness of DRI records including the use of file organization guides and/or file completeness checklists. CIREIS will review the audited closed DRI project files, and prepare file completeness checklists. This action will be completed within the next six months.**

Finding (7): PBC WATER UTILITIES DEPARTMENT (WUD) DID NOT ACCOUNT FOR GRANT FUNDS IN ACCORDANCE WITH PBC POLICY AND PROCEDURE MEMORANDA (PPM) # CW-F-003; GRANT ADMINISTRATION

For the PBC WUD's Belle Glade Sewer Inflow and Infiltration Project, we requested documentation of grant funds posted to WUD's financial records in order to reconcile the amount of grant expenditures paid, as compared to the amount of grant revenue received on the construction project. The WUD Finance staff had difficulty locating where the grant revenue received was posted in their financial records. Subsequently, we were provided with a Crystal report⁷ which identified the grant revenue posted to Capital Improvement Revenues within the WUD Capital Improvement Fund. We were then able to reconcile the revenue amount.

⁶ Florida Department of State, Division of Library and Information Services, About Records Management - Web February 18, 2016

⁷ Crystal Report is a business intelligence application. It is used to design and generate reports from a wide range of data sources.

The PBC PPM # CW-F-003 Grant Administration, Part III Accounting and Budgeting (A) states “Grant funds are to be established in such a manner as to be readily identifiable within the County’s Financial System.” This must be accomplished through the use of one of the following methods:

1. A separate fund if required by the grant agreement;
2. A separate unit code identified as a single grant;
3. The Cost Accounting – Grant Method which is a combination of unit, subunit, and program period or other appropriate fields as necessary.

However, none of these three methods were used by the PBC WUD Finance Department for the grant fund.

Further, Part (C) of the PPM states that “grants established in capital funds are to be established as separate unit codes as well as identified as projects.” This procedure was also not followed. The grant revenue in the amount of \$1,342,457 for this project was comingled in a capital improvement revenue account totaling approximately \$34 million. Subsequent conversation with WUD management indicated that PPM # CW-F-003 Grant Administration has not been fully implemented.

Recommendation:

- (13) We recommend that PBC WUD management establish and account for grant funds as prescribed in the PBC PPM # CW-F-003 for all grants that they administer.**

Summary of Management Response:

- (13) PBC WUD concurs with the recommendation and began accounting for all grants in a separate unit as prescribed by PBC PPM # CW-F-003. Additionally, on June 1, 2016, the Department established PPM WUD-F-030. This PPM provides that all grants must be accounted for in one of the three prescribed methods, thus adhering to County policy and best practices in grants administration.**

ADDITIONAL MATTERS

In our review of certain grant related documents and transactions, we identified several issues which we are reporting under “Additional Matters.” The issues are not directly related to the expenditure of grant funds and were not related to DRI grant compliance

requirements; thus, were not part of our audit objectives. Nonetheless, these issues should be reviewed and resolved by management to ensure safeguarding of assets and taxpayer dollars.

Finding (8): THE CITY OF RIVIERA BEACH EXPENDED CITY FUNDS ON GRANT RELATED CONSTRUCTION WORK THAT WAS DEEMED UNACCEPTABLE BY PBC DES

Section D of the agreement between DES and the City details the utilization of a “Program Inspector,” and states “The Inspector shall either be an employee of the Municipality or a qualified consultant under contract with the Municipality,” and “The Inspector shall, at a minimum perform inspections of residential structures for compliance with housing and building codes...inspect rehabilitation construction work in progress, and review and approve contractor payment requests.”

All construction invoices on the housing rehabilitation project were signed by the City consultant/building official and the City’s project inspector who attested to the description of work as complete and accurate in conjunction with the contract. The City sought reimbursement under the DRI grant for \$35,186. Prior to approving the reimbursement, a DES community development coordinator inspected the construction work completed on the residence. Of the \$35,186 amount requested, DES deemed the amount eligible for reimbursement to be \$26,070, and **\$9,116** was not eligible because the work did not meet the building codes, and was unacceptable. As a result, DES subsequently entered into a construction contract with another contractor to complete the unacceptable construction work for a cost of \$15,110. We are questioning the **\$9,116** the City paid for unacceptable work, and the additional net cost of **\$5,994**, (\$15,110 - \$9,116) that DES paid to complete the scope of work and to bring it up to code.

Recommendation:

- (14) We recommend that regularly scheduled thorough on-site inspections take place on construction projects to ensure that the work performed is adequate. At a minimum, performing thorough initial and mid-range site visits will reduce the likelihood of unsatisfactory work being identified at the end of the construction project.**

Summary Management Responses:

- (14) DES: Periodic construction project site visits by DES staff will serve to gauge the general level of construction progress. DES files will contain documentation that evidences the site visit. DES will develop and utilize a standard form to document site visits performed by DES staff. This action will be completed within six months.**
- (14) City of Riviera Beach: In the future, City Management will ensure acceptability of work performed by City contractors by increasing the**

amount of contractor oversight. The City is committed to performing building inspections as specified by the Florida Building Code and all inspectors are certified as stipulated in Florida Statute 468. This is an on-going commitment, and as such, this item is complete.

Finding (9): THE CITY OF RIVIERA BEACH EXPENDED FUNDS FOR RELOCATION ASSISTANCE WITHOUT APPROPRIATE JUSTIFICATION OR GUIDANCE

The City and PBC approved a City resident for a housing rehabilitation project under the DRI Program. According to City records, a construction contract was entered into on April 25, 2011, to commence repairs on the property. The first construction invoice was submitted to the City on June 16, 2011. The City paid a total of \$13,500 for rent on behalf of the resident from October 2010 through December 2011. Based on documentation provided by the City, it appears that relocation assistance was paid by the City for at least six months prior to the grant related construction contract.

Additionally, the City does not have policies, procedures, or eligibility guidelines for these types of expenditures. On February 22, 2012, DES conducted a monitoring of the grant award to the City. The report requested the City to provide a copy of the policies and procedures for its relocation project in order to be able to request a grant agreement modification for the relocation reimbursement. Subsequently, the FDEO indicated that rent paid on behalf of the DRI grant participant was not an allowable grant reimbursement. A HUD letter dated May 24, 2012, stated, "After careful review, HUD concludes that [the resident] does not qualify as a displaced person under the URA⁸ and is not eligible for relocation assistance." Thus, we included the rental payments of **\$13,500** paid by the City on behalf of a grant participant as identified costs.

Contractor Overpayment

Additionally, a **\$191** overpayment was made to a contractor on April 19, 2013. DES did not reimburse the City for the overpayment. When we brought this matter to City staff's attention, the City took action to request reimbursement of the \$191 from the contractor on November 24, 2015. As of June 21, 2016, the contractor has not yet reimbursed the City for the overpayment; thus, we included this as identified costs.

Recommendations:

We recommend:

- (15) City Management ensure that written policies and procedures for relocation assistance are developed and communicated to employees.**

⁸ Uniform Relocation Act (URA)

- (16) City Staff become knowledgeable in all of the requirements, processes and procedures related to their grant agreements, especially regarding allowable and unallowable expenditures.**
- (17) City Management consider seeking reimbursement from the resident for any unjustified relocation payments paid on behalf of the DRI grant participant.**
- (18) The City continue its efforts in the recovery of the \$191 overpayment made to the contractor.**

Summary of Management Responses:

- (15) As future relocation assistance scenarios unfold, the City will develop appropriate written policy/procedure.**
- (16) As new grant agreements are executed, City Management will ensure that City staff responsible for administering grants understands the grant requirements. This is an on-going commitment.**
- (17) The City Attorney's Office will be asked to determine if the City can seek reimbursement, and what amount, if any, the City can likely recover in Court. A decision will then be made as to whether it makes economic sense for the City to seek the recovery of funds. The City will try to recover the funds through informal means first.**
- (18) The City received a written commitment from the contractor in question that the \$191 will be reimbursed.**

Finding (10): PBC WUD DID NOT ENSURE CERTIFICATE OF INSURANCE REQUIREMENTS WERE MET FOR A PROJECT

The certificate of insurance submitted with the bid documents for the Belle Glade Sewer System Inflow and Infiltration Rehabilitation Project indicated a policy expiration date of January 31, 2015, which was prior to the contract approval date of February 3, 2015. Evidence of renewal coverage was not provided prior to execution of the contract as required. Additionally, the certificate of insurance provided to us for the period January 31, 2015 through January 31, 2016 did not clearly indicate the project name and project number as required.

Section 18, Contractor's Insurance, of the contract states the "Contractor shall deliver to Owner Certificate(s) of insurance evidencing that such policies are in full force and effect prior to execution of the Contract by Owner and prior to commencement of work on the project," and also states that certificates of insurance "shall clearly indicate the project

name and project number to which it applies.” Not obtaining adequate proof of insurance creates a risk that PBC construction projects may not be adequately insured.

Recommendation:

We recommend:

- (19) PBC WUD implement controls to ensure compliance with certificates of insurance requirements. Staff should document applicable requirements for each project, and adequately review certificates of insurance for compliance.**

Management Response:

- (19) PBC WUD concurs with this recommendation, The Department has been utilizing the Insurance Tracking System (ITS) for compliance of insurance, monitoring and tracking since May 2015.**

Finding (11): PBC WUD PROJECT INSURANCE TRACKING NEEDS IMPROVEMENT TO ENSURE COMPLIANCE WITH PBC PPM # CW-F-076, CERTIFICATES OF INSURANCE

PBC Risk Management began a process to utilize a third-party vendor, Insurance Tracking System (ITS) for the tracking of certificates of insurance on behalf of PBC user departments. This process and system were implemented at WUD on January 23, 2015; and was followed by a PBC PPM # CW-F-076, dated April 8, 2015 addressing certificates of insurance. The purpose of this PPM is to ensure that contracts are in compliance with insurance requirements through the collection and proper maintenance of the certificates of insurance. Section III of the PPM states, “user departments shall periodically monitor/review a contracted vendor’s status and/or run reports from the Third-Party Vendor’s⁹ web-based system for audit purposes.”

The ITS system allows any user department to generate a report which lists all contractor projects, and indicates insurance coverage compliance or non-compliance as determined by ITS. A November 23, 2015, ITS report did not list a known contractor, or their projects, although it appeared that the insurance information for these projects had been initially entered into the system for compliance review. As a result, Risk Management communicated with ITS representatives about this matter. ITS indicated that it was unknown as to why the contractor information was missing from their system. Because all construction projects were not in the ITS compliance system, the possibility exists that projects may not have all been fully insured.



⁹ The third party vendor is Insurance Tracking System, (ITS).

PBC WUD does not have written procedures that address the input of insurance information into ITS, reconciliation of contract projects to required insurance, or the periodic review of a contracted vendor's insurance status through the ITS reports.

Recommendations:

We recommend:

- (20) PBC WUD develop written procedures to provide guidance in processing certificates of insurance for compliance review. This will help ensure that all required certificates are input, monitored, and maintained.**
- (21) PBC WUD implement a reconciliation process to ensure that all projects requiring insurance have been entered into the ITS system and are reviewed for compliance in a timely manner through the use of ITS reports.**
- (22) PBC WUD request the Risk Management Department provide additional ITS training specifically tailored to WUD activities.**
- (23) PBC Risk Management research why WUD transactions were missing from the ITS report; and if necessary, strengthen internal controls to avoid this type of occurrence in the future.**

Summary of Management Responses:

- (20) PBC WUD agrees and complies with this recommendation. PBC WUD added ITS requirements to the check list for Board of County Commissioners (BCC) agenda items dated May 8, 2015.**
- (21) PBC WUD agrees and complies with this recommendation. All consultant and construction contracts have been entered into ITS. The PBC WUD Project Managers are responsible for their projects and maintaining compliance. PBC WUD Management periodically reviews ITS to verify compliance.**
- (22) PBC WUD agrees and complied with this recommendation. On April 25, 2016, Risk Management held additional WUD specific training at PBC WUD with appropriate Engineering staff in attendance.**
- (23) PBC Risk Management concurs with the finding and has taken the following corrective action. We requested and verified that ITS modified their internal protocols to allow for the viewing of "in progress" contracts and certificates. The new protocol requires them to upload the data (even if incomplete or pending) allowing user departments to track progress at all times.**

**SUMMARY OF POTENTIAL FINANCIAL AND OTHER BENEFITS
IDENTIFIED IN THE AUDIT**

Questioned Costs

Finding	Description	Questioned Costs
DES – Grants Management		
2	Construction project not awarded to the lowest bidder	\$129,567
4	City of Riviera Beach paid for construction work prior to change order approval	\$13,130
4	Pahokee Housing Authority paid for construction work prior to approving change orders	\$17,512
Additional Matters		
8	City of Riviera Beach paying for unacceptable construction work	\$9,116
8	Additional cost incurred by DES to correct the unacceptable construction work	<u>\$5,994</u>
TOTAL QUESTIONED COSTS		<u>\$175,319</u>

Identified Costs

Finding	Description	Identified Costs
Additional Matters		
9	Use of City funds for relocation assistance without appropriate justification	\$13,500
	City of Riviera Beach overpaid contractor	<u>\$191</u>

	TOTAL IDENTIFIED COSTS	<u>\$13,691</u>
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ATTACHMENTS

- Attachment 1 – DES Management Response
- Attachment 2 – PBC Engineering Services Division Management Response
- Attachment 3 – PBC WUD Management Response
- Attachment 4 – City of Riviera Beach Management Response
- Attachment 5 – PBC Risk Management Department Management Response

ACKNOWLEDGEMENT

The Inspector General's audit staff would like to extend our appreciation to the County's Department of Economic Sustainability management and staff; the grant subrecipients; and other County Departments and staff for their assistance in the completion of this audit.

This report is available on the OIG website at: <http://www.pbcgov.com/OIG>. Please address inquiries regarding this report to Robert Bliss, Director of Audit, by email at inspector@pbcgov.org or by telephone at (561) 233-2350.

ATTACHMENT 1 – DES Management Response



Department of
Economic Sustainability
Strategic Planning & Operations
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West Palm Beach, FL 33406
(561) 233-3600
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**Palm Beach County
Board of County
Commissioners**

Mary Lou Berger, Mayor
Hal R. Valeche, Vice Mayor
Paulette Burdick
Shelley Vana
Steven L. Abrams
Melissa McKinlay
Priscilla A. Taylor

County Administrator
Verdenia C. Baker

*"An Equal Opportunity
Affirmative Action Employer"*

July 20, 2016

Bob Bliss, Director of Audit
Office of Inspector General
Palm Beach County
P.O. Box 16568
West Palm Beach, FL 33416-6568

RE: Draft Audit Report, Palm Beach County Department of
Economic Sustainability, Grants Management

Mr. Bliss:

Thank you for your memorandum dated June 30, 2016, which transmitted the Draft Audit Report on Department of Economic Sustainability (DES) grants management. DES welcomes your review of the Florida Community Development Block Grant Disaster Recovery Initiative (DRI) Program. The DRI Program was a great success in meeting the disaster recovery and mitigation needs of individuals and communities throughout Palm Beach County.

Please find attached DES Management Response to the Draft Audit Report dated June 30, 2016.

I thank you and your staff for your professionalism throughout the course of the audit, and the opportunities for discourse which have been afforded. Please do not hesitate to contact me directly at 233-3602 should you have any questions or require additional information.

Sincerely,

Edward W. Lowery, J.D., Director
Economic Sustainability

Cc: John Carey, Inspector General, PBC
Shannon LaRocque, Assistant County Administrator, PBC
Sherry Howard, Deputy Director, PBC DES

ATTACHMENT 1 – DES Management Response Continued**PBC Department of Economic Sustainability
Response to Draft Audit Report Dated June 30, 2016****Background**

Between 2005 and 2012, the Florida Department of Economic Opportunity (DEO) awarded Palm Beach County over \$50 million through five (5) separate funding awards under the Community Development Block Grant Disaster Recovery Initiative (DRI) Program. The Department of Economic Sustainability successfully invested these funds in more than 70 DRI activities undertaken through partnerships with 25 separate entities, leveraging nearly \$3.4 million from other sources. Infrastructure and public facility accomplishments included the construction or rehabilitation of 28 drainage and roadway projects, 17 water and sewer projects, and six (6) community facilities. Housing accomplishments included the demolition of 206 dilapidated housing units, new construction of 54 housing units, rehabilitation of 216 single-family housing units, and the rehabilitation of 1,681 multi-family housing units. All together, these projects are benefitting over 163,000 Palm Beach County residents.

In January 2016, DEO notified DES that it had successfully closed out the DRI program. During the term of the DRI grants, DEO conducted no less than seven (7) monitoring site visits to Palm Beach County. At present, no open findings or concerns remain from these monitorings. Additionally, the Palm Beach County Internal Auditor reviewed the DRI program with Audit Report 2014-08, dated April 8, 2014. The Internal Auditor's follow up report dated, October 16, 2015, concluded that DES had successfully implemented all recommendations and corrective actions identified in Audit Report 2014-08.

The Office of Inspector General scope focused on six (6) Disaster Recovery Initiative (DRI) Program activities during Fiscal Years 2013 and 2014 which totaled \$7,426,946.85 under four (4) separate grant allocations.

DES management responses follow each audit finding and recommendation below.

Finding 1: *DES did not maintain sufficient documentation to support adequate monitoring or on-site visits of a construction project.*

DES Response: DES monitoring met DRI Program requirements.

The audit report states:

The grant agreements between the DES and the Florida Department of Economic Opportunity (FDEO) state "the recipient shall monitor its performance under this Agreement, as well as that of its subcontracts, subrecipients, and consultants who are paid funds under the Agreement." Further, the agreements state "such review shall be made for each function or activity." As a result, DES is required to perform monitoring activities for subcontractors, subrecipients, and consultants who are paid with grant funds to ensure compliance.

The full paragraph taken directly from the agreement with DEO is as follows:

ATTACHMENT 1 – DES Management Response Continued

**PBC Department of Economic Sustainability
Response to Draft Audit Report Dated June 30, 2016****(8) MONITORING**

The Recipient shall monitor its performance under this Agreement, as well as that of its subrecipients, subcontractors and/or consultants who are paid from funds provided under this Agreement, to ensure that time schedules are being met, the Schedule of Deliverables and Scope of Work are being accomplished within the specified time periods, and other performance goals are being achieved. A review shall be done for each function or activity in Attachment A to this Agreement, and reported in the quarterly report.

In accordance with the Agreement, DES monitored its performance, as well as that of our subrecipients. DES ensured that time schedules were successfully met, that the Deliverables and Scope of Work were successfully accomplished within the specified time periods, and that all performance goals were successfully achieved under the agreements as approved and amended by the State. DES completed a review for each function or activity undertaken through the DRI program as identified in Attachment A of the Agreement as amended, and reported such to the DEO through quarterly reports, and then through monthly reports beginning in 2012.

Regarding the Belle Glade Inflow and Infiltration project referenced in the audit report, PBC Water Utilities staff observed the contractor working on site and conducted interviews of contractor employees in support of Davis-Bacon compliance efforts. The interviews contained in the file serve to document that that staff was on site, and observed contractor activities. DES staff monitored construction progress through communication with Water Utilities, including documented recurring monthly grant project coordination meetings.

Recommendation 1: DES establish a standard monitoring process which is conducted throughout the grant scope of work. At a minimum, monitoring should occur at the beginning, middle, and end of a grant project to ensure proper execution of the terms of the grant agreement.

DES Response: This recommendation has already been implemented. Palm Beach County Internal Audit Report 2014-08, dated April 8, 2014, identified the need for improvement in DES monitoring. Subsequently DES adopted a revised Monitoring Handbook which sets forth policies and procedures for monitoring. The Monitoring Handbook establishes implementation-phase and post-completion monitoring processes that ensure compliance with applicable programmatic and contractual requirements. Further, the Handbook establishes standards for maintenance of adequate documentation to evidence monitoring efforts. The Internal Auditor's follow-up review dated October 16, 2015, indicated that DES had implemented all recommendations and corrected all conditions identified in the Internal Audit Report 2014-08.

Recommendation 2: DES ensure that written procedures are in place, and followed, to document the monitoring of the progress of grant construction projects.

ATTACHMENT 1 – DES Management Response Continued

**PBC Department of Economic Sustainability
Response to Draft Audit Report Dated June 30, 2016**

DES Response: As Identified in DES response to Internal Audit Report 2014-08, DES Capital Improvements, Real Estate, and Inspection Services (CIREIS) Section is continuing development of a Project Manual providing guidelines and procedures to CIREIS staff related to project management. Topics include procedures for construction site visits, review of construction progress reports, and communications with the implementing entity. Periodic site visits by DES staff will serve to assess overall performance toward programmatic goals and to gauge the general level of construction progress. DES files will contain documentation that evidences the site visit and gauges the general progress of construction. At no time will DES staff be responsible for determining construction work has been performed to design specifications, permit requirements, or applicable building codes as these requirements fall outside our jurisdiction legally. It is envisioned that development of the Project Manual will continue to be a work in process, with continual updates as programs evolve, new materials are developed or become available, and new forms of documentation are designed and utilized. Information from the Project Manual will begin to be distributed to CIREIS staff over the next six (6) months.

Finding 2: A construction project was not awarded to the lowest bidder

DES Response: The Engineering Department responded to this finding under separate cover dated July 15, 2016.

Recommendation 3: DES properly review the procurement process utilized by grant subrecipients to ensure that contracts are awarded to the lowest, responsible, responsive bidder.

DES Response: CIREIS Section currently reviews subrecipient procurements prior to award to ensure that grant-funded contracts are awarded to the lowest responsible, responsive bidder, or are otherwise awarded in compliance with applicable federal, state, and local requirements. DES is not a County construction department, meaning that it is not authorized to procure and contract for construction services. However, in consultation with County construction departments, DES will consider development of a PPM to direct staff in the process of review of construction procurements. This action will be implemented over the next six (6) months.

Recommendation 4: The PBC Engineering Department take steps to ensure staff correctly and consistently implement the invitation to bid provisions when awarding contracts.

DES Response: The Engineering Department responded to this recommendation under separate cover dated July 15, 2016.

Finding 3: A PBC department generated pay applications for the contractor, and the pay applications did not contain the contractor's signature.

ATTACHMENT 1 – DES Management Response Continued

PBC Department of Economic Sustainability
Response to Draft Audit Report Dated June 30, 2016

DES Response: The Engineering Department responded to this finding under separate cover dated July 15, 2016.

Recommendation 5: *DES closely review the requests for reimbursement of grant funds to ensure pay applications are generated by the contractor, and not by County staff.*

DES Response: DES will review pay applications to ensure that they have been signed by the contractor.

Recommendation 6: *The Department of Engineering's Construction Coordination Division require all contractors to prepare and sign pay applications. The use of a format similar to the American Institute of Architects' Document G702 could also facilitate the certification that the work performed by the contractor was in accordance with the contract documents.*

DES Response: The Engineering Department responded to this recommendation under separate cover dated July 15, 2016.

Finding 4: *Construction work was completed prior to approval of change orders.*

DES Response: County subrecipient agreements for construction projects typically require that the subrecipient obtain DES approval of change orders to construction contracts prior to the execution of the change order. If a change order does not meet DES approval, regardless of timing of submission, expenses incurred thereunder may not be reimbursed by the County. Therefore, subrecipients execute change orders at their own risk when doing so without DES approval.

DES concurs that work was completed prior to approval of a change order in two (2) instances with the City of Riviera Beach Housing Rehabilitation project for work totaling \$13,130 and in two (2) instances with the Pahokee Housing Authority McClure Village project for work totaling \$17,512.

DRI subrecipients were required to complete projects within deadlines under threat of funding recapture. In certain instances where a subrecipient was faced with delay in DEO approval of a change order which was necessary to keep construction progressing towards completion within deadlines, the subrecipient may have approved the change order under the risk of not being reimbursed with DRI funds, and despite knowing that such action was not in accordance with process required by the agreement. It should be noted that all change orders associated with the DRI projects in question were ultimately reviewed and approved by DES and DEO.

Recommendation 7: *DES CIREIS Section enhance their monitoring activities to ensure grant subrecipients have proper controls in place for the construction*

ATTACHMENT 1 – DES Management Response Continued

**PBC Department of Economic Sustainability
Response to Draft Audit Report Dated June 30, 2016**

contract change order process. Subrecipients should be made aware of the construction change order process, and notified each time the process is not properly followed. This will help ensure proper approval is obtained before the contractor performs additional work on a project.

DES Response: The requirements for the change order approval process will continue to be set forth in the subrecipient agreement. DES will provide technical assistance regarding the change order approval process to subrecipients at project initiation and throughout implementation. Nevertheless, despite best efforts in this regard, DES cannot prevent a subrecipient from executing a contractor's change order before obtaining DES approval. This recommendation is already being implemented.

Finding 5: *DES did not properly review, monitor, or document subrecipient compliance with the Davis-Bacon Act.*

DES Response: DES acknowledges that there were a limited number of errors in Davis-Bacon and Related Acts (DBRA) review related to miscalculation, misclassification, or misidentification that resulted in restitution due to workers in the amount of \$140.

Recommendation 8: *Review and retrain staff on the compliance requirements associated with the Davis-Bacon Act.*

DES Response: CIREIS staff will continue to take advantage of opportunities for training on DBRA offered by the U.S. Department of Housing and Urban Development and the U.S. Department of Labor. The level and frequency of CIREIS staff participation in DBRA training will be guided not only by training availability but by availability of financial resources for such training, and in consideration of ongoing work priorities. DBRA training is an on-going process.

Recommendation 9: *Develop and implement procedures and controls to ensure compliance with the Davis-Bacon Act.*

DES Response: DES will explore various alternatives for improving DBRA compliance. DES will consider development of a PPM requiring that subrecipients share responsibility for compliance with DBRA requirements. In order to enhance the payroll review process, DES will consider including language in subrecipient agreements that requires subrecipients to review and certify the DBRA contractor certified payrolls prior to submittal and review by DES. Additionally, DES will explore utilizing HUD approved DBRA payroll review software to evaluate certified payrolls submitted by contractors. DES will also explore the use DBRA consultant services to enhance oversight and enforcement efforts. Use of DBRA software and consultant services will be evaluated in light of available financial resources and as guided by County Administration. DES will continue to exercise its authority as administering agency with primary responsibility for the enforcement of the DBRA labor standards provisions in its contracts.

ATTACHMENT 1 – DES Management Response Continued

**PBC Department of Economic Sustainability
Response to Draft Audit Report Dated June 30, 2016**

DES will continue to utilize *A Contractor's Guide to Prevailing Wage Requirements for Federally-Assisted Construction Projects*, January 2012, in providing technical assistance to contractors in conjunction with DES DBRA project oversight. DES staff will also continue to utilize *HUD Handbook 1344.1 Federal Labor Standards Requirements in Housing and Urban Development Programs* in its DBRA enforcement efforts. CIREIS staff will be provided with these DBRA materials to assist in oversight and enforcement efforts. These actions will be implemented over the next six (6) months.

Recommendation 10: Establish and perform a review process for all applicable grant compliance requirements to ensure proper fulfillment of the grant agreement.

DES Response: The DES Monitoring Handbook and the CIREIS Project Manual establish processes for review of applicable grant requirements. DES currently utilizes these processes to ensure compliance with applicable programmatic and contractual requirements.

Recommendation 11: Request the contractor to make restitution payments where it was identified that grant project workers were underpaid.

DES Response: DES staff will review the payroll errors identified in the audit review in accordance with DBRA requirements, and will request contractor(s) to pay restitution determined to be payable to the contractor(s)' employees. DES will complete such review, and send any applicable notice to affected contractor(s) within six (6) months.

Finding 6: DES records management needs improvement

DES Response: DES acknowledges that DRI Program records were not always organized in a uniform manner, nor always immediately available to the auditors. Due to the organizational structure of DES being divided in sections along functional lines of responsibility, it is operationally advantageous to house functionally separate records within the files of the individual sections which require unfettered access to those records to perform their respective responsibilities. Additionally, it is more efficient to store certain records in electronic format (ex: project photos) while it may remain more efficient to store other records in hard copy format (ex: payrolls). Further, because DRI activities were implemented through subrecipients, certain records were maintained and housed by subrecipients when there was no regulatory or programmatic requirement nor any operational advantage for those records to be housed by DES.

Recommendation 12: We recommend that DES develop a documented records management process and establish a centralized location for the maintenance of grant documentation; this could include: the development of a project folder, organizational guide, and document checklist. These items may facilitate the collection and retention of the grant and grant project documents.

ATTACHMENT 1 – DES Management Response Continued

**PBC Department of Economic Sustainability
Response to Draft Audit Report Dated June 30, 2016**

DES Response: DES will continue to utilize its Enterprise Contract Management System, Calyx Point System, and DES server data storage capabilities for purposes of records management. DES will also evaluate the use of a project number identification system and the expanded use of the PBC SharePoint system for records management.

DES will take actions to enhance the organization, uniformity, and completeness of DRI records including the use of file organization guides and/or file completeness checklists. CIREIS will review the audited closed DRI project files, and prepare file completeness checklists. This action will be completed within the next six (6) months.

Finding 7: PBC Water Utilities Department (WUD) did not account for grant funds in accordance with PBC Policy and Procedure Memorandum (PPM) # CW-F-003; Grant Administration

Recommendation 13: We recommend that PBC WUD management establish and account for grant funds as prescribed in the PBCPPM # CW-F-003 for all grants that they administer.

DES Response: WUD responded to this finding and recommendation under separate cover dated July 14, 2016.

Finding 8: The City of Riviera Beach expended City funds on grant related construction work that was deemed unacceptable by PBC DES.

DES Response: The City of Riviera Beach project was a subrecipient-administered housing rehabilitation program, and therefore, all decisions to expend City funds on construction work performed were made at the sole discretion of the City. It would not have been appropriate nor efficient for DES staff to undertake construction progress inspections that duplicated the work of City inspection staff/consultants. The DES inspection which resulted in the identification of certain unsatisfactory work was not routine or customary, but was in response to concerns raised by the homeowner.

Recommendation 14: We recommend that regularly scheduled thorough on-site inspections take place on construction projects to ensure that the work performed is adequate. At a minimum, performing thorough initial and mid-range site visits will reduce the likelihood of unsatisfactory work being identified at the end of the construction project.

DES Response: Periodic construction project site visits by DES staff will serve to assess overall performance toward programmatic goals and to gauge the general level of construction progress. At no time will DES staff be responsible for determining construction work has been performed to design specifications, permit requirements, or applicable building codes as these requirements fall outside our jurisdiction legally. This is rightfully the role of the project's professionally-licensed architect or engineer, and the

ATTACHMENT 1 – DES Management Response Continued

**PBC Department of Economic Sustainability
Response to Draft Audit Report Dated June 30, 2016**

building official of jurisdiction, respectively. DES files will contain documentation that evidences the site visit and gauges the general progress of construction. DES will develop and utilize a standard form to document site visits performed by DES staff. This action will be completed within six (6) months.

Finding 9: *The City of Riviera Beach expended funds for relocation assistance without appropriate justification or guidance.*

Recommendation 15: *City Management ensure that written policies and procedures for relocation assistance are developed and communicated to employees.*

Recommendation 16: *City Staff become knowledgeable in all of the requirements, processes and procedures related to their grant agreements, especially regarding allowable and unallowable expenditures.*

Recommendation 17: *City Management consider seeking reimbursement from the resident for any unjustified relocation payments paid on behalf of the DRI grant participant.*

Recommendation 18: *The City continue its efforts in the recovery of the \$191 overpayment made to the contractor.*

DES Response: The City of Riviera Beach will respond to the finding and recommendations under separate cover.

Finding 10: *PBC WUD did not ensure certificate of insurance requirements were met for a project*

Recommendation 19: *PBC WUD implement controls to ensure compliance with certificates of insurance requirements. Staff should document applicable requirements for each project, and adequately review certificates of insurance for compliance.*

DES Response: WUD responded to this finding and recommendation under separate cover dated July 14, 2016.

Finding 11: *PBC WUD project insurance tracking needs improvement to ensure compliance with PBC PPM # CW-F-076, Certificates of Insurance*

Recommendation 20: *PBC WUD develop written procedures to provide guidance in processing certificates of insurance for compliance review. This will help ensure that all required certificates are input, monitored, and maintained.*

ATTACHMENT 1 – DES Management Response Continued

**PBC Department of Economic Sustainability
Response to Draft Audit Report Dated June 30, 2016**

Recommendation 21: *PBC WUD implement a reconciliation process to ensure that all projects requiring insurance have been entered into the ITS system and are reviewed for compliance in a timely manner through the use of ITS reports.*

Recommendation 22: *PBC WUD request the Risk Management Department provide additional ITS training specifically tailored to WUD activities.*

DES Response: WUD responded to this finding and recommendations under separate cover dated July 14, 2016.

Recommendation 23: *PBC Risk Management research why WUD transactions were missing from the ITS report; and if necessary, strengthen internal controls to avoid this type of occurrence in the future.*

DES Response: The Risk Management Department responded to this recommendation under separate cover dated July 7, 2016.

Ref: H:\Audits\PBC OIG\CIREIS Audit\ Response to PBC OIG Draft Audit Report (FINAL)
Revised: 7/20/16

ATTACHMENT 1 – DES Management Response Continued



Department of Engineering and Public Works
P.O. Box 21229
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Palm Beach County Board of County Commissioners

- Mary Lou Berger, Mayor
Hal R. Valeche, Vice Mayor
Paulette Burdick
Shelley Vana
Steven L. Abrams
Melissa McKinlay
Priscilla A. Taylor

County Administrator

Verdenia C. Baker

An Equal Opportunity/Affirmative Action Employer



INTER-OFFICE MEMORANDUM

Date: July 15, 2016
To: Bob Bliss, Director of Audit
Office of Inspector General
Thru: George T. Webb, P.E. CTW
County Engineer
From: Tanya N. McConnell, P.E. T.N. McConnell
Deputy County Engineer
Re: Draft Audit Report, Department of Economic Sustainability, Grants Management

Finding (2):

The Engineering Department concurs with the findings. The Division in charge of the bid in question was absorbed into our Roadway Production Division several years ago. The Roadway Production Division awards bids based on the total bid, which is base bid plus contingencies, so this issue was addressed some time ago. However, we have further clarified our contract language, a copy of which is attached. The standard tabulation form clearly indicates all that is included in the total bid.

Finding (3):

The Engineering Department concurs that the contractor was not required to sign off on the pay applications for the project. As noted in your report, this was changed in November of 2015. Contractors are now required to sign all pay applications prior to payment. However, we continue to meet with the contractor to jointly prepare the estimates. This works out to be quicker and more efficient. The

ATTACHMENT 1 – DES Management Response Continued



Bob Bliss, Director of Audit
Office of Inspector General
July 15, 2016
Page 2

contractor and staff work together on the quantities. Once agreed to, our staff prepares the estimate, the contractor reviews and signs, and we submit for payment. We will continue to look into the method suggested by you with the contractors to see if we can make our system even more efficient.

Thank you for the opportunity to respond. Should you have any questions, please call.

TMC:cp

Pc: Faye Outlaw, Assistant County Administrator
Sherry Howard, Deputy Director Economic Sustainability

ATTACHMENT 1 – DES Management Response Continued

**SECTION 3
AWARD AND EXECUTION OF CONTRACT****3-1 Consideration of Bids - DELETE AND INSERT THE FOLLOWING:**

For the purpose of award, after opening and reading the proposals, the Department will consider as the bid the correct summation of each unit bid price multiplied by estimated quantities shown in the proposal. On this basis, the Department will compare the amounts of each bid and make the results of such comparison available to the public. Until the actual award of the Contract, however, the Department reserves the right to reject any or all proposals and to waive technical errors that the Department may deem best for the interest of the County.

Submit bid unit prices for all bid items. Bids submitted without bid unit prices for all bid items will be rejected as irregular.

3-2 Award of Contract.**3-2.1 General - DELETE AND INSERT THE FOLLOWING:**

If the Department decides to award the Contract, the Department will award the Contract to the lowest responsible, responsive bidder whose proposal complies with all the Contract Document requirements. If awarded, the Department will award the Contract within one hundred twenty (120) days after the opening of the proposals, unless the Special Provisions change this time limit or the bidder and the Department extend the time period by mutual consent.

The "Notice to Proceed"(see 8.3.3) shall be issued within one hundred twenty (120) calendar days of the award of contract, unless otherwise mutually agreed by the Contractor and the Engineer.

For the purpose of award, the low bid shall be the lowest amount bid for the "Total Bid", and if any alternates are considered, it shall be the "Total Bid" plus the addition for the alternate or alternates which the Owner may select. In no case will any award be made until all necessary investigations are made into the responsibility of the low bidder.

Prior to award of the Contract by the Department, a contractor must provide proof of authorization to do business in the State of Florida.

3-5 Contract Bond Required.**3-5.1 General Requirements of the Bond - DELETE AND INSERT THE FOLLOWING:**

The successful bidder shall furnish a surety bond in the amount of the total bid as security for faithful performance of order(s) awarded as a result of this bid and for the payment of all persons performing labor, and on their furnishing material in connection therewith. In the event that any order from this bid results in a total outstanding work order amount which exceeds the amount of the initial surety, the vendor agrees to provide additional surety in order to maintain the total surety amount in excess of total orders. Under no circumstances shall the successful bidder begin work until he/she has supplied Palm Beach County Public Construction Bond.

GP-8

ATTACHMENT 1 – DES Management Response Continued

BID PROPOSAL					
CONTRACT					
PBC PROJECT #*					
ITEM #	ITEM DESCRIPTION	QTY	UNITS	UNIT PRICE	AMOUNT
ROADWAY ITEMS					
1	Mobilization		LS		\$0.00
2	Maintenance of Traffic (incl. Pedestrian M.O.T.)		LS		\$0.00
3	Maintenance of Traffic (FL Turnpike)		LS		\$0.00
4	Sediment Barrier (Silt Fence)		LF		\$0.00
5	Clearing and Grubbing		LS		\$0.00
6	Selective Clearing and Grubbing		LS		\$0.00
7	Floating Turbidity Barrier		LF		\$0.00
8	Regular Excavation		CY		\$0.00
9	Reshape Existing LWDD Canal Bank		LF		\$0.00
10	Canal Excavation (See SP's)		CY		\$0.00
11	Lake / Pond Excavation (See SP's)		CY		\$0.00
12	Subsoil Excavation (See SP's)		CY		\$0.00
13	Embankment (Compacted in Place)		CY		\$0.00
14	Canal Embankment (Compacted in Place)		CY		\$0.00
15	Lake Embankment (Compacted in Place)		CY		\$0.00
16	Type B Stabilization (LBR 40) (12")		SY		\$0.00
17	Type C Stabilization (FBV 75)		SY		\$0.00
18	Limerock, 4"		SY		\$0.00
19	Baseroack (4")		SY		\$0.00
20	Baseroack (6")		SY		\$0.00
21	Baseroack (8") (2" - 4" Lifts)		SY		\$0.00
22	Baseroack (10") (2 Lifts)		SY		\$0.00
23	Baseroack (13.5") (3 Lifts)		SY		\$0.00
24	15.5" Baseroack (Triple Course)		SY		\$0.00
25	Optional Base Group 1		SY		\$0.00
26	Optional Base, Base Group 06 (8" Thick Coquina)		SY		\$0.00
27	Optional Base Group 7		SY		\$0.00
28	Optional Base Group 9		SY		\$0.00
29	Optional Base Group 11		SY		\$0.00
30	Optional Base Group 13		SY		\$0.00
31	Optional Base Group 14 (Type B-12.5)		SY		\$0.00
32	Optional Base Group 15		SY		\$0.00
33	Type S-III Asphaltic Concrete (1.0")		TN		\$0.00
34	Asphaltic Concrete -Type S-1 (1.25")		TN		\$0.00
35	Type S-1 Asphaltic Concrete (1.50")		TN		\$0.00
36	Type S-I Asphaltic Concrete (1.75")		TN		\$0.00
37	Type S-III Asphaltic Concrete (1.75")		TN		\$0.00
38	Type S Asphaltic Concrete Overbuild (X" Avg.)		TN		\$0.00
39	Type III Asphaltic Concrete (Avg. X")		TN		\$0.00
40	Mill Existing Asphalt Pavement		SY		\$0.00
41	Miscellaneous Asphalt Pavement		TN		\$0.00
42	Superpave Asphalt Concrete (Traffic Level A)		TN		\$0.00
43	Superpave Asphalt Concrete (Traffic Level B)		TN		\$0.00

ATTACHMENT 1 – DES Management Response Continued

BID PROPOSAL					
*					
CONTRACT					
PBC PROJECT #*					
ITEM #	ITEM DESCRIPTION	QTY	UNITS	UNIT PRICE	AMOUNT
44	Superpave Asphalt Concrete (Traffic Level C)		TN		\$0.00
45	Superpave Asphalt Concrete (Traffic Level D)		TN		\$0.00
46	Structural Overbuild (SP)		TN		\$0.00
47	Asph. Concrete Friction Course (1.5") (FC-6)		TN		\$0.00
48	Asph. Concrete Friction Course (1.5") (FC-12.5) Rubber		TN		\$0.00
49	Asph. Concrete Friction Course (1.0") (FC-9.5) Rubber		TN		\$0.00
50	Asph. Concrete Friction Course (3/4") (FC-5) Rubber		TN		\$0.00
51	Concrete Class I		CY		\$0.00
52	Class I Concrete (Endwalls)		CY		\$0.00
53	Class I Concrete (Gravity Wall)		CY		\$0.00
54	Concrete Class II		CY		\$0.00
55	Class II Concrete (Endwall)		CY		\$0.00
56	Class II Concrete (Retaining Wall)		CY		\$0.00
57	Reinforcing Steel		LB		\$0.00
58	Class IV Concrete, Box Culverts		CY		\$0.00
59	Control Structures		EA		\$0.00
60	Inlets (Curb) (Type P-1)		EA		\$0.00
61	Inlets (Curb) (Type P-1) >10'		EA		\$0.00
62	Inlets (Curb) (Type P-1) (Partial)		EA		\$0.00
63	Inlets (Curb) (Type P-2)		EA		\$0.00
64	Inlets (Curb) (Type P-2) (Partial)		EA		\$0.00
65	Inlets (Curb) (Type P-3)		EA		\$0.00
66	Inlets (Curb) (Type P-4)		EA		\$0.00
67	Inlets (Curb) (Type P-5)		EA		\$0.00
68	Inlets (Curb) (Type P-5) >10'		EA		\$0.00
69	Inlets (Curb) (Type P-5) (Partial)		EA		\$0.00
70	Inlets (Curb) (Type P-6)		EA		\$0.00
71	Inlets (Curb) (Type P-6) >10'		EA		\$0.00
72	Inlets (Curb) (Type P-6) (Partial)		EA		\$0.00
73	Inlets (Curb) (Type P-7)		EA		\$0.00
74	Inlets (Curb) (Type P-7) (Partial)		EA		\$0.00
75	Inlet (Curb) Tops (Type 8)		EA		\$0.00
76	Inlets (Curb) (Type P8)		EA		\$0.00
77	Inlets (Curb) (Type P8) (Partial)		EA		\$0.00
78	Inlets (Curb) (Type J-1)		EA		\$0.00
79	Inlets (Curb) (Type J-1) >10'		EA		\$0.00
80	Inlets (Curb) (Type J-1) (Partial)		EA		\$0.00
81	Inlets (Curb) (Type J-2)		EA		\$0.00
82	Inlets (Curb) (Type J-2) (Partial)		EA		\$0.00
83	Inlets (Curb) (Type J-3)		EA		\$0.00
84	Inlets (Curb) (Type J-4)		EA		\$0.00
85	Inlets (Curb) (Type J-4) >10'		EA		\$0.00
86	Inlets (Curb) (Type J-5)		EA		\$0.00
87	Inlets (Curb) (Type J-5) >10'		EA		\$0.00

ATTACHMENT 1 – DES Management Response Continued

BID PROPOSAL					
CONTRACT					
PBC PROJECT #*					
ITEM #	ITEM DESCRIPTION	QTY	UNITS	UNIT PRICE	AMOUNT
88	Inlets (Curb) (Type J-5) (Partial)		EA		\$0.00
89	Inlets (Curb) (Type J-6)		EA		\$0.00
90	Inlets (Curb) (Type J-6) >10'		EA		\$0.00
91	Inlets (Curb) (Type J-6) (Partial)		EA		\$0.00
92	Inlets (Curb) (Type J-7)		EA		\$0.00
93	Inlets (Curb) (Type J-7) (Partial)		EA		\$0.00
94	Inlets (Curb) (Type J-8)		EA		\$0.00
95	Inlet Top (Type 2)		EA		\$0.00
96	Inlet Top (Type 5)		EA		\$0.00
97	Inlet Top (Type 6)		EA		\$0.00
98	Inlet Top (Type 9)		EA		\$0.00
99	Inlets (Ditch Bottom) (Type A)		EA		\$0.00
100	Inlets (Ditch Bottom) (Type B) >10'		EA		\$0.00
101	Inlets (Ditch Bottom) (Type C)		EA		\$0.00
102	Inlets (Ditch Bottom) (Type C) (Modified)		EA		\$0.00
103	Inlets (Ditch Bottom) (Type D)		EA		\$0.00
104	Inlets (Ditch Bottom) (Type D) (Modified)		EA		\$0.00
105	Inlets (Ditch Bottom) (Type D) (Modified) >10'		EA		\$0.00
106	Inlets (Ditch Bottom) (Type E)		EA		\$0.00
107	Inlets (Ditch Bottom) (Type F)		EA		\$0.00
108	Inlets (Ditch Bottom) (Type F) >10'		EA		\$0.00
109	Inlets (Ditch Bottom) (Type F) (Partial)		EA		\$0.00
110	Inlets (Ditch Bottom) (Type G)		EA		\$0.00
111	Inlets (Ditch Bottom) (Type H)		EA		\$0.00
112	Inlets (Ditch Bottom) (Type H) >10'		EA		\$0.00
113	Inlets (Ditch Bottom) (Type P-X)		EA		\$0.00
114	Inlets (Ditch Bottom) (Type J-X)		EA		\$0.00
115	Inlets (Gutter) (Type S)		EA		\$0.00
116	Inlets (Gutter) (Type S)		EA		\$0.00
117	Inlet (Closed Flume) Type I		EA		\$0.00
118	Inlet (Closed Flume) Type II		EA		\$0.00
119	Inlet (Closed Flume) Double Barrel		EA		\$0.00
120	Inlets (Barrier Wall) (C & G)		EA		\$0.00
121	Manhole Top (Type P-7)		EA		\$0.00
122	Manhole (Type P-7)		EA		\$0.00
123	Manhole (Type P-7) >10'		EA		\$0.00
124	Manhole (Type P-7) (Partial)		EA		\$0.00
125	Manhole (Type P-8)		EA		\$0.00
126	Manhole (Type P-8) >10'		EA		\$0.00
127	Manhole (Type P-8) (Partial)		EA		\$0.00
128	Manhole (Type J-7)		EA		\$0.00
129	Manhole (Type J-7) >10'		EA		\$0.00
130	Manhole (Type J-7) (Partial)		EA		\$0.00
131	Manhole (Type J-8)		EA		\$0.00

ATTACHMENT 1 – DES Management Response Continued

<i>BID PROPOSAL</i>					
*					
<i>CONTRACT</i>					
<i>PBC PROJECT #'</i>					
ITEM #	ITEM DESCRIPTION	QTY	UNITS	UNIT PRICE	AMOUNT
132	Manhole (Type J-8) (Partial)		EA		\$0.00
133	Manhole (Type J-8) (>10)		EA		\$0.00
134	Junction Box (Type P-7)		EA		\$0.00
135	Junction Box (Type J-7)		EA		\$0.00
136	Adjust Inlets		EA		\$0.00
137	Adjust Manholes		EA		\$0.00
138	Adjust Manholes - Utility		EA		\$0.00
139	Adjust Valve Boxes		EA		\$0.00
140	Adjust Fire Hydrant		EA		\$0.00
141	Relocate Fire Hydrant		EA		\$0.00
142	Adjust Miscellaneous Structures		EA		\$0.00
143	Adjust Shoulder Gutter Inlets		EA		\$0.00
144	Yard Drains		EA		\$0.00
145	Adjust Yard Drains		EA		\$0.00
146	Modify Existing Inlets		EA		\$0.00
147	Modify Existing Drainage Structure		EA		\$0.00
148	Concrete Pipe Culvert (12")		LF		\$0.00
149	Concrete Pipe Culvert (15")		LF		\$0.00
150	Concrete Pipe Culvert (18")		LF		\$0.00
151	Concrete Pipe Culvert (24")		LF		\$0.00
152	Concrete Pipe Culvert (30")		LF		\$0.00
153	Concrete Pipe Culvert (36")		LF		\$0.00
154	Concrete Pipe Culvert (42")		LF		\$0.00
155	Concrete Pipe Culvert (48")		LF		\$0.00
156	Concrete Pipe Culvert (54")		LF		\$0.00
157	Concrete Pipe Culvert (60")		LF		\$0.00
158	Concrete Pipe Culvert (66")		LF		\$0.00
159	Concrete Pipe Culvert (72")		LF		\$0.00
160	Concrete Pipe Culvert (84")		LF		\$0.00
161	Elliptical Concrete Pipe (12" x 18")		LF		\$0.00
162	Elliptical Concrete Pipe (14" x 23")		LF		\$0.00
163	Elliptical Concrete Pipe (19" x 30")		LF		\$0.00
164	Elliptical Concrete Pipe (24" x 38")		LF		\$0.00
165	Elliptical Concrete Pipe (29" x 45")		LF		\$0.00
166	Elliptical Concrete Pipe (34" x 53")		LF		\$0.00
167	Elliptical Concrete Pipe (38" x 60")		LF		\$0.00
168	Pipe Culvert (15") Optional Material		LF		\$0.00
169	Pipe Culvert (18") Optional Material		LF		\$0.00
170	Pipe Culvert (24") Optional Material		LF		\$0.00
171	Pipe Culvert (30") Optional Material		LF		\$0.00
172	HDPE Pipe Culvert (18")		LF		\$0.00
173	HDPE Pipe Culvert (24")		LF		\$0.00
174	HDPE Pipe Culvert (30")		LF		\$0.00
175	HDPE Pipe Culvert (36")		LF		\$0.00

ATTACHMENT 1 – DES Management Response Continued

BID PROPOSAL					
*					
CONTRACT					
PBC PROJECT #*					
ITEM #	ITEM DESCRIPTION	QTY	UNITS	UNIT PRICE	AMOUNT
176	HDPE Pipe Culvert (48")		LF		\$0.00
177	A2000 (PVC Pipe) (12")		LF		\$0.00
178	A2000 (PVC Pipe) (18")		LF		\$0.00
179	A2000 (PVC Pipe) (24")		LF		\$0.00
180	A2000 (PVC Pipe) (30")		LF		\$0.00
181	A2000 (PVC Pipe) (36")		LF		\$0.00
182	A2000 (PVC Pipe) (48")		LF		\$0.00
183	Storm Sewer Pumping (Exist. (24" Or Less) (See SP's)		LF		\$0.00
184	Storm Sewer Pumping (Exist.) (> 24" To 48") (See SP's)		LF		\$0.00
185	Storm Sewer Pumping (Exist.) (>48") (See SP's)		LF		\$0.00
186	Corrugated Steel Pipe Culvert (12" Dia.)		LF		\$0.00
187	Corrugated Steel Pipe Culvert (18" Dia.)		LF		\$0.00
188	Corrugated Steel Pipe Culvert (24" Dia.)		LF		\$0.00
189	Corrugated Steel Pipe Culvert (30" Dia.)		LF		\$0.00
190	Bit. Coated Corr. Steel Pipe Culvert (18")		LF		\$0.00
191	Bit. Coated Corr. Steel Pipe Culvert (42")		LF		\$0.00
192	Bit. Coated Corr. Steel Pipe Culvert (48")		LF		\$0.00
193	Bit. Coated and Paved Steel Pipe Culvert (Var. Dia.)		LF		\$0.00
194	Corrugated Steel Pipe Arch Culvert (Size)		LF		\$0.00
195	Bit. Coated Steel Pipe Arch Culvert (Size)		LF		\$0.00
196	Bit. Coated and Paved Pipe Arch Culvert (Dia.)		LF		\$0.00
197	Corrugated Aluminum Pipe Culvert (18")		LF		\$0.00
198	Corrugated Aluminum Pipe Culvert (24")		LF		\$0.00
199	Corrugated Aluminum Pipe Culvert (36")		LF		\$0.00
200	Corrugated Aluminum Pipe Culvert (42")		LF		\$0.00
201	Corrugated Aluminum Pipe Culvert (48")		LF		\$0.00
202	Corrugated Aluminum Pipe Culvert (54")		LF		\$0.00
203	Corrugated Aluminum Pipe Culvert (60")		LF		\$0.00
204	Corrugated Aluminum Pipe Culvert (72")		LF		\$0.00
205	Corrugated Aluminum Pipe Culvert (84")		LF		\$0.00
206	Bit. Coated Corr. Alum. Pipe Culvert (Dia.)		LF		\$0.00
207	Corr. Alum. Pipe Arch Culv. (Var. Dia.)		LF		\$0.00
208	Bit. Coated Corr. Alum. Pipe Arch Culv. (Size)		LF		\$0.00
209	Mitered End Section (Oval) (14" x 23")		EA		\$0.00
210	Mitered End Section (Oval) (18" x 30")		EA		\$0.00
211	Mitered End Section (Round) (15")		EA		\$0.00
212	Mitered End Section (Round) (18")		EA		\$0.00
213	Mitered End Section (Round) (24")		EA		\$0.00
214	Mitered End Section (Round) (30")		EA		\$0.00
215	Mitered End Section (Round) (36")		EA		\$0.00
216	Mitered End Section (Round) (42")		EA		\$0.00
217	Mitered End Section (Round) (48")		EA		\$0.00
218	Mitered End Section (Round) (72")		EA		\$0.00
219	FLared End Section (Concrete) (Round) (Dia.)		EA		\$0.00

ATTACHMENT 1 – DES Management Response Continued

BID PROPOSAL					
*					
CONTRACT					
PBC PROJECT #*					
ITEM #	ITEM DESCRIPTION	QTY	UNITS	UNIT PRICE	AMOUNT
220	FLared End Section (Concrete) (Oval) (Size)		EA		\$0.00
221	Biluminous FLashboard Riser		EA		\$0.00
222	Underdrains		LF		\$0.00
223	French Drains (15" Dia) (incl. Ballast Rock & Filter Fabric)		LF		\$0.00
224	French Drains (18" Dia) (incl. Ballast Rock & Filter Fabric)		LF		\$0.00
225	French Drains (24" Dia) (incl. Ballast Rock & Filter Fabric)		LF		\$0.00
226	French Drains (30" Dia) (incl. Ballast Rock & Filter Fabric)		LF		\$0.00
227	French Drains (36" Dia) (incl. Ballast Rock & Filter Fabric)		LF		\$0.00
228	French Drains (42" Dia) (incl. Ballast Rock & Filter Fabric)		LF		\$0.00
229	French Drains (Oval 29" X 45") (incl. Ballast Rock & Filter Fabric)		LF		\$0.00
230	French Drains (Oval 30" X 19") (incl. Ballast Rock & Filter Fabric)		LF		\$0.00
231	Concrete Barrier Wall		LF		\$0.00
232	Concrete Barrier Wall (Rigid Shoulder) (32")		LF		\$0.00
233	Shoulder Concrete Barrier Wall (Rigid Shoulder) (Special)		LF		\$0.00
234	Concrete Barrier Wall (Median)		LF		\$0.00
235	Concrete Curb (Type D)		LF		\$0.00
236	Concrete Curb & Gutter (Type E)		LF		\$0.00
237	Concrete Curb & Gutter (Type F)		LF		\$0.00
238	Concrete Curb		LF		\$0.00
239	Engraving of Curb Face (See SP's)		EA		\$0.00
240	Asphaltic Concrete Curb		LF		\$0.00
241	Concrete Valley Gutter		LF		\$0.00
242	Special Concrete Gutter		LF		\$0.00
243	Concrete Ditch Pavement 4" Reinforced		SY		\$0.00
244	Traffic Separator Conc (Type IV) (4' Wide)		SY		\$0.00
245	Traffic Separator Conc (Type IV) (6' Wide)		SY		\$0.00
246	Traffic Separator Conc (Type IV) (8.5'Wide)		SY		\$0.00
247	Traffic Separator Conc (Special) (Variable Width)		SY		\$0.00
248	Traffic Separator Conc (Type IV) (4' Wide)		LF		\$0.00
249	Traffic Separator Conc (Type IV) (6' Wide)		LF		\$0.00
250	Traffic Separator Conc (Type IV) (8.5'Wide)		LF		\$0.00
251	Traffic Separator Conc (Special) (Variable Width)		LF		\$0.00
252	Concrete Approach Slab (incl. Bridge Exp. Joints)		EA		\$0.00
253	Conc Sidewalk (4" Thick)		SY		\$0.00
254	Conc Sidewalk (6"Thick) (Driveways)		SY		\$0.00
255	Color Treated & Stamped Concrete (See Sp)		SY		\$0.00
256	Pipe Guiderail (Steel)		LF		\$0.00
257	Pipe Guiderail (Aluminum)		LF		\$0.00
258	Rip-Rap Fabric-Formed Concrete, 8" Filter Points		SY		\$0.00
259	Rip-Rap (Sand-Cement)		CY		\$0.00
260	Rip-Rap (Articulating) Block		SY		\$0.00
261	Rip-Rap, Rubble, F&I, Ditch Lining		TN		\$0.00
262	Rip-Rap (Rubble)		TN		\$0.00
263	Rip-Rap (Rubble)		CY		\$0.00

ATTACHMENT 1 – DES Management Response Continued

BID PROPOSAL * CONTRACT PBC PROJECT #*						
ITEM #	ITEM DESCRIPTION	QTY	UNITS	UNIT PRICE	AMOUNT	
264	Bedding Stone (Sect. 530)		TN			\$0.00
265	Revetment Mat		SF			\$0.00
266	Guardrail (Roadway)		LF			\$0.00
267	Guardrail (Thrie Beam)		LF			\$0.00
268	Guardrail (Double Faced)		LF			\$0.00
269	Guardrail (Shop Bent Panels)		LF			\$0.00
270	Guardrail Removal		LF			\$0.00
271	Special Guardrail Posts		EA			\$0.00
272	Pole Removal - Deep - Direct Burial		EA			\$0.00
273	End Anchorage Assemblies (Bridge)		EA			\$0.00
274	Guardrail (Thrie Beam)		EA			\$0.00
275	End Anchorage Assemblies (Type II)		EA			\$0.00
276	End Anchorage Assemblies (Parallel)		EA			\$0.00
277	Thrie Beam Terminal Connector		EA			\$0.00
278	End Anchorage Assemblies (Type IV)		EA			\$0.00
279	End Anchorage Assemblies (Type Crt)		EA			\$0.00
280	End Anchorage Assemblies (Type Flared)		EA			\$0.00
281	End Anchorage Assemblies (Type Melt) (<45 Mph)		EA			\$0.00
282	End Anchorage Assemblies (Type SRT-350)		EA			\$0.00
283	End Anchorage Assemblies (ET-2000)		EA			\$0.00
284	End Anchorage Assemblies (TRACC)		EA			\$0.00
285	End Anchorage Assemblies (Type G.R.E.A.T.)		EA			\$0.00
286	End Anchorage Assemblies (Type Quad Guard)		EA			\$0.00
287	End Anchorage Assemblies (Parallel Type)		EA			\$0.00
288	End Anchorage Assemblies (Flared Type)		EA			\$0.00
289	Resetting Guardrail (incl. End Anchor Assemblies)		LF			\$0.00
290	Type A Fence		LF			\$0.00
291	Remove and Reset Fence (Type A)		LF			\$0.00
292	Type B Fence (4' High) (w/Top Rail) Green Vinyl Clad		LF			\$0.00
293	Type B Fence (6' High) (w/Top Rail) Green Vinyl Clad		LF			\$0.00
294	Type B Fence (10' High) (w/Top Rail) Green Vinyl Clad		LF			\$0.00
295	Fence Gate (Type B)(6'Wide)(w/Top Rail) Green Vinyl Clad		EA			\$0.00
296	Fence Gate (Type B)(12'Wide)(w/Top Rail) Green Vinyl Clad		EA			\$0.00
297	Fence Gate (Type B) (16' Wide) (Green Vinyl Clad) w/Top Rail		EA			\$0.00
298	Sliding Fence Gate (Cantilever) (Type B) Green Vinyl Clad		EA			\$0.00
299	Temporary Fencing		LF			\$0.00
300	Remove and Reset Fence (Type B)		LF			\$0.00
301	Double Rail Wood Fence		LF			\$0.00
302	Fence Gate (14'-Wide Aluminum Stock Gates)		EA			\$0.00
303	Fencing (3-Hole Post & Rail Fence)		LF			\$0.00
304	Seed & Mulch		SY			\$0.00
305	Sodding		SY			\$0.00
306	Mowing (Incidental to "C & G")		AC			\$0.00
307	Mowing (Incidental to "C & G")		EA			\$0.00

ATTACHMENT 1 – DES Management Response Continued

BID PROPOSAL					
CONTRACT					
PBC PROJECT #					
ITEM #	ITEM DESCRIPTION	QTY	UNITS	UNIT PRICE	AMOUNT
308	4" PVC Conduit Irrigation Sleeves (Sch. 80) (See SP's)		LF		\$0.00
309	6" PVC Conduit Irrigation Sleeves (Sch. 80) (See SP's)		LF		\$0.00
310	6" PVC Conduit Irrigation Sleeves (Sch. 80) (Directional Bore)		LF		\$0.00
SUBTOTAL (ROADWAY)					\$0.00
SIGNALIZATION PAY ITEMS					
311	1 - 2" PVC Conduits (Sch 40) Traffic F/O Cable		LF		\$0.00
312	2 - 2" PVC Conduits (Sch 40) Traffic F/O Cable		LF		\$0.00
313	3 - 2" PVC Conduits (Sch 40) Traffic F/O Cable		LF		\$0.00
314	2 - 2" PVC Conduits (Sch 40) Traffic Directional Bore		LF		\$0.00
315	Traffic 48Cl Single Mode F.O. Cable (installed)		LF		\$0.00
316	2" Galvanized Inc Above Ground Conduit		LF		\$0.00
317	4" PVC Conduits (Sch 40) Traffic (Fiber Optic Cable)		LF		\$0.00
318	Pull Box (Small)		EA		\$0.00
319	Pull Box (Large)		EA		\$0.00
320	Relocate Pull Box		EA		\$0.00
321	Pull Box, Adjust		EA		\$0.00
322	Permit Certification (See SP's)		LS		\$0.00
323	Record Drawings (See SP's)		LS		\$0.00
324	Single Post Sign, With Yield Sign		EA		\$0.00
325	Sign Panels, F&I, 15" or greater		EA		\$0.00
326	Object Marker Type 2 (Mile Markers)		EA		\$0.00
327	Bicycle Parking Rack (Class II - Post and Loop)		EA		\$0.00
328	Pedestrian Plaza (Small Pavilion)		LS		\$0.00
SUBTOTAL (SIGNALIZATION)					\$0.00
BRIDGE ITEMS					
329	Demolition & Removal		LS		\$0.00
<i>Superstructure</i>					
330	Class II Concrete (Superstructure)		CY		\$0.00
331	Class IV Concrete (Superstructure)		CY		\$0.00
332	Reinforcing Steel (Superstructure)		LB		\$0.00
333	Bridge Deck Grooving (Deck Thickness 8.5" Or Greater)		SF		\$0.00
334	Composite Neoprene Pads		CF		\$0.00
335	Prestressed Precast Deck Units		LF		\$0.00
336	Precast Concrete Sheet Panels		LF		\$0.00
337	Expansion Joint		LF		\$0.00
338	Approach Slabs		CY		\$0.00
339	Prestressed Beams (Type IV)		LF		\$0.00
340	Concrete Traffic Railing Bridge (32" F-Shape)		LF		\$0.00
341	Concrete Traffic Railing With Junction Slab (32" F Shape)		LF		\$0.00
342	Concrete Traffic Railing Bridge (32" Median)		LF		\$0.00
343	Concrete Traffic Railing Bridge (Shoulder)		LF		\$0.00
344	Pedestrian / Bicycle Railing		LF		\$0.00
345	Fencing (Type R - Full Enclosure)(7.1' - 8.0' Height)		LF		\$0.00
346	Aluminum Bicycle Bullet Barrier Railing		LF		\$0.00

ATTACHMENT 1 – DES Management Response Continued

BID PROPOSAL						
CONTRACT						
PBC PROJECT #*						
ITEM #	ITEM DESCRIPTION	QTY	UNITS	UNIT PRICE	AMOUNT	
Substructure						
347	Class II Concrete (Substructure)		CY		\$0.00	
348	Class IV Concrete (Substructure)		CY		\$0.00	
349	Class II Concrete (Mass-Substructure)		CY		\$0.00	
350	Class IV Concrete (Mass-Substructure)		CY		\$0.00	
351	Reinforcing Steel (Substructure)		LB		\$0.00	
352	Prestressed Slab Units (12" Thick)		LF		\$0.00	
353	Prestressed Slab Units (15" Thick)		LF		\$0.00	
354	Prestressed Concrete Piling (14" Square)		LF		\$0.00	
355	Prestressed Concrete Piling (18" Square)		LF		\$0.00	
356	Steel Sheet Piling (Temporary - Critical)		SF		\$0.00	
357	FDOT Class 5 Finish		SY		\$0.00	
358	Helical Piles/Anchors		LF		\$0.00	
359	Temporary Steel Piling (HP10x57)		LF		\$0.00	
360	FRP Composite Sheet Piles		SF		\$0.00	
361	Test Piles - Prestressed Concrete (18" Square)		LF		\$0.00	
362	Class IV Concrete (Sidewalks on Approach Slab)		CY		\$0.00	
363	Concrete Slope Pavement (Non-Reinforcement 4")		SY		\$0.00	
364	Concrete Parapet (Pedestrian/Bicycle)		LF		\$0.00	
365	Mechanical Splices		EA		\$0.00	
366	Pipe Handrail - Guiderail (Aluminum)		LF		\$0.00	
367	Concrete Sidewalk, 6" Thick		SY		\$0.00	
368	Retaining Wall System (Permanent) Excluding Barrier		SF		\$0.00	
369	Fencing (Type R)(5.1' - 6.0' Height)(Vertical)		LF		\$0.00	
370	Dynamic Load Test Support (See SP's)		EA		\$0.00	
SUBTOTAL (BRIDGE)					\$0.00	
STREETSCAPE ITEMS						
371	Relocation of Existing Palm Trees (SP's) 2000502		EA		\$0.00	
372	Landscape Complete- Small Plants		LS		\$0.00	
373	Alexander Palms		EA		\$0.00	
374	Cabbage Palms		EA		\$0.00	
375	Live Oak		EA		\$0.00	
376	Silver Buttonwood		EA		\$0.00	
377	Green Buttonwood		EA		\$0.00	
378	Dahoon Holly		EA		\$0.00	
379	Cleander		EA		\$0.00	
380	Slash Pines		EA		\$0.00	
381	Irrigation System (Complete) (See TSP's)		LS		\$0.00	
SUBTOTAL (STREETSCAPE)					\$0.00	
UTILITY ITEMS						
371					\$0.00	
372					\$0.00	
373					\$0.00	
SUBTOTAL (UTILITY)					\$0.00	

ATTACHMENT 1 – DES Management Response Continued

<i>BID PROPOSAL</i>					
<i>CONTRACT</i>					
<i>PBC PROJECT #*</i>					
ITEM #	ITEM DESCRIPTION	QTY	UNITS	UNIT PRICE	AMOUNT
CONTINGENCY ITEMS					
382	Class I Concrete (Miscellaneous)		CY		\$0.00
383	Flowable Fill		CY		\$0.00
384	Premium for Conflict Condition (See SP's)		EA		\$0.00
385	Premium for Conflict Condition (See SP's) incl Casing For 6" WM		EA		\$0.00
386	Premium for Conflict Condition (See SP's) incl Casing For 8" FM		EA		\$0.00
387	Premium for Conflict Condition (See SP's) incl Casing For 20" FM		EA		\$0.00
388	Premium for Conflict Condition (See SP's) incl Casing For 30" WM		EA		\$0.00
389	Type S-1 Asphaltic Concrete (1.25")		SY		\$0.00
390	Type S Asphaltic Concrete (2.50")		SY		\$0.00
391	ABC-3 Asphaltic Concrete (8")		SY		\$0.00
392	Changeable (Variable Message) Sign (Non MOT)		ED		\$0.00
393	Traffic Control Officer (Non MOT)		HR		\$0.00
394	Structure Bottom Type J		EA		\$0.00
395	Storm Sewer Cleaning (Exist.) (24" Or Less) (See SP's)		LF		\$0.00
396	Storm Sewer Cleaning (Exist.) (> 24" To 48") (See SP's)		LF		\$0.00
397	Storm Sewer Cleaning (Exist.) (>48") (See SP's)		LF		\$0.00
398	Littoral Plantings (See SP's)		LS		\$0.00
399	Monitoring Reports (See SP's)		EA		\$0.00
400	Tree Spade Units (TSU) (See SP's)		EA		\$0.00
401	Palm Relocation Units (See SP's)		EA		\$0.00
402	Tree Relocation Units (See SP's)		EA		\$0.00
Water Utility Pay Items					
403	Adjust Utility Pull Box		EA		\$0.00
404	Adjust Air Release Valve		EA		\$0.00
405	Adjust Peroxide Manhole		EA		\$0.00
406	Adjust Existing X" P.V.C. Water Main		LF		\$0.00
407	As Built (PBCW/UD)		LS		\$0.00
408	Valve Survey		LS		\$0.00
409	Relocate Buried Cable		LF		\$0.00
410	Support & Protect Buried Cable		LF		\$0.00
411	Support & Protect Duct		LF		\$0.00
412	Support (X) Pair Buried Cable		LF		\$0.00
413	Support (X") Conduit w/ Fiber Optic Cable		LF		\$0.00
414	Support & Protect CATV		LF		\$0.00
415	Support & Protect ATT Duct		LF		\$0.00
416	Support & Protect Fibernet Cable		LF		\$0.00
417	Deflect W.M. w/Fittings (<12")		EA		\$0.00
418	Deflect W.M. w/Fittings (>12")		EA		\$0.00
419	Deflect F.M. w/Fittings (<12")		EA		\$0.00
420	Deflect F.M. w/Fittings (>12")		EA		\$0.00
421	Support & Protect W.M. & Appurtenances (< 12")		LF		\$0.00
422	Support & Protect W.M. & Appurtenances (> 12")		LF		\$0.00
423	Support & Protect F.M. & Appurtenances (< 12")		LF		\$0.00

ATTACHMENT 1 – DES Management Response Continued

BID PROPOSAL					
*					
CONTRACT					
PBC PROJECT #*					
ITEM #	ITEM DESCRIPTION	QTY	UNITS	UNIT PRICE	AMOUNT
424	Support & Protect F.M. & Appurtenances (> 12")		LF		\$0.00
425	Adjust / Relocate F.M. & Appurten. 12" Or Greater)		LF		\$0.00
426	Support & Protect Buried Gas Main		LF		\$0.00
427	12" Ductile Iron Pipe For Raw Water Main installation		LF		\$0.00
428	6" Ductile Iron Pipe For Water Main installation		LF		\$0.00
429	4" Ductile Iron Pipe For Force Main installation		LF		\$0.00
430	Connect To Existing 20" Raw Water Main		EA		\$0.00
431	Connect To Existing 12" Raw Water Main		EA		\$0.00
432	Connect To Existing 6" Water Main		EA		\$0.00
433	Connect To Existing 4" Force Main		EA		\$0.00
434	F&I Ductile Iron Compact Fittings w/ Reaction Blocking or Thrust Restraint for WM, <small>DUAL & FLA</small>		TN		\$0.00
435	Furnish, Install, and Remove Sample Points, Complete		EA		\$0.00
436	20"x12" Tapping Sleeve		EA		\$0.00
SUBTOTAL (CONTINGENCY)					\$0.00
TOTAL BID					\$0.00
THE COUNTY DOES NOT GUARANTEE THE ACCURACY OF THE FORMULAS AND EXTENSIONS USED IN THIS SPREADSHEET.					
THE ITEMS AND QUANTITIES ABOVE, SHALL GOVERN OVER THE PLANS.					
PAY ITEM FOOTNOTES IN CONSTRUCTION PLANS SHALL ALSO BE INCLUDED IN ITEM UNIT PRICE.					
Note #	PAY ITEM FOOTNOTES				
1	All costs for Maintenance of Traffic (MOT) and mobilization shall be considered incidental to, and shall be included in, unit prices for the pay items.				
2	All items shall include cost to furnish and install unless otherwise noted.				
3					
4					
5					
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7					
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10					

ATTACHMENT 1 – DES Management Response Continued



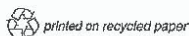
**Water Utilities Department
Administration**
P.O. Box 16097
West Palm Beach, FL 33416-6097
(561) 493-6000
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**Palm Beach County
Board of County
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July 14, 2016

Mr. Bob Bliss, Director of Audit
Office of the Inspector General
100 Australian Avenue
West Palm Beach, FL 33409

RE: Office of the Inspector General Draft Audit Report

Dear Mr. Bliss:

In response to the Office of the Inspector General's Draft Audit Report for Palm Beach County Department of Economic Sustainability - Grants Management, please see below for Palm Beach County Water Utilities' responses.

FINDING (7): PBC Water Utilities Department did not account for grant funds in accordance with PBC Policy and Procedure Memoranda (PPM) #CW-F-003; Grant Administration.

RECOMMENDATION:

(13) We recommend that PBC WUD Management establish and account for grant funds as prescribed in the PBC PPM #CW-F-003 for all grants that they administer.

Department Response: The Department concurs with the finding that grant funds were not accounted for in accordance with PBC PPM #CW-F-003 as it pertains to grants received for the Belle Glade Inflow and Infiltration project. Additionally, the Department concurs with the recommendation that PBC WUD establish and account for grant funds as prescribed in the PBC PPM #CW-F-003 for all grants administered by the Department.

After the commencement of this grant but prior to the audit conducted by the Office of the Inspector General, Department staff met internally to address and rectify its process. As a result, the Department began accounting for all grants in a separate unit as prescribed by PBC PPM #CW-F-003 (**See Attachment 1**). Additionally, on June 1, 2016, the Department established PPM WUD-F-030 (**See attachment 2**). This PPM provides that all grants must be accounted for in one of the following methods:

ATTACHMENT 1 – DES Management Response Continued



July 14, 2016
 Mr. Bob Bliss, Director of Audit
 Page Two

1. A separate fund if required by the grant agreement.
2. A separate unit code identified as a single grant.
3. The Cost Accounting - Grant Method which is a combination of unit, sub-unit, program period, program code, or other appropriate fields.

The Department is committed to utilizing one of the three methods prescribed above to account for all grants as part of adhering to County policy and best practices in grants administration.

FINDING (10): PBCWUD did not ensure Certificate of Insurance Requirements were met for a Project.

The Department concurs with this finding.

RECOMMENDATION:

(19) PBCWUD implement controls to ensure compliance with certificates of insurance requirements. Staff should document applicable requirements for each project, and adequately review certificates of insurance for compliance.

Department Response: The Department concurs with this recommendation. Palm Beach County Water Utilities Department (PBCWUD) has been utilizing the Insurance Tracking System (ITS) system for compliance of insurance, monitoring and tracking since May 2015.

FINDING (10): PBCWUD did not ensure Certificate of Insurance requirements were met for a Project.

The Department concurs with this finding.

RECOMMENDATION:

Department Response: The Department concurs with this recommendation. Palm Beach County Water Utilities Department (PBCWUD) has been utilizing the Insurance Tracking System (ITS) system for compliance of insurance, monitoring and tracking since May 2015.

Finding (11): PBCWUD project insurance tracking needs improvement to ensure compliance with PBC PPM # CW-F-076, Certificates of Insurance.

The Department concurs with this finding.

ATTACHMENT 1 – DES Management Response Continued



July 14, 2016
Mr. Bob Bliss, Director of Audit
Page Three

RECOMMENDATION:

(20) PBCWUD develop written procedures to provide guidance in processing certificates of insurance for compliance review. This will help ensure that all required certificates are input, monitored, and maintained.

Department Response: PBCWUD agrees and already complies with this recommendation. PBCWUD added ITS requirements to the check list for Board of County Commissioners (BCC) agenda items dated May 8, 2015 (See Attachment 3, page 4 of 6).

(21) PBCWUD implement a reconciliation process to ensure that all projects requiring insurance have been entered into the ITS system and are reviewed for compliance in a timely manner through the use of ITS reports.

Department Response: PBCWUD agrees and already complies with this recommendation. All Consultant and construction contracts have been entered into ITS. If the certificates are not in compliance with the contract, ITS sends notifications to the Consultant or Contractor and the PBC WUD Project Manager. ITS also sends notifications when coverage is expiring and sends notification if the renewal of coverage is not in compliance. The PBCWUD Project Managers are responsible for their projects and maintaining compliance. PBCWUD Management periodically reviews ITS to verify compliance. Insurance certificate dates are also entered into the PBCWUD Capital Improvement System (CIP) during the BCC agenda process. If the insurance certificates are expired and renewal has not been received, then CIP system locks processing of payments.

(22) PBC WUD request Risk Management Department provide additional ITS training specifically tailored to WUD activities.

Department Response: PBC WUD agrees and already complies with this recommendation. On April 25, 2016, Risk Management held additional WUD specific training at PBCWUD with appropriate Engineering staff in attendance.

ATTACHMENT 1 – DES Management Response Continued



July 14, 2016
Mr. Bob Bliss, Director of Audit
Page Four

ITS Timeline

February 2, 2015:
PBCWUD Assistant Director recommended and required the use of ITS for all PBCWUD professional and construction services.

February 4, 2015:
Initial training was provided by Risk Management.

February 11, 2015:
Risk Management provided PowerPoint on ITS, sample contract language and sample letter to vendor for utilizing ITS. Information was placed in a folder located at G: Engineering/ITS Insurance program.

March 4, 2015:
Risk Management requested ITS to create WUD Project Managers and Users login's from ITS.

March 10, 2015:
ITS sent login to WUD Project Managers and Users.

March 24, and 25, 2015
Consultant and Design-Build Contracts loaded into ITS.

March 26, 2015:
Project Mangers instructed to load projects into ITS. G: Engineering/ITS Insurance program.

April 10, 2015
Construction Contracts loaded into ITS.

May 20, 2015
ITS letters sent to Consultants/Contractors instructing on how to upload insurance renewal certificates.

ATTACHMENT 1 – DES Management Response Continued



July 14, 2016
Mr. Bob Bliss, Director of Audit
Page Five

ITS Timeline

April 25, 2016
Risk Management held refreshing ITS training and Workshop at PBCWUD.

April 29, 2016:
PBCWUD revised construction contract documents to allow the Project Manager to pre-select coverages for Builder's Risk, Inland Marine, Watercraft and Aircraft. This revision was approved by Risk Management Department, Contract Development and Control, and County Attorney Office. The purpose of the construction contract template revision was to minimize the need for Project Managers to override these coverages in ITS which then streamlines the process and avoids confusion in contractual coverage.

Please contact me at (561) 493-6000 if you have any questions or concerns.

Sincerely,

Jim Stiles, Director
Palm Beach County Water Utilities Department

Attachments

c: Shannon R. LaRocque, P.E., Assistant County Administrator

PALM BEACH COUNTY, FLORIDA
YTD DETAILED EXPENDITURES FOR FISCAL YEAR
BY FUND, DEPARTMENT AND UNIT

Attachment 1

Page 1 of 4
04/27/2016

Fund: 4011 Capital Improvements
Dept: 721 Water Utilities-Capital

Fund	Dept	Unit	Sub Unit	Program Code	Program Period	Task	Sub Task	Major Program	Obj Code	Fiscal Year	Fiscal Month	Doc Rec'd Date	Doc Code	Doc ID Number	Line Description	Amount
Unit W020 Lake Region Improvement Project																
4011	721	W020							6543	2014	13	10/22/2014	JVA	14WU1410170000000297	Proj 13-091 Centerline Utilities pay app #1 from W038-6543 for grant reporting purposes	24,954.72
4011	721	W020							6543	2014	13	10/22/2014	JVA	14WU1410170000000297	Proj 13-091 Centerline Utilities pay app #3 from W038-6543 for grant reporting purposes	196,825.09
4011	721	W020							6543	2014	13	10/22/2014	JVA	14WU1410170000000297	Proj 13-091 Centerline Utilities pay app #3 from W038-6543 for grant reporting purposes	21,869.46
4011	721	W020							6543	2014	13	10/22/2014	JVA	14WU1410170000000297	Proj 13-091 Centerline Utilities pay app #1 from W038-6543 for grant reporting purposes	2,772.75
4011	721	W020							6543	2014	13	10/22/2014	JVA	14WU1410170000000297	Proj 13-091 Centerline Utilities pay app #2 from W038-6543 for grant reporting purposes	165,418.44
4011	721	W020							6543	2014	13	10/22/2014	JVA	14WU1410170000000297	Proj 13-091 Centerline Utilities pay app #2 from W038-6543 for grant reporting purposes	18,379.83
4011	721	W020							6543	2014	13	10/22/2014	JVA	14WU1410170000000297	13-091 Centerline Utilities pay apps 1-3 to W020-6543 for grant reporting purposes	-430,220.29
4011	721	W020							6543	2014	13	10/27/2014	JVA	14WU1410270000000300	Correct line 7 of JVA 720 14WU141017-297. Credit should have been to unit W038	430,220.29
4011	721	W020	W038		CIP			721	6543	2015	2	11/21/2014	AD	AD112114000000009716	13-091 WA#07	36,410.01
4011	721	W020	W038		CIP			721	6543	2015	2	11/21/2014	AD	AD112114000000009716	13-091 WA#07	327,690.04
4011	721	W020	W038		CIP			721	6543	2015	2	11/21/2014	AD	AD112114000000009716	13-091 WA#07	-36,410.01
4011	721	W020	W038		CIP			721	6543	2015	2	11/21/2014	AD	AD112114000000009716	13-091 WA#07	-327,690.04
4011	721	W020	W038		CIP			721	6543	2015	2	11/21/2014	FRM	FRM11211400000006463	13-091 WA#07	36,410.01
4011	721	W020	W038		CIP			721	6543	2015	2	11/21/2014	FRM	FRM11211400000006463	13-091 WA#07	327,690.04
4011	721	W020	W038		CIP			721	6543	2015	3	12/12/2014	FRM	FRM12121400000008919	13-091 WA#07	186,161.67
4011	721	W020	W038		CIP			721	6543	2015	3	12/12/2014	FRM	FRM12121400000008919	13-091 WA#07	20,684.63
4011	721	W020	W038		CIP			721	6543	2015	3	12/12/2014	AD	AD121214000000012900	13-091 WA#07	20,684.63
4011	721	W020	W038		CIP			721	6543	2015	3	12/12/2014	AD	AD121214000000012900	13-091 WA#07	-20,684.63
4011	721	W020	W038		CIP			721	6543	2015	3	12/12/2014	AD	AD121214000000012900	13-091 WA#07	-186,161.67
4011	721	W020	W038		CIP			721	6543	2015	3	12/12/2014	AD	AD121214000000012900	13-091 WA#07	186,161.67
4011	721	W020	W038		CIP			721	6543	2015	4	1/21/2015	PRM	PRM01211500000012936	13-091 WA#07	8,919.36
4011	721	W020	W038		CIP			721	6543	2015	4	1/21/2015	AD	AD012115000000018131	13-091 WA#07	-8,919.36
4011	721	W020	W038		CIP			721	6543	2015	4	1/21/2015	AD	AD012115000000018131	13-091 WA#07	-80,274.21
4011	721	W020	W038		CIP			721	6543	2015	4	1/21/2015	AD	AD012115000000018131	13-091 WA#07	80,274.21
4011	721	W020	W038		CIP			721	6543	2015	4	1/21/2015	AD	AD012115000000018131	13-091 WA#07	8,919.36
4011	721	W020	W038		CIP			721	6543	2015	4	1/21/2015	FRM	FRM01211500000012936	13-091 WA#07	80,274.21
4011	721	W020	W038		CIP			721	6543	2015	5	2/18/2015	AD	AD021815000000022296	13-091 WA#07	-183,768.96
4011	721	W020	W038		CIP			721	6543	2015	5	2/18/2015	AD	AD021815000000022296	13-091 WA#07	183,768.96
4011	721	W020	W038		CIP			721	6543	2015	5	2/18/2015	AD	AD021815000000022296	13-091 WA#07	20,418.77
4011	721	W020	W038		CIP			721	6543	2015	5	2/18/2015	FRM	FRM02181500000016255	13-091 WA#07	183,768.96

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ATTACHMENT 1 – DES Management Response Continued

PALM BEACH COUNTY, FLORIDA
 YTD DETAILED EXPENDITURES FOR FISCAL YEAR
 BY FUND, DEPARTMENT AND UNIT

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Fund: 4011 Capital Improvements
 Dept: 721 Water Utilities-Capital

Fund	Dept	Unit	Sub Unit	Program Code	Program Period	Task	Sub Task	Major Program	Obj Code	Fiscal Year	Fiscal Month	Doc Rec'd Date	Doc Code	Doc ID Number	Line Description	Amount
4011	721	W020		W038	CIP			721	6543	2015	5	2/18/2015	PRM	PRM0218150000016255	13-091 WA#07	20,418.77
4011	721	W020		W038	CIP			721	6543	2015	5	2/18/2015	AD	AD02181500000022296	13-091 WA#07	-20,418.77
4011	721	W020		W038	CIP			721	6543	2015	7	4/9/2015	PRC	0409150000000000209	13-091 WA#07	84,846.72
4011	721	W020		W038	CIP			721	6543	2015	7	4/9/2015	AD	AD0409150000000030206	13-091 WA#07	-89,312.34
4011	721	W020		W038	CIP			721	6543	2015	7	4/9/2015	AD	AD0409150000000030206	13-091 WA#07	-4,700.65
4011	721	W020		W038	CIP			721	6543	2015	7	4/9/2015	AD	AD0409150000000030206	13-091 WA#07	4,700.65
4011	721	W020		W038	CIP			721	6543	2015	7	4/9/2015	AD	AD0409150000000030206	13-091 WA#07	89,312.34
4011	721	W020		W038	CIP			721	6543	2015	7	4/9/2015	PRC	0409150000000000209	13-091 WA#07	4,465.62
4011	721	W020		W038	CIP			721	6543	2015	7	4/9/2015	PRC	0409150000000000209	13-091 WA#07	235.03
4011	721	W020		W038	CIP			721	6543	2015	7	4/9/2015	PRC	0409150000000000209	13-091 WA#07	4,465.62
4011	721	W020							6543	2015	7	4/23/2015	GAX	SPMM042315000001505	PERMIT, WUD-ENG, SR 715 WM REPLACEMENT, PROJ #13-091	50.00
4011	721	W020							6543	2015	7	4/23/2015	AD	AD04231500000032449	PERMIT, WUD-ENG, SR 715 WM REPLACEMENT, PROJ #13-091	50.00
4011	721	W020							6543	2015	7	4/23/2015	AD	AD04231500000032449	PERMIT, WUD-ENG, SR 715 WM REPLACEMENT, PROJ #13-091	-50.00
4011	721	W020		W038	CIP			721	6543	2015	7	4/28/2015	AD	AD04281500000033082	13-091 WA#07	-5,212.39
4011	721	W020		W038	CIP			721	6543	2015	7	4/28/2015	AD	AD04281500000033082	13-091 WA#07	-99,035.38
4011	721	W020		W038	CIP			721	6543	2015	7	4/28/2015	AD	AD04281500000033082	13-091 WA#07	99,035.38
4011	721	W020		W038	CIP			721	6543	2015	7	4/28/2015	AD	AD04281500000033082	13-091 WA#07	5,212.39
4011	721	W020		W038	CIP			721	6543	2015	7	4/28/2015	PRC	0428150000000000228	13-091 WA#07	99,035.38
4011	721	W020		W038	CIP			721	6543	2015	7	4/28/2015	PRC	0428150000000000228	13-091 WA#07	5,212.39
4011	721	W020		W038	CIP			721	6543	2015	8	5/15/2015	AD	AD05151500000036282	13-091 WA#07	-48,103.87
4011	721	W020		W038	CIP			721	6543	2015	8	5/15/2015	AD	AD05151500000036282	13-091 WA#07	48,103.87
4011	721	W020		W038	CIP			721	6543	2015	8	5/15/2015	AD	AD05151500000036282	13-091 WA#07	5,344.88
4011	721	W020		W038	CIP			721	6543	2015	8	5/15/2015	AD	AD05151500000036282	13-091 WA#07	-5,344.88
4011	721	W020		W038	CIP			721	6543	2015	8	5/15/2015	PRM	PRM05151500000027885	13-091 WA#07	5,344.88
4011	721	W020		W038	CIP			721	6543	2015	8	5/15/2015	PRM	PRM05151500000027885	13-091 WA#07	48,103.87
4011	721	W020		W038	CIP			721	6543	2015	8	5/20/2015	PRC	0520150000000000271	13-091 WA#07	2,672.44
4011	721	W020		W038	CIP			721	6543	2015	8	5/20/2015	PRC	0520150000000000271	13-091 WA#07	50,776.31
4011	721	W020		W038	CIP			721	6543	2015	8	5/20/2015	PRM	PRM05151500000027885	13-091 WA#07	-48,103.87
4011	721	W020		W038	CIP			721	6543	2015	8	5/20/2015	PRM	PRM05151500000027885	13-091 WA#07	-5,344.88
4011	721	W020		W038	CIP			721	6543	2015	8	5/20/2015	AD	AD05151500000036282	13-091 WA#07	48,103.87
4011	721	W020		W038	CIP			721	6543	2015	8	5/20/2015	AD	AD05201500000037069	13-091 WA#07	50,776.31
4011	721	W020		W038	CIP			721	6543	2015	8	5/20/2015	AD	AD05201500000037069	13-091 WA#07	-2,672.44
4011	721	W020		W038	CIP			721	6543	2015	8	5/20/2015	AD	AD05201500000037069	13-091 WA#07	-50,776.31
4011	721	W020		W038	CIP			721	6543	2015	8	5/20/2015	AD	AD05151500000036282	13-091 WA#07	5,344.88

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PALM BEACH COUNTY, FLORIDA
 YTD DETAILED EXPENDITURES FOR FISCAL YEAR
 BY FUND, DEPARTMENT AND UNIT

Fund: 4011 Capital Improvements
 Dept: 721 Water Utilities-Capital

Fund	Dept	Unit	Sub Unit	Program Code	Program Period	Task	Sub Task	Major Program	Obj Code	Fiscal Year	Fiscal Month	Doc Rec'd Date	Doc Code	Doc ID Number	Line Description	Amount
4011	721	W020		W038	CIP			721	6543	2015	8	5/20/2015	AD	AD051515000000036282	13-091 WA#07	-5,344.88
4011	721	W020		W038	CIP			721	6543	2015	8	5/20/2015	AD	AD051515000000036282	13-091 WA#07	-48,103.87
4011	721	W020		W038	CIP			721	6543	2015	8	5/20/2015	AD	AD052015000000037069	13-091 WA#07	2,672.44
4011	721	W020		W038	CIP			721	6543	2015	9	6/9/2015	AD	AD060915000000040333	13-091 WA#07	80,810.04
4011	721	W020		W038	CIP			721	6543	2015	9	6/9/2015	AD	AD060915000000040333	13-091 WA#07	-80,810.04
4011	721	W020		W038	CIP			721	6543	2015	9	6/9/2015	PRC	06091500000000000305	13-091 WA#07	80,810.04
4011	721	W020		W038	CIP			721	6543	2015	9	6/9/2015	AD	AD060915000000040333	13-091 WA#07	-4,253.16
4011	721	W020		W038	CIP			721	6543	2015	9	6/9/2015	AD	AD060915000000040333	13-091 WA#07	4,253.16
4011	721	W020		W038	CIP			721	6543	2015	9	6/9/2015	PRC	06091500000000000305	13-091 WA#07	4,253.16
4011	721	W020		W038	CIP			721	6543	2015	10	7/24/2015	PRC	07241500000000000392	13-091 WA#07	12,223.25
4011	721	W020		W038	CIP			721	6543	2015	10	7/24/2015	AD	AD072415000000048038	13-091 WA#07	-12,223.25
4011	721	W020		W038	CIP			721	6543	2015	10	7/24/2015	AD	AD072415000000048038	13-091 WA#07	-232,241.73
4011	721	W020		W038	CIP			721	6543	2015	10	7/24/2015	AD	AD072415000000048038	13-091 WA#07	232,241.73
4011	721	W020		W038	CIP			721	6543	2015	10	7/24/2015	AD	AD072415000000048038	13-091 WA#07	12,223.25
4011	721	W020		W038	CIP			721	6543	2015	10	7/24/2015	PRC	07241500000000000392	13-091 WA#07	232,241.73
4011	721	W020		W038	CIP			721	6543	2015	11	8/14/2015	PRC	08141500000000000433	13-091 WA#07	26,836.19
4011	721	W020		W038	CIP			721	6543	2015	11	8/14/2015	AD	AD081415000000051826	13-091 WA#07	-26,836.19
4011	721	W020		W038	CIP			721	6543	2015	11	8/14/2015	AD	AD081415000000051826	13-091 WA#07	-1,412.43
4011	721	W020		W038	CIP			721	6543	2015	11	8/14/2015	AD	AD081415000000051826	13-091 WA#07	1,412.43
4011	721	W020		W038	CIP			721	6543	2015	11	8/14/2015	AD	AD081415000000051826	13-091 WA#07	26,836.19
4011	721	W020		W038	CIP			721	6543	2015	11	8/14/2015	PRC	08141500000000000433	13-091 WA#07	1,412.43
4011	721	W020		W038	CIP			721	6543	2015	12	9/9/2015	AD	AD090915000000055420	13-091 WA#07	-6,874.93
4011	721	W020		W038	CIP			721	6543	2015	12	9/9/2015	AD	AD090915000000055420	13-091 WA#07	6,874.93
4011	721	W020		W038	CIP			721	6543	2015	12	9/9/2015	AD	AD090915000000055420	13-091 WA#07	130,623.60
4011	721	W020		W038	CIP			721	6543	2015	12	9/9/2015	AD	AD090915000000055420	13-091 WA#07	-130,623.60
4011	721	W020		W038	CIP			721	6543	2015	12	9/9/2015	PRC	09091500000000000488	13-091 WA#07	6,874.93
4011	721	W020		W038	CIP			721	6543	2015	12	9/9/2015	PRC	09091500000000000488	13-091 WA#07	130,623.60
4011	721	W020		W038	CIP			721	6543	2016	1	10/22/2015	PRC	10221500000000000113	13-091 WA#07	2,021.91
4011	721	W020		W038	CIP			721	6543	2016	1	10/22/2015	AD	AD1022150000000004907	13-091 WA#07	-2,021.91
4011	721	W020		W038	CIP			721	6543	2016	1	10/22/2015	AD	AD1022150000000004907	13-091 WA#07	-38,416.53
4011	721	W020		W038	CIP			721	6543	2016	1	10/22/2015	AD	AD1022150000000004907	13-091 WA#07	38,416.53
4011	721	W020		W038	CIP			721	6543	2016	1	10/22/2015	AD	AD1022150000000004907	13-091 WA#07	2,021.91
4011	721	W020		W038	CIP			721	6543	2016	1	10/22/2015	PRC	10221500000000000113	13-091 WA#07	38,416.53
4011	721	W020		W038	CIP			721	6543	2016	1	11/2/2015	JVA	16W015103000000000007	Reversal of FY 2015 Accrual for Centerline Utilities Project 13-091	-50,796.40
4011	721	W020		W038	CIP			721	6543	2016	2	11/10/2015	AD	AD1110150000000007599	13-091 WA#07	-397,306.11

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PALM BEACH COUNTY, FLORIDA
YTD DETAILED EXPENDITURES FOR FISCAL YEAR
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Fund: 4011 Capital Improvements
Dept: 721 Water Utilities-Capital

Fund	Dept	Unit	Sub Unit	Program Code	Program Period	Task	Sub Task	Major Program	Obj Code	Fiscal Year	Fiscal Month	Doc Rec'd Date	Doc Code	Doc ID Number	Line Description	Amount
4011	721	W020		W038		CIP		721	6543	2016	2	11/10/2015	PRC	1110150000000000148	13-091 WA#07	397,306.11
4011	721	W020		W038		CIP		721	6543	2016	2	11/10/2015	PRC	1110150000000000148	13-091 WA#07	20,910.85
4011	721	W020		W038		CIP		721	6543	2016	2	11/10/2015	AD	AD111015000000007599	13-091 WA#07	397,306.11
4011	721	W020		W038		CIP		721	6543	2016	2	11/10/2015	AD	AD111015000000007599	13-091 WA#07	20,910.85
4011	721	W020		W038		CIP		721	6543	2016	2	11/10/2015	AD	AD111015000000007599	13-091 WA#07	-20,910.85
4011	721	W020		W038		CIP		721	6543	2016	3	12/15/2015	AD	AD121515000000012849	13-091 WA#07	-440.24
4011	721	W020		W038		CIP		721	6543	2016	3	12/15/2015	AD	AD121515000000012849	13-091 WA#07	-5,364.68
4011	721	W020		W038		CIP		721	6543	2016	3	12/15/2015	AD	AD121515000000012849	13-091 WA#07	5,364.68
4011	721	W020		W038		CIP		721	6543	2016	3	12/15/2015	AD	AD121515000000012849	13-091 WA#07	440.24
4011	721	W020		W038		CIP		721	6543	2016	3	12/15/2015	AD	AD121515000000012849	13-091 WA#07	-871.50
4011	721	W020		W038		CIP		721	6543	2016	3	12/15/2015	AD	AD121515000000012849	13-091 WA#07	871.50
4011	721	W020		W038		CIP		721	6543	2016	3	12/15/2015	AD	AD121515000000012849	13-091 WA#07	-16,558.47
4011	721	W020		W038		CIP		721	6543	2016	3	12/15/2015	AD	AD121515000000012849	13-091 WA#07	16,558.47
4011	721	W020		W038		CIP		721	6543	2016	3	12/15/2015	PRC	1215150000000000191	13-091 WA#07	16,558.47
4011	721	W020		W038		CIP		721	6543	2016	3	12/15/2015	PRC	1215150000000000191	13-091 WA#07	871.50
4011	721	W020		W038		CIP		721	6543	2016	3	12/15/2015	PRC	1215150000000000192	13-091 WA#07	5,364.68
4011	721	W020		W038		CIP		721	6543	2016	3	12/15/2015	PRC	1215150000000000192	13-091 WA#07	440.24
4011	721	W020		W038		CIP		721	6543	2016	6	3/8/2016	JVA	0308160000000001445	to correct payment paid against incorrect encumbrance. Check #2929734 to Centerline Utilities	-17,429.97

Total for Object 6543 Water Transmission Mains 2,458,246.48

Unit W020 Lake Region Improvement Project 2,458,246.48

Report Grand Total 2,458,246.48

{JRNL_ACTG.PER_CD} <= 13 and
{R_PSCD.PSCD_CLOS_CL_CD} in ("10", "11") and
{JRNL_ACTG.UNIT_CD} = "W020" and
{JRNL_ACTG.DEPT_CD} in ("721", "729")

PALM BEACH COUNTY, FLORIDA
 YTD DETAILED REVENUES FOR FISCAL YEAR
 BY FUND, DEPARTMENT AND UNIT

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Fund: 4011 Capital Improvements
 Dept: 721 Water Utilities-Capital

Fund	Dept	Unit	Sub Unit	Program Code	Program Period	Task	Sub Task	Major Program	Rev Source	Fiscal Year	Fiscal Month	Doc Rec'd Date	Doc Code	Doc ID Number	Line Description	Amount
		Unit W020	Lake Region Improvement Project													
4011	721	W020							3139	2015	4	2/4/2015	JVA	15WU150204000000071	Capital Contributions other Governments 01/01/15 - 01/31/15	-362,243.00
4011	721	W020							3139	2015	7	5/1/2015	JVA	15WU150428000000138	Capital Contributions other Governments State 04/01/15 - 04/30/15	-637,757.00
Total for Revenue Source 3139																
		Unit W020	Lake Region Improvement Project													
-1,000,000.00																
Report Grand Total																
<u>-1,000,000.00</u>																

{JRNL_ACTG.PER_DC} <= 13 and
 {R_PSCD.PSCD_CLOS_CD} in ["14", "15"] and
 {JRNL_ACTG.UNIT_CD} = "W020" and
 {JRNL_ACTG.DEPT_CD} in ["721", "720"]

ATTACHMENT 1 – DES Management Response Continued

Attachment 2

MEMORANDUM

TO: ALL WATER UTILITIES PERSONNEL

FROM: JIM STILES
DEPARTMENT DIRECTOR

PREPARED BY: FINANCE AND ACCOUNTING/ADMINISTRATION

SUBJECT: GRANT ADMINISTRATION (ACCOUNTING & BUDGETING)

PPM#: WUD-F-030

ISSUE DATE	EFFECTIVE DATE
June 1, 2016	June 1, 2016

PURPOSE:

To establish guidelines for grant reporting and related functions for funds received by the Department from various external sources which are subject to audit requirements.

DEFINITIONS:

1. **Grant:** A payment in cash or in kind made to provide assistance for a specified purpose, the acceptance of which creates a legal duty on the part of the grantee to use the funds or property made available in accordance with the conditions of the grant. Grants are typically authorized and appropriated by a legislative body.
2. **Outside Funding Agency:** Federal, state, local, and quasi- governmental agencies, foundations or any other external funding source. Also referred to as "grantor agency".

POLICY:

Grant funds are to be established in such a manner as to be readily identifiable within the County's Financial System. This must be accomplished through the use of one of the following methods:

1. A separate fund if required by the grant agreement; or
 2. A separate unit code identified as a single grant; or
 3. The **Cost Accounting - Grant Method** which is a combination of unit, sub-unit, program period, program code, or other appropriate fields as necessary and available within the accounting system to uniquely identify grant revenue and expenditures.
- A. Grants that are paid in advance by an Outside Funding Agency that require interest to be reported and/or remitted to the funding agency must be kept in separate funds from grants

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ATTACHMENT 1 – DES Management Response Continued

that are paid on a reimbursement basis or do not have requirements for reporting and/or remitting interest.

Grants established in **capital funds** are to be established as separate unit codes as well as identified as projects.

- B. Grant receipts and expenditures must be maintained in accordance with federal, state, and local guidelines/laws applicable to the agreement (federal statute, OMB Circular, state statute, local laws/ordinances, federal, state, guidelines) and Generally Accepted Accounting Principles for Local Governments. If differences exist between guidelines/laws, the department is to utilize the most stringent requirement (e.g., record retention, travel, and inventory).



Jim Stiles
Department Director

ATTACHMENT 1 – DES Management Response Continued

Attachment 3

**CHECK LIST
AGENDA ITEM**

PROJECT NAME: _____

PROJECT NO.: _____ PROJECT MANAGER: _____

AGENDA ITEM NO.: 3K- _____ BOARD MEETING DATE: _____

CONTRACTOR'S NAME: _____

BUDGET ACCOUNT NO: _____

THIS SECTION TO BE COMPLETED BY THE PROJECT MANAGER & REVIEWED BY CONTRACT SPECIALIST:

	<u>PROJECT MGR</u>			<u>Engineering Director</u>
	<u>YES</u>	<u>NO</u>	<u>N/A</u>	
1. <u>Is Agenda Item:</u>				
1. Consent?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
2. Regular?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
3. Public Hearing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
2. <u>Motion and Title (for each letter):</u>				
A. Are the parties correctly identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
B. Is the contract amount indicated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
C. Is the Title of the Project Indicated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
D. Is the CSA No Indicated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
E. Is the description of the CSA indicated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
F. Date of the bid opening indicated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
G. Number of bids received indicated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
H. WUD No. Indicated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
I. Purpose of the project indicated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
J. Contractor is the lowest responsive, responsible bidder?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
K. SBE Ordinance language & its R number included?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

ATTACHMENT 1 – DES Management Response Continued

- L. Has Contractor Achieved SBE Goal of 15%? _____
- M. SBE % for 2nd low bidder achieved? _____
- N. Is Contractor a Local Company? _____
- O. Is this project included in the fiscal year _____
- P. Is the District Number included? _____
- Q. Are the initials of the Co. Attorney agent included _____
- 3. Background and Justification**
- A. Is the background correct and complete? _____
- B. Is the Justification correct and complete? _____
- 4. Attachments**
- A. Have not less than two (2) copies signed contracts been provided? _____
- B. Has the location map been included? _____
- C. Has the Engineer's recommendation been included? _____
- D. Has the Bid tabulation been included? _____
- E. Has the SBE Compliance review been included? _____
- 5. Contract Document:**
- A. Is the name of the Mayor correct? _____
- B. Has the Contractor Signed the Contract? _____
- C. Are titles of signing parties entered? _____
- D. Is the person signing the Contract authorized to sign? _____
- E. Is there a certificate or affidavit from the Contractor indicating who had the authority to execute the contract for the Contractor? _____
- F. Has the Contract been witnessed by 2-witness? _____
- G. Contract has been sealed with a Corporate Seal? _____
- H. Has the correct/current standard contract been used? _____
- I. Are Attachments/Exhibits referenced in the Contract? _____

ATTACHMENT 1 – DES Management Response Continued

- J. Total amount from Schedule of Bid Prices in the Bid Form match the total amount in the Contract? _____
- K. Is there a cap on the total amount of the Contract? _____
- L. Are a specific number of days to completion indicated? _____
- M. Is there an early completion bonus/incentive? _____
- N. Is the statement and amount of liquidated damages included in the Contract? _____
- O. Is there a schedule of events and milestones for completion? _____
- P. Does the "termination clause" allow for termination at the convenience of the County? _____
- Q. Standard Contract: are the indemnification clauses included in the contract? _____
- R. Does the Contract contain a clause addressing the Florida Public Entity Crime statute (287.133) (2) (a)? _____
- S. Does the item comply with the SBE Ordinance? _____
- T. No Construction Allowance bid item to be included _____
- 6. Authorization and Budget:**
- A. Is the project number indicated and is it correct? _____
- B. Are the budget account numbers indicated and has the Engineering Div. Fiscal Specialist II confirmed they are correct? Fiscal Specialist II Initials _____ _____
- C. Do the budget account numbers in the Agenda match the budget account numbers in CIP? _____
- D. Is the Contractor's name and mailing address correct? _____
- E. What is the manner of compensation:
- Time and expenses not to exceed _____
- Fixed price of _____
- Total price of _____

ATTACHMENT 1 – DES Management Response Continued

7. Payments

A. Are the payment provision acceptable, comprehensive and clear? _____

8. Public Construction Bond

A. Is the bond number indicated? _____

B. Is Bond Sealed? _____

C. Is the bond amount indicated? _____

D. Is the bond amount equal to or greater than the Authorization amount? _____

E. Is the name, mailing address, and state of incorporation of the Contractor (i.e., Principal) indicated? _____

F. Is the name, mailing address, and state of incorporation of the Surety indicated? _____

G. Is the date of execution by the Principal and the Surety indicated? _____

H. Is the letter from Bonding Agent authorizing PBC to date Public Construction Bond included? _____

I. Is the Bond signed and attested by the Contractor? _____

J. Is the Bond signed and attested by the Surety? _____

K. Is a signed, dated, and notarized Power of Attorney or Limited Power of Attorney attached to the bond? _____

L. Is the bond sealed? _____

9. Performance/Payment Bond

A. Is Performance/Payment Bond included? _____
(This only applies to federally funded projects)

10. Insurance

A. Are insurance requirements adequate? _____
(This should be verified with Risk management).

B. Has the Insurance Tracking Form been submitted? _____

C. Is proof of insurance attached? _____

D. Is expiration date equal to or longer than the contract period? _____

ATTACHMENT 1 – DES Management Response Continued

- E. Is Palm Beach County named as additional insured? _____
- F. Is Builder's Risk Insurance provided? _____

11. General Conditions

- A. Is there an access and audit clause? _____
- B. Is there a notification/address identifying provision in the contract? _____
- C. Inspector General language? _____
- D. Criminal history records check clause? _____
- E. Regulations/laws/ordinances clause? _____
- F. Non-Discriminatory Language included or affidavit included? _____

- 12. Has this Contract been inputted into the CIP program by Project Manager? _____

ATTACHMENT 1 – DES Management Response Continued

INSURANCE REQUIREMENTS:

Original Contract Amount: \$ _____

Contractor: _____

General Liability Required:

Contracts less than \$500,000 Limit of liability not less than \$500,000
Contracts \$1,000,000 or greater limit of liability not less than \$1,000,000

Expires: _____

Comprehensive Auto Required:

Contracts less than \$500,000 Limit of liability not less than \$500,000
Contracts \$1,000,000 or greater limit of liability not less than \$1,000,000

Expires: _____

Watercraft Liability Required: _____ Limits \$5,000,000

Expires: _____

Inland Marine Required: _____ Limits \$5,000,000

Expires: _____

Aircraft Liability Required: _____ Limits \$5,000,000

Expires: _____

Workers Compensation Required? _____ Limits \$100/\$500/\$100

Expires: _____

Professional Liability Required: \$500,000 \$1,000,000 Limits: \$500,000 \$1,000,000

Expires: _____

Excess Liability: \$ _____

Expires: _____

"All Risk" Builder's Risk Required? _____ Limits: \$ _____ Expires: _____
(Eliminate "Occupancy Clause") (Equal to total value of project)
(Must cover until final acceptance. Sub-limits not acceptable if less than total value of project.)

"All Risk" Transit or Motor Truck Cargo Required? _____ Limits: \$ _____ Expires: _____
(Replacement cost coverage for highest value. Must contain Waiver of Subrogation).

THIS SECTION TO BE COMPLETED BY THE CONTRACT MANAGEMENT SECTION

YES NO N/A C.M.

Has the Division/Department/Office been checked on the original _____

Has a valid availability statement been obtained? _____

Has the contractor been notified of the availability and approved? _____

ATTACHMENT 1 – DES Management Response Continued



Risk Management Department
 100 Australian Avenue, Suite 200
 West Palm Beach, FL 33406
 (561) 233-5400
 Fax: (561) 233-5420
 www.pbcgov.com

**Palm Beach County
 Board of County
 Commissioners**

Mary Lou Berger, Mayor

Hal R. Valeche, Vice Mayor

Paulette Burdick

Shelley Vana

Steven L. Abrams

Melissa McKinlay

Priscilla A. Taylor

County Administrator

Verdenia C. Baker

*"An Equal Opportunity
 Affirmative Action Employer"*

Date: July 7, 2016
To: Bob Bliss, Director of Audit
 Office of Inspector General
From: Scott Marting *SM*
 Director, Risk Management
CC: John A. Carey, Inspector General
 Nancy Bolton, Assistant County Administrator
Subject: Risk Management Response to the Department
 Economic Sustainability Grants Management Audit

In response to the audit involving the Department of Economic Sustainability Grants Management Program, finding (11), recommendation (23), Risk Management concurs with your findings and has taken the following corrective actions:

• **Training for Water Utilities (WUD):**

All applicable WUD staff received additional training on the certificate of insurance tracking program. This training was comprehensive in nature and included issues specific to the types of contracts they administer and the internal protocols necessary for program compliance.

• **Change in Procedure - Insurance Tracking Services (ITS):**

We requested and verified that ITS modified their internal protocols to allow for the viewing of "in progress" contracts and certificates. Previously, new contracts were not visible in the system or captured in a report until deemed complaint. The new protocol requires them to upload the data (even if incomplete or pending) allowing user departments to track progress at all times.

We believe the steps listed above address the finding in its entirety, and should work to avoid any future issues of this nature.

ATTACHMENT 2 – PBC Engineering Services Division Management Response



**Department of Engineering
and Public Works**

P.O. Box 21229
West Palm Beach, FL 33416-1229
(561) 684-4000
FAX: (561) 684-4050
www.pbcgov.com



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"An Equal Opportunity
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INTER-OFFICE MEMORANDUM

Date: July 15, 2016

To: Bob Bliss, Director of Audit
Office of Inspector General

Thru: George T. Webb, P.E. *CTW*
County Engineer

From: Tanya N. McConnell, P.E. *TNMcConnell*
Deputy County Engineer

Re: Draft Audit Report, Department of Economic
Sustainability, Grants Management

Finding (2):

The Engineering Department concurs with the findings. The Division in charge of the bid in question was absorbed into our Roadway Production Division several years ago. The Roadway Production Division awards bids based on the total bid, which is base bid plus contingencies, so this issue was addressed some time ago. However, we have further clarified our contract language, a copy of which is attached. The standard tabulation form clearly indicates all that is included in the total bid.

Finding (3):

The Engineering Department concurs that the contractor was not required to sign off on the pay applications for the project. As noted in your report, this was changed in November of 2015. Contractors are now required to sign all pay applications prior to payment. However, we continue to meet with the contractor to jointly prepare the estimates. This works out to be quicker and more efficient. The

**ATTACHMENT 2 – PBC Engineering Services Division Management Response
Continued**

Bob Bliss, Director of Audit
Office of Inspector General
July 15, 2016
Page 2

contractor and staff work together on the quantities. Once agreed to, our staff prepares the estimate, the contractor reviews and signs, and we submit for payment. We will continue to look into the method suggested by you with the contractors to see if we can make our system even more efficient.

Thank you for the opportunity to respond. Should you have any questions, please call.

TMC:cp

Pc: Faye Outlaw, Assistant County Administrator
Sherry Howard, Deputy Director Economic Sustainability

**ATTACHMENT 2 – PBC Engineering Services Division Management Response
Continued****SECTION 3
AWARD AND EXECUTION OF CONTRACT****3-1 Consideration of Bids - DELETE AND INSERT THE FOLLOWING:**

For the purpose of award, after opening and reading the proposals, the Department will consider as the bid the correct summation of each unit bid price multiplied by estimated quantities shown in the proposal. On this basis, the Department will compare the amounts of each bid and make the results of such comparison available to the public. Until the actual award of the Contract, however, the Department reserves the right to reject any or all proposals and to waive technical errors that the Department may deem best for the interest of the County.

Submit bid unit prices for all bid items. Bids submitted without bid unit prices for all bid items will be rejected as irregular.

3-2 Award of Contract.**3-2.1 General - DELETE AND INSERT THE FOLLOWING:**

If the Department decides to award the Contract, the Department will award the Contract to the lowest responsible, responsive bidder whose proposal complies with all the Contract Document requirements. If awarded, the Department will award the Contract within one hundred twenty (120) days after the opening of the proposals, unless the Special Provisions change this time limit or the bidder and the Department extend the time period by mutual consent.

The "Notice to Proceed"(see 8.3.3) shall be issued within one hundred twenty (120) calendar days of the award of contract, unless otherwise mutually agreed by the Contractor and the Engineer.

For the purpose of award, the low bid shall be the lowest amount bid for the "Total Bid", and if any alternates are considered, it shall be the "Total Bid" plus the addition for the alternate or alternates which the Owner may select. In no case will any award be made until all necessary investigations are made into the responsibility of the low bidder.

Prior to award of the Contract by the Department, a contractor must provide proof of authorization to do business in the State of Florida.

3-5 Contract Bond Required.**3-5.1 General Requirements of the Bond - DELETE AND INSERT THE FOLLOWING:**

The successful bidder shall furnish a surety bond in the amount of the total bid as security for faithful performance of order(s) awarded as a result of this bid and for the payment of all persons performing labor, and on their furnishing material in connection therewith. In the event that any order from this bid results in a total outstanding work order amount which exceeds the amount of the initial surety, the vendor agrees to provide additional surety in order to maintain the total surety amount in excess of total orders. Under no circumstances shall the successful bidder begin work until he/she has supplied Palm Beach County Public Construction Bond.

GP-8

**ATTACHMENT 2 – PBC Engineering Services Division Management Response
Continued**

BID PROPOSAL					
*					
CONTRACT					
PBC PROJECT #*					
ITEM #	ITEM DESCRIPTION	QTY	UNITS	UNIT PRICE	AMOUNT
ROADWAY ITEMS					
1	Mobilization		LS		\$0.00
2	Maintenance of Traffic (incl. Pedestrian M.O.T.)		LS		\$0.00
3	Maintenance of Traffic (FL Turnpike)		LS		\$0.00
4	Sediment Barrier (Silt Fence)		LF		\$0.00
5	Clearing and Grubbing		LS		\$0.00
6	Selective Clearing and Grubbing		LS		\$0.00
7	Floating Turbidity Barrier		LF		\$0.00
8	Regular Excavation		CY		\$0.00
9	Reshape Existing LWDD Canal Bank		LF		\$0.00
10	Canal Excavation (See SP's)		CY		\$0.00
11	Lake / Pond Excavation (See SP's)		CY		\$0.00
12	Subsoil Excavation (See SP's)		CY		\$0.00
13	Embankment (Compacted in Place)		CY		\$0.00
14	Canal Embankment (Compacted in Place)		CY		\$0.00
15	Lake Embankment (Compacted in Place)		CY		\$0.00
16	Type B Stabilization (LBR 40) (12")		SY		\$0.00
17	Type C Stabilization (FBV 75)		SY		\$0.00
18	Limerock, 4"		SY		\$0.00
19	Baserock (4")		SY		\$0.00
20	Baserock (6")		SY		\$0.00
21	Baserock (8") (2" - 4" Lifts)		SY		\$0.00
22	Baserock (10") (2 Lifts)		SY		\$0.00
23	Baserock (13.5") (3 Lifts)		SY		\$0.00
24	15.5" Baserock (Triple Course)		SY		\$0.00
25	Optional Base Group 1		SY		\$0.00
26	Optional Base, Base Group 06 (8" Thick Coquina)		SY		\$0.00
27	Optional Base Group 7		SY		\$0.00
28	Optional Base Group 9		SY		\$0.00
29	Optional Base Group 11		SY		\$0.00
30	Optional Base Group 13		SY		\$0.00
31	Optional Base Group 14 (Type B-12.5)		SY		\$0.00
32	Optional Base Group 15		SY		\$0.00
33	Type S-III Asphaltic Concrete (1.0")		TN		\$0.00
34	Asphaltic Concrete -Type S-1 (1.25")		TN		\$0.00
35	Type S-1 Asphaltic Concrete (1.50")		TN		\$0.00
36	Type S-1 Asphaltic Concrete (1.75")		TN		\$0.00
37	Type S-III Asphaltic Concrete (1.75")		TN		\$0.00
38	Type S Asphaltic Concrete Overbuild (X" Avg.)		TN		\$0.00
39	Type III Asphaltic Concrete (Avg. X")		TN		\$0.00
40	Mill Existing Asphalt Pavement		SY		\$0.00
41	Miscellaneous Asphalt Pavement		TN		\$0.00
42	Superpave Asphalt Concrete (Traffic Level A)		TN		\$0.00
43	Superpave Asphalt Concrete (Traffic Level B)		TN		\$0.00

**ATTACHMENT 2 – PBC Engineering Services Division Management Response
Continued**

<i>BID PROPOSAL</i>					
*					
<i>CONTRACT</i>					
<i>PBC PROJECT #*</i>					
ITEM #	ITEM DESCRIPTION	QTY	UNITS	UNIT PRICE	AMOUNT
44	Superpave Asphalt Concrete (Traffic Level C)		TN		\$0.00
45	Superpave Asphalt Concrete (Traffic Level D)		TN		\$0.00
46	Structural Overbuild (SP)		TN		\$0.00
47	Asph. Concrete Friction Course (1.5") (FC-6)		TN		\$0.00
48	Asph. Concrete Friction Course (1.5") (FC-12.5) Rubber		TN		\$0.00
49	Asph. Concrete Friction Course (1.0") (FC-9.5) Rubber		TN		\$0.00
50	Asph. Concrete Friction Course (3/4") (FC-5) Rubber		TN		\$0.00
51	Concrete Class I		CY		\$0.00
52	Class I Concrete (Endwalls)		CY		\$0.00
53	Class I Concrete (Gravity Wall)		CY		\$0.00
54	Concrete Class II		CY		\$0.00
55	Class II Concrete (Endwall)		CY		\$0.00
56	Class II Concrete (Retaining Wall)		CY		\$0.00
57	Reinforcing Steel		LB		\$0.00
58	Class IV Concrete, Box Culverts		CY		\$0.00
59	Control Structures		EA		\$0.00
60	Inlets (Curb) (Type P-1)		EA		\$0.00
61	Inlets (Curb) (Type P-1) >10'		EA		\$0.00
62	Inlets (Curb) (Type P-1) (Partial)		EA		\$0.00
63	Inlets (Curb) (Type P-2)		EA		\$0.00
64	Inlets (Curb) (Type P-2) (Partial)		EA		\$0.00
65	Inlets (Curb) (Type P-3)		EA		\$0.00
66	Inlets (Curb) (Type P-4)		EA		\$0.00
67	Inlets (Curb) (Type P-5)		EA		\$0.00
68	Inlets (Curb) (Type P-5) >10'		EA		\$0.00
69	Inlets (Curb) (Type P-5) (Partial)		EA		\$0.00
70	Inlets (Curb) (Type P-6)		EA		\$0.00
71	Inlets (Curb) (Type P-6) >10'		EA		\$0.00
72	Inlets (Curb) (Type P-6) (Partial)		EA		\$0.00
73	Inlets (Curb) (Type P-7)		EA		\$0.00
74	Inlets (Curb) (Type P-7) (Partial)		EA		\$0.00
75	Inlet (Curb) Tops (Type 6)		EA		\$0.00
76	Inlets (Curb) (Type P8)		EA		\$0.00
77	Inlets (Curb) (Type P8) (Partial)		EA		\$0.00
78	Inlets (Curb) (Type J-1)		EA		\$0.00
79	Inlets (Curb) (Type J-1) >10'		EA		\$0.00
80	Inlets (Curb) (Type J-1) (Partial)		EA		\$0.00
81	Inlets (Curb) (Type J-2)		EA		\$0.00
82	Inlets (Curb) (Type J-2) (Partial)		EA		\$0.00
83	Inlets (Curb) (Type J-3)		EA		\$0.00
84	Inlets (Curb) (Type J-4)		EA		\$0.00
85	Inlets (Curb) (Type J-4) >10'		EA		\$0.00
86	Inlets (Curb) (Type J-5)		EA		\$0.00
87	Inlets (Curb) (Type J-5) >10'		EA		\$0.00

**ATTACHMENT 2 – PBC Engineering Services Division Management Response
Continued**

<i>BID PROPOSAL</i>					
*					
<i>CONTRACT</i>					
<i>PBC PROJECT #'</i>					
ITEM #	ITEM DESCRIPTION	QTY	UNITS	UNIT PRICE	AMOUNT
88	Inlets (Curb) (Type J-5) (Partial)		EA		\$0.00
89	Inlets (Curb) (Type J-6)		EA		\$0.00
90	Inlets (Curb) (Type J-6) >10'		EA		\$0.00
91	Inlets (Curb) (Type J-6) (Partial)		EA		\$0.00
92	Inlets (Curb) (Type J-7)		EA		\$0.00
93	Inlets (Curb) (Type J-7) (Partial)		EA		\$0.00
94	Inlets (Curb) (Type J-8)		EA		\$0.00
95	Inlet Top (Type 2)		EA		\$0.00
96	Inlet Top (Type 5)		EA		\$0.00
97	Inlet Top (Type 6)		EA		\$0.00
98	Inlet Top (Type 9)		EA		\$0.00
99	Inlets (Ditch Bottom) (Type A)		EA		\$0.00
100	Inlets (Ditch Bottom) (Type B) >10'		EA		\$0.00
101	Inlets (Ditch Bottom) (Type C)		EA		\$0.00
102	Inlets (Ditch Bottom) (Type C) (Modified)		EA		\$0.00
103	Inlets (Ditch Bottom) (Type D)		EA		\$0.00
104	Inlets (Ditch Bottom) (Type D) (Modified)		EA		\$0.00
105	Inlets (Ditch Bottom) (Type D) (Modified) >10'		EA		\$0.00
106	Inlets (Ditch Bottom) (Type E)		EA		\$0.00
107	Inlets (Ditch Bottom) (Type F)		EA		\$0.00
108	Inlets (Ditch Bottom) (Type F) >10'		EA		\$0.00
109	Inlets (Ditch Bottom) (Type F) (Partial)		EA		\$0.00
110	Inlets (Ditch Bottom) (Type G)		EA		\$0.00
111	Inlets (Ditch Bottom) (Type H)		EA		\$0.00
112	Inlets (Ditch Bottom) (Type H) >10'		EA		\$0.00
113	Inlets (Ditch Bottom) (Type P-X)		EA		\$0.00
114	Inlets (Ditch Bottom) (Type J-X)		EA		\$0.00
115	Inlets (Gutter) (Type S)		EA		\$0.00
116	Inlets (Gutter) (Type S)		EA		\$0.00
117	Inlet (Closed Flume) Type I		EA		\$0.00
118	Inlet (Closed Flume) Type II		EA		\$0.00
119	Inlet (Closed Flume) Double Barrel		EA		\$0.00
120	Inlets (Barrier Wall) (C & G)		EA		\$0.00
121	Manhole Top (Type P-7)		EA		\$0.00
122	Manhole (Type P-7)		EA		\$0.00
123	Manhole (Type P-7) >10'		EA		\$0.00
124	Manhole (Type P-7) (Partial)		EA		\$0.00
125	Manhole (Type P-8)		EA		\$0.00
126	Manhole (Type P-8) >10'		EA		\$0.00
127	Manhole (Type P-8) (Partial)		EA		\$0.00
128	Manhole (Type J-7)		EA		\$0.00
129	Manhole (Type J-7) >10'		EA		\$0.00
130	Manhole (Type J-7) (Partial)		EA		\$0.00
131	Manhole (Type J-8)		EA		\$0.00

**ATTACHMENT 2 – PBC Engineering Services Division Management Response
Continued**

<i>BID PROPOSAL</i>					
•					
<i>CONTRACT</i>					
<i>PBC PROJECT #*</i>					
ITEM #	ITEM DESCRIPTION	QTY	UNITS	UNIT PRICE	AMOUNT
132	Manhole (Type J-8) (Partial)		EA		\$0.00
133	Manhole (Type J-8) (>10)		EA		\$0.00
134	Junction Box (Type P-7)		EA		\$0.00
135	Junction Box (Type J-7)		EA		\$0.00
136	Adjust Inlets		EA		\$0.00
137	Adjust Manholes		EA		\$0.00
138	Adjust Manholes - Utility		EA		\$0.00
139	Adjust Valve Boxes		EA		\$0.00
140	Adjust Fire Hydrant		EA		\$0.00
141	Relocate Fire Hydrant		EA		\$0.00
142	Adjust Miscellaneous Structures		EA		\$0.00
143	Adjust Shoulder Gutter Inlets		EA		\$0.00
144	Yard Drains		EA		\$0.00
145	Adjust Yard Drains		EA		\$0.00
146	Modify Existing Inlets		EA		\$0.00
147	Modify Existing Drainage Structure		EA		\$0.00
148	Concrete Pipe Culvert (12")		LF		\$0.00
149	Concrete Pipe Culvert (15")		LF		\$0.00
150	Concrete Pipe Culvert (18")		LF		\$0.00
151	Concrete Pipe Culvert (24")		LF		\$0.00
152	Concrete Pipe Culvert (30")		LF		\$0.00
153	Concrete Pipe Culvert (36")		LF		\$0.00
154	Concrete Pipe Culvert (42")		LF		\$0.00
155	Concrete Pipe Culvert (48")		LF		\$0.00
156	Concrete Pipe Culvert (54")		LF		\$0.00
157	Concrete Pipe Culvert (60")		LF		\$0.00
158	Concrete Pipe Culvert (66")		LF		\$0.00
159	Concrete Pipe Culvert (72")		LF		\$0.00
160	Concrete Pipe Culvert (84")		LF		\$0.00
161	Elliptical Concrete Pipe (12" x 18")		LF		\$0.00
162	Elliptical Concrete Pipe (14" x 23")		LF		\$0.00
163	Elliptical Concrete Pipe (19" x 30")		LF		\$0.00
164	Elliptical Concrete Pipe (24" x 38")		LF		\$0.00
165	Elliptical Concrete Pipe (29" x 45")		LF		\$0.00
166	Elliptical Concrete Pipe (34" x 53")		LF		\$0.00
167	Elliptical Concrete Pipe (38" x 60")		LF		\$0.00
168	Pipe Culvert (15") Optional Material		LF		\$0.00
169	Pipe Culvert (18") Optional Material		LF		\$0.00
170	Pipe Culvert (24") Optional Material		LF		\$0.00
171	Pipe Culvert (30") Optional Material		LF		\$0.00
172	HDPE Pipe Culvert (18")		LF		\$0.00
173	HDPE Pipe Culvert (24")		LF		\$0.00
174	HDPE Pipe Culvert (30")		LF		\$0.00
175	HDPE Pipe Culvert (36")		LF		\$0.00

**ATTACHMENT 2 – PBC Engineering Services Division Management Response
Continued**

BID PROPOSAL					
.					
CONTRACT					
PBC PROJECT #*					
ITEM #	ITEM DESCRIPTION	QTY	UNITS	UNIT PRICE	AMOUNT
176	HDPE Pipe Culvert (48")		LF		\$0.00
177	A2000 (PVC Pipe) (12")		LF		\$0.00
178	A2000 (PVC Pipe) (18")		LF		\$0.00
179	A2000 (PVC Pipe) (24")		LF		\$0.00
180	A2000 (PVC Pipe) (30")		LF		\$0.00
181	A2000 (PVC Pipe) (36")		LF		\$0.00
182	A2000 (PVC Pipe) (48")		LF		\$0.00
183	Storm Sewer Pumping (Exist. (24" Or Less) (See SP's)		LF		\$0.00
184	Storm Sewer Pumping (Exist.) (> 24" To 48") (See SP's)		LF		\$0.00
185	Storm Sewer Pumping (Exist.) (>48") (See SP's)		LF		\$0.00
186	Corrugated Steel Pipe Culvert (12" Dia.)		LF		\$0.00
187	Corrugated Steel Pipe Culvert (18" Dia.)		LF		\$0.00
188	Corrugated Steel Pipe Culvert (24" Dia.)		LF		\$0.00
189	Corrugated Steel Pipe Culvert (30" Dia.)		LF		\$0.00
190	Bit. Coated Corr. Steel Pipe Culvert (18")		LF		\$0.00
191	Bit. Coated Corr. Steel Pipe Culvert (42")		LF		\$0.00
192	Bit. Coated Corr. Steel Pipe Culvert (48")		LF		\$0.00
193	Bit. Coated and Paved Steel Pipe Culvert (Var. Dia.)		LF		\$0.00
194	Corrugated Steel Pipe Arch Culvert (Size)		LF		\$0.00
195	Bit. Coated Steel Pipe Arch Culvert (Size)		LF		\$0.00
196	Bit. Coated and Paved Pipe Arch Culvert (Dia.)		LF		\$0.00
197	Corrugated Aluminum Pipe Culvert (18")		LF		\$0.00
198	Corrugated Aluminum Pipe Culvert (24")		LF		\$0.00
199	Corrugated Aluminum Pipe Culvert (36")		LF		\$0.00
200	Corrugated Aluminum Pipe Culvert (42")		LF		\$0.00
201	Corrugated Aluminum Pipe Culvert (48")		LF		\$0.00
202	Corrugated Aluminum Pipe Culvert (54")		LF		\$0.00
203	Corrugated Aluminum Pipe Culvert (60")		LF		\$0.00
204	Corrugated Aluminum Pipe Culvert (72")		LF		\$0.00
205	Corrugated Aluminum Pipe Culvert (84")		LF		\$0.00
206	Bit. Coated Corr. Alum. Pipe Culvert (Dia.)		LF		\$0.00
207	Corr. Alum. Pipe Arch Culv. (Var. Dia.)		LF		\$0.00
208	Bit. Coated Corr. Alum. Pipe Arch Culv. (Size)		LF		\$0.00
209	Mitered End Section (Oval) (14" x 23")		EA		\$0.00
210	Mitered End Section (Oval) (19" x 30")		EA		\$0.00
211	Mitered End Section (Round) (15")		EA		\$0.00
212	Mitered End Section (Round) (18")		EA		\$0.00
213	Mitered End Section (Round) (24")		EA		\$0.00
214	Mitered End Section (Round) (30")		EA		\$0.00
215	Mitered End Section (Round) (36")		EA		\$0.00
216	Mitered End Section (Round) (42")		EA		\$0.00
217	Mitered End Section (Round) (48")		EA		\$0.00
218	Mitered End Section (Round) (72")		EA		\$0.00
219	FLared End Section (Concrete) (Round) (Dia.)		EA		\$0.00

**ATTACHMENT 2 – PBC Engineering Services Division Management Response
Continued**

<i>BID PROPOSAL</i>					
•					
<i>CONTRACT</i>					
<i>PBC PROJECT #*</i>					
ITEM #	ITEM DESCRIPTION	QTY	UNITS	UNIT PRICE	AMOUNT
220	FLared End Section (Concrete) (Oval) (Size)		EA		\$0.00
221	Bituminous FLASHBOARD Riser		EA		\$0.00
222	Underdrains		LF		\$0.00
223	French Drains (15" Dia) (incl. Ballast Rock & Filter Fabric)		LF		\$0.00
224	French Drains (18" Dia) (incl. Ballast Rock & Filter Fabric)		LF		\$0.00
225	French Drains (24" Dia) (incl. Ballast Rock & Filter Fabric)		LF		\$0.00
226	French Drains (30" Dia) (incl. Ballast Rock & Filter Fabric)		LF		\$0.00
227	French Drains (36" Dia) (incl. Ballast Rock & Filter Fabric)		LF		\$0.00
228	French Drains (42" Dia) (incl. Ballast Rock & Filter Fabric)		LF		\$0.00
229	French Drains (Oval 29" X 45") (incl. Ballast Rock & Filter Fabric)		LF		\$0.00
230	French Drains (Oval 30" X 19") (incl. Ballast Rock & Filter Fabric)		LF		\$0.00
231	Concrete Barrier Wall		LF		\$0.00
232	Concrete Barrier Wall (Rigid Shoulder) (32")		LF		\$0.00
233	Shoulder Concrete Barrier Wall (Rigid Shoulder) (Special)		LF		\$0.00
234	Concrete Barrier Wall (Median)		LF		\$0.00
235	Concrete Curb (Type D)		LF		\$0.00
236	Concrete Curb & Gutter (Type E)		LF		\$0.00
237	Concrete Curb & Gutter (Type F)		LF		\$0.00
238	Concrete Curb		LF		\$0.00
239	Engraving of Curb Face (See SP's)		EA		\$0.00
240	Asphaltic Concrete Curb		LF		\$0.00
241	Concrete Valley Gutter		LF		\$0.00
242	Special Concrete Gutter		LF		\$0.00
243	Concrete Ditch Pavement 4" Reinforced		SY		\$0.00
244	Traffic Separator Conc (Type IV) (4' Wide)		SY		\$0.00
245	Traffic Separator Conc (Type IV) (6' Wide)		SY		\$0.00
246	Traffic Separator Conc (Type IV) (8.5'Wide)		SY		\$0.00
247	Traffic Separator Conc (Special) (Variable Width)		SY		\$0.00
248	Traffic Separator Conc (Type IV) (4' Wide)		LF		\$0.00
249	Traffic Separator Conc (Type IV) (6' Wide)		LF		\$0.00
250	Traffic Separator Conc (Type IV) (8.5'Wide)		LF		\$0.00
251	Traffic Separator Conc (Special) (Variable Width)		LF		\$0.00
252	Concrete Approach Slab (incl. Bridge Exp. Joints)		EA		\$0.00
253	Conc Sidewalk (4" Thick)		SY		\$0.00
254	Conc Sidewalk (6"Thick) (Driveways)		SY		\$0.00
255	Color Treated & Stamped Concrete (See Sp)		SY		\$0.00
256	Pipe Guiderail (Steel)		LF		\$0.00
257	Pipe Guiderail (Aluminum)		LF		\$0.00
258	Rip-Rap Fabric-Formed Concrete, 8" Filter Points		SY		\$0.00
259	Rip-Rap (Sand-Cement)		CY		\$0.00
260	Rip-Rap (Articulating) Block		SY		\$0.00
261	Rip-Rap, Rubble, F&I, Ditch Lining		TN		\$0.00
262	Rip-Rap (Rubble)		TN		\$0.00
263	Rip-Rap (Rubble)		CY		\$0.00

**ATTACHMENT 2 – PBC Engineering Services Division Management Response
Continued**

<i>BID PROPOSAL</i>					
*					
<i>CONTRACT</i>					
<i>PBC PROJECT #*</i>					
ITEM #	ITEM DESCRIPTION	QTY	UNITS	UNIT PRICE	AMOUNT
264	Bedding Stone (Sect. 530)		TN		\$0.00
265	Revetment Mat		SF		\$0.00
266	Guardrail (Roadway)		LF		\$0.00
267	Guardrail (Thrie Beam)		LF		\$0.00
268	Guardrail (Double Faced)		LF		\$0.00
269	Guardrail (Shop Bent Panels)		LF		\$0.00
270	Guardrail Removal		LF		\$0.00
271	Special Guardrail Posts		EA		\$0.00
272	Pole Removal - Deep - Direct Burial		EA		\$0.00
273	End Anchorage Assemblies (Bridge)		EA		\$0.00
274	Guardrail (Thrie Beam)		EA		\$0.00
275	End Anchorage Assemblies (Type II)		EA		\$0.00
276	End Anchorage Assemblies (Parallel)		EA		\$0.00
277	Thrie Beam Terminal Connector		EA		\$0.00
278	End Anchorage Assemblies (Type IV)		EA		\$0.00
279	End Anchorage Assemblies (Type Crt)		EA		\$0.00
280	End Anchorage Assemblies (Type FLared)		EA		\$0.00
281	End Anchorage Assemblies (Type Melt) (<45 Mph)		EA		\$0.00
282	End Anchorage Assemblies (Type SRT-350)		EA		\$0.00
283	End Anchorage Assemblies (ET-2000)		EA		\$0.00
284	End Anchorage Assemblies (TRACC)		EA		\$0.00
285	End Anchorage Assemblies (Type G.R.E.A.T.)		EA		\$0.00
286	End Anchorage Assemblies (Type Quad Guard)		EA		\$0.00
287	End Anchorage Assemblies (Parallel Type)		EA		\$0.00
288	End Anchorage Assemblies (Flared Type)		EA		\$0.00
289	Resetting Guardrail (incl. End Anchor Assemblies)		LF		\$0.00
290	Type A Fence		LF		\$0.00
291	Remove and Reset Fence (Type A)		LF		\$0.00
292	Type B Fence (4' High) (w/Top Rail) Green Vinyl Clad		LF		\$0.00
293	Type B Fence (6' High) (w/Top Rail) Green Vinyl Clad		LF		\$0.00
294	Type B Fence (10' High) (w/Top Rail) Green Vinyl Clad		LF		\$0.00
295	Fence Gate (Type B)(6'Wide)(w/Top Rail) Green Vinyl Clad		EA		\$0.00
296	Fence Gate (Type B)(12'Wide)(w/Top Rail) Green Vinyl Clad		EA		\$0.00
297	Fence Gate (Type B) (16' Wide) (Green Vinyl Clad) w/Top Rail		EA		\$0.00
298	Sliding Fence Gate (Cantilever) (Type B) Green Vinyl Clad		EA		\$0.00
299	Temporary Fencing		LF		\$0.00
300	Remove and Reset Fence (Type B)		LF		\$0.00
301	Double Rail Wood Fence		LF		\$0.00
302	Fence Gate (14'-Wide Aluminum Stock Gates)		EA		\$0.00
303	Fencing (3-Hole Post & Rail Fence)		LF		\$0.00
304	Seed & Mulch		SY		\$0.00
305	Sodding		SY		\$0.00
306	Mowing (Incidental to "C & G")		AC		\$0.00
307	Mowing (Incidental to "C & G")		EA		\$0.00

**ATTACHMENT 2 – PBC Engineering Services Division Management Response
Continued**

<i>BID PROPOSAL</i>					
-					
<i>CONTRACT</i>					
<i>PBC PROJECT #*</i>					
ITEM #	ITEM DESCRIPTION	QTY	UNITS	UNIT PRICE	AMOUNT
308	4" PVC Conduit Irrigation Sleeves (Sch. 80) (See SP's)		LF		\$0.00
309	6" PVC Conduit Irrigation Sleeves (Sch. 80) (See SP's)		LF		\$0.00
310	6" PVC Conduit Irrigation Sleeves (Sch. 80) (Directional Bore)		LF		\$0.00
SUBTOTAL (ROADWAY)					\$0.00
SIGNALIZATION PAY ITEMS					
311	1 - 2" PVC Conduits (Sch 40) Traffic F/O Cable		LF		\$0.00
312	2 - 2" PVC Conduits (Sch 40) Traffic F/O Cable		LF		\$0.00
313	3 - 2" PVC Conduits (Sch 40) Traffic F/O Cable		LF		\$0.00
314	2 - 2" PVC Conduits (Sch 40) Traffic Directional Bore		LF		\$0.00
315	Traffic 48Ct Single Mode F.O. Cable (installed)		LF		\$0.00
316	2" Galvanized Imc Above Ground Conduit		LF		\$0.00
317	4" PVC Conduits (Sch 40) Traffic (Fiber Optic Cable)		LF		\$0.00
318	Pull Box (Small)		EA		\$0.00
319	Pull Box (Large)		EA		\$0.00
320	Relocate Pull Box		EA		\$0.00
321	Pull Box, Adjust		EA		\$0.00
322	Permit Certification (See SP's)		LS		\$0.00
323	Record Drawings (See SP's)		LS		\$0.00
324	Single Post Sign, With Yield Sign		EA		\$0.00
325	Sign Panels, F&I, 15" or greater		EA		\$0.00
326	Object Marker Type 2 (Mile Markers)		EA		\$0.00
327	Bicycle Parking Rack (Class II - Post and Loop)		EA		\$0.00
328	Pedestrian Plaza (Small Pavilion)		LS		\$0.00
SUBTOTAL (SIGNALIZATION)					\$0.00
BRIDGE ITEMS					
329	Demolition & Removal		LS		\$0.00
Superstructure					
330	Class II Concrete (Superstructure)		CY		\$0.00
331	Class IV Concrete (Superstructure)		CY		\$0.00
332	Reinforcing Steel (Superstructure)		LB		\$0.00
333	Bridge Deck Grooving (Deck Thickness 8.5" Or Greater)		SF		\$0.00
334	Composite Neoprene Pads		CF		\$0.00
335	Prestressed Precast Deck Units		LF		\$0.00
336	Precast Concrete Sheet Panels		LF		\$0.00
337	Expansion Joint		LF		\$0.00
338	Approach Slabs		CY		\$0.00
339	Prestressed Beams (Type IV)		LF		\$0.00
340	Concrete Traffic Railing Bridge (32" F-Shape)		LF		\$0.00
341	Concrete Traffic Railing With Junction Slab (32" F Shape)		LF		\$0.00
342	Concrete Traffic Railing Bridge (32" Median)		LF		\$0.00
343	Concrete Traffic Railing Bridge (Shoulder)		LF		\$0.00
344	Pedestrian / Bicycle Railing		LF		\$0.00
345	Fencing (Type R - Full Enclosure)(7.1' - 8.0' Height)		LF		\$0.00
346	Aluminum Bicycle Bullet Barrier Railing		LF		\$0.00

**ATTACHMENT 2 – PBC Engineering Services Division Management Response
Continued**

<i>BID PROPOSAL</i>					
*					
<i>CONTRACT</i>					
<i>PBC PROJECT #*</i>					
ITEM #	ITEM DESCRIPTION	QTY	UNITS	UNIT PRICE	AMOUNT
<i>Substructure</i>					
347	Class II Concrete (Substructure)		CY		\$0.00
348	Class IV Concrete (Substructure)		CY		\$0.00
349	Class II Concrete (Mass-Substructure)		CY		\$0.00
350	Class IV Concrete (Mass-Substructure)		CY		\$0.00
351	Reinforcing Steel (Substructure)		LB		\$0.00
352	Prestressed Slab Units (12" Thick)		LF		\$0.00
353	Prestressed Slab Units (15" Thick)		LF		\$0.00
354	Prestressed Concrete Piling (14" Square)		LF		\$0.00
355	Prestressed Concrete Piling (18" Square)		LF		\$0.00
356	Steel Sheet Piling (Temporary - Critical)		SF		\$0.00
357	FDOT Class 5 Finish		SY		\$0.00
358	Helical Piles/Anchors		LF		\$0.00
359	Temporary Steel Piling (HP10x57)		LF		\$0.00
360	FRP Composite Sheet Piles		SF		\$0.00
361	Test Piles - Prestressed Concrete (18" Square)		LF		\$0.00
362	Class IV Concrete (Sidewalks on Approach Slab)		CY		\$0.00
363	Concrete Slope Pavement (Non-Reinforcement 4")		SY		\$0.00
364	Concrete Parapet (Pedestrian/Bicycle)		LF		\$0.00
365	Mechanical Splices		EA		\$0.00
366	Pipe Handrail - Guiderail (Aluminum)		LF		\$0.00
367	Concrete Sidewalk, 6" Thick		SY		\$0.00
368	Retaining Wall System (Permanent) Excluding Barrier		SF		\$0.00
369	Fencing (Type R)(5.1' - 6.0' Height)(Vertical)		LF		\$0.00
370	Dynamic Load Test Support (See SP's)		EA		\$0.00
SUBTOTAL (BRIDGE)					\$0.00
<i>STREETSCAPE ITEMS</i>					
371	Relocation of Existing Palm Trees (SP's) 2000502		EA		\$0.00
372	Landscape Complete- Small Plants		LS		\$0.00
373	Alexander Palms		EA		\$0.00
374	Cabbage Palms		EA		\$0.00
375	Live Oak		EA		\$0.00
376	Silver Buttonwood		EA		\$0.00
377	Green Buttonwood		EA		\$0.00
378	Dahoon Holly		EA		\$0.00
379	Oleander		EA		\$0.00
380	Slash Pines		EA		\$0.00
381	Irrigation System (Complete) (See TSP's)		LS		\$0.00
SUBTOTAL (STREETSCAPE)					\$0.00
<i>UTILITY ITEMS</i>					
371					\$0.00
372					\$0.00
373					\$0.00
SUBTOTAL (UTILITY)					\$0.00

**ATTACHMENT 2 – PBC Engineering Services Division Management Response
Continued**

<i>BID PROPOSAL</i>					
*					
<i>CONTRACT</i>					
<i>PBC PROJECT #*</i>					
ITEM #	ITEM DESCRIPTION	QTY	UNITS	UNIT PRICE	AMOUNT
CONTINGENCY ITEMS					
382	Class I Concrete (Miscellaneous)		CY		\$0.00
383	Flowable Fill		CY		\$0.00
384	Premium for Conflict Condition (See SP's)		EA		\$0.00
385	Premium for Conflict Condition (See SP's) incl Casing For 6" WM		EA		\$0.00
386	Premium for Conflict Condition (See SP's) incl Casing For 8" FM		EA		\$0.00
387	Premium for Conflict Condition (See SP's) incl Casing For 20" FM		EA		\$0.00
388	Premium for Conflict Condition (See SP's) incl Casing For 30" WM		EA		\$0.00
389	Type S-1 Asphaltic Concrete (1.25")		SY		\$0.00
390	Type S Asphaltic Concrete (2.50")		SY		\$0.00
391	ABC-3 Asphaltic Concrete (8")		SY		\$0.00
392	Changeable (Variable Message) Sign (Non MOT)		ED		\$0.00
393	Traffic Control Officer (Non MOT)		HR		\$0.00
394	Structure Bottom Type J		EA		\$0.00
395	Storm Sewer Cleaning (Exist.) (24" Or Less) (See SP's)		LF		\$0.00
396	Storm Sewer Cleaning (Exist.) (> 24" To 48") (See SP's)		LF		\$0.00
397	Storm Sewer Cleaning (Exist.) (>48") (See SP's)		LF		\$0.00
398	Littoral Plantings (See SP's)		LS		\$0.00
399	Monitoring Reports (See SP's)		EA		\$0.00
400	Tree Spade Units (TSU) (See SP's)		EA		\$0.00
401	Palm Relocation Units (See SP's)		EA		\$0.00
402	Tree Relocation Units (See SP's)		EA		\$0.00
Water Utility Pay Items					
403	Adjust Utility Pull Box		EA		\$0.00
404	Adjust Air Release Valve		EA		\$0.00
405	Adjust Peroxide Manhole		EA		\$0.00
406	Adjust Existing X" P.V.C. Water Main		LF		\$0.00
407	As Built (PBCWUD)		LS		\$0.00
408	Valve Survey		LS		\$0.00
409	Relocate Buried Cable		LF		\$0.00
410	Support & Protect Buried Cable		LF		\$0.00
411	Support & Protect Duct		LF		\$0.00
412	Support (X) Pair Buried Cable		LF		\$0.00
413	Support (X") Conduit w/ Fiber Optic Cable		LF		\$0.00
414	Support & Protect CATV		LF		\$0.00
415	Support & Protect ATT Duct		LF		\$0.00
416	Support & Protect Fibernet Cable		LF		\$0.00
417	Deflect W.M. w/Fittings (<12")		EA		\$0.00
418	Deflect W.M. w/Fittings (>12")		EA		\$0.00
419	Deflect F.M. w/Fittings (<12")		EA		\$0.00
420	Deflect F.M. w/Fittings (>12")		EA		\$0.00
421	Support & Protect W.M. & Appurtenances (< 12")		LF		\$0.00
422	Support & Protect W.M. & Appurtenances (> 12")		LF		\$0.00
423	Support & Protect F.M. & Appurtenances (< 12")		LF		\$0.00

**ATTACHMENT 2 – PBC Engineering Services Division Management Response
Continued**

<i>BID PROPOSAL</i>					
*					
<i>CONTRACT</i>					
<i>PBC PROJECT #*</i>					
ITEM #	ITEM DESCRIPTION	QTY	UNITS	UNIT PRICE	AMOUNT
424	Support & Protect F.M. & Appurtenances (> 12")		LF		\$0.00
425	Adjust / Relocate F.M. & Appurten. 12" Or Greater)		LF		\$0.00
426	Support & Protect Buried Gas Main		LF		\$0.00
427	12" Ductile Iron Pipe For Raw Water Main installation		LF		\$0.00
428	6" Ductile Iron Pipe For Water Main installation		LF		\$0.00
429	4" Ductile Iron Pipe For Force Main installation		LF		\$0.00
430	Connect To Existing 20" Raw Water Main		EA		\$0.00
431	Connect To Existing 12" Raw Water Main		EA		\$0.00
432	Connect To Existing 6" Water Main		EA		\$0.00
433	Connect To Existing 4" Force Main		EA		\$0.00
434	F&I Ductile Iron Compact Fittings w/ Reaction Blocking or Thrust Restraint for WM, DWM & FM		TN		\$0.00
435	Furnish, Install, and Remove Sample Points, Complete		EA		\$0.00
436	20"x12" Tapping Sleeve		EA		\$0.00
SUBTOTAL (CONTINGENCY)					\$0.00
TOTAL BID					\$0.00
THE COUNTY DOES NOT GUARANTEE THE ACCURACY OF THE FORMULAS AND EXTENSIONS USED IN THIS SPREADSHEET.					
THE ITEMS AND QUANTITIES ABOVE, SHALL GOVERN OVER THE PLANS.					
PAY ITEM FOOTNOTES IN CONSTRUCTION PLANS SHALL ALSO BE INCLUDED IN ITEM UNIT PRICE.					
Note #	PAY ITEM FOOTNOTES				
1	All costs for Maintenance of Traffic (MOT) and mobilization shall be considered incidental to, and shall be included in, unit prices for the pay items.				
2	All items shall include cost to furnish and install unless otherwise noted.				
3					
4					
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ATTACHMENT 3 – PBC WUD Management Response



**Water Utilities Department
Administration**
P.O. Box 16097
West Palm Beach, FL 33416-6097
(561) 493-6000
Fax: (561) 493-6008
www.pbcwater.com

**Palm Beach County
Board of County
Commissioners**
Mary Lou Berger, Mayor
Hal R. Valeche, Vice Mayor
Paulette Burdick
Shelley Vana
Steven L. Abrams
Melissa McKinlay
Priscilla A. Taylor

County Administrator
Verdenia C. Baker

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July 14, 2016

Mr. Bob Bliss, Director of Audit
Office of the Inspector General
100 Australian Avenue
West Palm Beach, FL 33409

RE: Office of the Inspector General Draft Audit Report

Dear Mr. Bliss:

In response to the Office of the Inspector General's Draft Audit Report for Palm Beach County Department of Economic Sustainability - Grants Management, please see below for Palm Beach County Water Utilities' responses.

FINDING (7): PBC Water Utilities Department did not account for grant funds in accordance with PBC Policy and Procedure Memoranda (PPM) #CW-F-003; Grant Administration.

RECOMMENDATION:

(13) We recommend that PBC WUD Management establish and account for grant funds as prescribed in the PBC PPM #CW-F-003 for all grants that they administer.

Department Response: The Department concurs with the finding that grant funds were not accounted for in accordance with PBC PPM #CW-F-003 as it pertains to grants received for the Belle Glade Inflow and Infiltration project. Additionally, the Department concurs with the recommendation that PBC WUD establish and account for grant funds as prescribed in the PBC PPM # CW-F-003 for all grants administered by the Department.

After the commencement of this grant but prior to the audit conducted by the Office of the Inspector General, Department staff met internally to address and rectify its process. As a result, the Department began accounting for all grants in a separate unit as prescribed by PBC PPM #CW-F-003 (**See Attachment 1**). Additionally, on June 1, 2016, the Department established PPM WUD-F-030 (**See Attachment 2**). This PPM provides that all grants must be accounted for in one of the following methods:

ATTACHMENT 3 – PBC WUD Management Response Continued



July 14, 2016
Mr. Bob Bliss, Director of Audit
Page Two

1. A separate fund if required by the grant agreement.
2. A separate unit code identified as a single grant.
3. The Cost Accounting - Grant Method which is a combination of unit, sub-unit, program period, program code, or other appropriate fields.

The Department is committed to utilizing one of the three methods prescribed above to account for all grants as part of adhering to County policy and best practices in grants administration.

FINDING (10): PBCWUD did not ensure Certificate of Insurance Requirements were met for a Project.

The Department concurs with this finding.

RECOMMENDATION:

- (19)** PBC WUD implement controls to ensure compliance with certificates of insurance requirements. Staff should document applicable requirements for each project, and adequately review certificates of insurance for compliance.

Department Response: The Department concurs with this recommendation. Palm Beach County Water Utilities Department (PBCWUD) has been utilizing the Insurance Tracking System (ITS) system for compliance of insurance, monitoring and tracking since May 2015.

FINDING (10): PBCWUD did not ensure Certificate of Insurance requirements were met for a Project.

The Department concurs with this finding.

RECOMMENDATION:

Department Response: The Department concurs with this recommendation. Palm Beach County Water Utilities Department (PBCWUD) has been utilizing the Insurance Tracking System (ITS) system for compliance of insurance, monitoring and tracking since May 2015.

Finding (11): PBCWUD project insurance tracking needs improvement to ensure compliance with PBC PPM # CW-F-076, Certificates of Insurance.

The Department concurs with this finding.

ATTACHMENT 3 – PBC WUD Management Response Continued



July 14, 2016
Mr. Bob Bliss, Director of Audit
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RECOMMENDATION:

(20) PBCWUD develop written procedures to provide guidance in processing certificates of insurance for compliance review. This will help ensure that all required certificates are input, monitored, and maintained.

Department Response: PBCWUD agrees and already complies with this recommendation. PBCWUD added ITS requirements to the check list for Board of County Commissioners (BCC) agenda items dated May 8, 2015 (See Attachment 3, page 4 of 6).

(21) PBCWUD implement a reconciliation process to ensure that all projects requiring insurance have been entered into the ITS system and are reviewed for compliance in a timely manner through the use of ITS reports.

Department Response: PBCWUD agrees and already complies with this recommendation. All Consultant and construction contracts have been entered into ITS. If the certificates are not in compliance with the contract, ITS sends notifications to the Consultant or Contractor and the PBC WUD Project Manager. ITS also sends notifications when coverage is expiring and sends notification if the renewal of coverage is not in compliance. The PBCWUD Project Managers are responsible for their projects and maintaining compliance. PBCWUD Management periodically reviews ITS to verify compliance. Insurance certificate dates are also entered into the PBCWUD Capital Improvement System (CIP) during the BCC agenda process. If the insurance certificates are expired and renewal has not been received, then CIP system locks processing of payments.

(22) PBC WUD request Risk Management Department provide additional ITS training specifically tailored to WUD activities.

Department Response: PBC WUD agrees and already complies with this recommendation. On April 25, 2016, Risk Management held additional WUD specific training at PBCWUD with appropriate Engineering staff in attendance.

ATTACHMENT 3 – PBC WUD Management Response Continued



July 14, 2016
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ITS Timeline

February 2, 2015:
PBCWUD Assistant Director recommended and required the use of ITS for all PBCWUD professional and construction services.

February 4, 2015:
Initial training was provided by Risk Management.

February 11, 2015:
Risk Management provided PowerPoint on ITS, sample contract language and sample letter to vendor for utilizing ITS. Information was placed in a folder located at G: Engineering/ITS Insurance program.

March 4, 2015:
Risk Management requested ITS to create WUD Project Managers and Users login's from ITS.

March 10, 2015:
ITS sent login to WUD Project Managers and Users.

March 24, and 25, 2015
Consultant and Design-Build Contracts loaded into ITS.

March 26, 2015:
Project Mangers instructed to load projects into ITS. G: Engineering/ITS Insurance program.

April 10, 2015
Construction Contracts loaded into ITS.

May 20, 2015
ITS letters sent to Consultants/Contractors instructing on how to upload insurance renewal certificates.

ATTACHMENT 3 – PBC WUD Management Response Continued



July 14, 2016
Mr. Bob Bliss, Director of Audit
Page Five

ITS Timeline

April 25, 2016
Risk Management held refreshing ITS training and Workshop at PBCWUD.

April 29, 2016:
PBCWUD revised construction contract documents to allow the Project Manager to pre-select coverages for Builder's Risk, Inland Marine, Watercraft and Aircraft. This revision was approved by Risk Management Department, Contract Development and Control, and County Attorney Office. The purpose of the construction contract template revision was to minimize the need for Project Managers to override these coverages in ITS which then streamlines the process and avoids confusion in contractual coverage.

Please contact me at (561) 493-6000 if you have any questions or concerns.

Sincerely,

A handwritten signature in blue ink that reads "Jim Stiles".

Jim Stiles, Director
Palm Beach County Water Utilities Department

Attachments

c: Shannon R. LaRocque, P.E., Assistant County Administrator

ATTACHMENT 3 – PBC WUD Management Response Continued

PALM BEACH COUNTY, FLORIDA
YTD DETAILED EXPENDITURES FOR FISCAL YEAR
BY FUND, DEPARTMENT AND UNIT

Attachment 1

Page 1 of 4
04/27/2016

Fund: 4011 Capital Improvements
Dept: 721 Water Utilities-Capital

Fund	Dept	Unit	Sub Unit	Program Code	Program Period	Task	Sub Task	Major Program	Obj Code	Fiscal Year	Fiscal Month	Doc Rec'd Date	Doc Code	Doc ID Number	Line Description	Amount
Unit	W020	Lake Region Improvement Project														
4011	721	W020							6543	2014	13	10/22/2014	JVA	14WU1410170000000297	Proj 13-091 Centerline Utilities pay app #1 from W038-6543 for grant reporting purposes	24,954.72
4011	721	W020							6543	2014	13	10/22/2014	JVA	14WU1410170000000297	Proj 13-091 Centerline Utilities pay app #3 from W038-6543 for grant reporting purposes	196,825.09
4011	721	W020							6543	2014	13	10/22/2014	JVA	14WU1410170000000297	Proj 13-091 Centerline Utilities pay app #3 from W038-6543 for grant reporting purposes	21,869.46
4011	721	W020							6543	2014	13	10/22/2014	JVA	14WU1410170000000297	Proj 13-091 Centerline Utilities pay app #1 from W038-6543 for grant reporting purposes	2,772.75
4011	721	W020							6543	2014	13	10/22/2014	JVA	14WU1410170000000297	Proj 13-091 Centerline Utilities pay app #2 from W038-6543 for grant reporting purposes	165,418.44
4011	721	W020							6543	2014	13	10/22/2014	JVA	14WU1410170000000297	Proj 13-091 Centerline Utilities pay app #2 from W038-6543 for grant reporting purposes	18,379.83
4011	721	W020							6543	2014	13	10/22/2014	JVA	14WU1410170000000297	13-091 Centerline Utilities pay apps 1-3 to W020-6543 for grant reporting purposes	-430,220.29
4011	721	W020							6543	2014	13	10/27/2014	JVA	14WU1410270000000300	Correct line 7 of JVA 720 14WU141017-297. Credit should have been to unit W038	430,220.29
4011	721	W020	W038		CIP			721	6543	2015	2	11/21/2014	AD	AD112114000000009716	13-091 WA#07	36,410.01
4011	721	W020	W038		CIP			721	6543	2015	2	11/21/2014	AD	AD112114000000009716	13-091 WA#07	327,690.04
4011	721	W020	W038		CIP			721	6543	2015	2	11/21/2014	AD	AD112114000000009716	13-091 WA#07	-36,410.01
4011	721	W020	W038		CIP			721	6543	2015	2	11/21/2014	AD	AD112114000000009716	13-091 WA#07	-327,690.04
4011	721	W020	W038		CIP			721	6543	2015	2	11/21/2014	PRM	PRM11211400000006463	13-091 WA#07	36,410.01
4011	721	W020	W038		CIP			721	6543	2015	2	11/21/2014	PRM	PRM11211400000006463	13-091 WA#07	327,690.04
4011	721	W020	W038		CIP			721	6543	2015	3	12/12/2014	PRM	PRM12121400000008919	13-091 WA#07	186,161.67
4011	721	W020	W038		CIP			721	6543	2015	3	12/12/2014	PRM	PRM12121400000008919	13-091 WA#07	20,684.63
4011	721	W020	W038		CIP			721	6543	2015	3	12/12/2014	AD	AD121214000000012900	13-091 WA#07	20,684.63
4011	721	W020	W038		CIP			721	6543	2015	3	12/12/2014	AD	AD121214000000012900	13-091 WA#07	-20,684.63
4011	721	W020	W038		CIP			721	6543	2015	3	12/12/2014	AD	AD121214000000012900	13-091 WA#07	-186,161.67
4011	721	W020	W038		CIP			721	6543	2015	3	12/12/2014	AD	AD121214000000012900	13-091 WA#07	186,161.67
4011	721	W020	W038		CIP			721	6543	2015	4	1/21/2015	PRM	PRM01211500000012936	13-091 WA#07	8,919.36
4011	721	W020	W038		CIP			721	6543	2015	4	1/21/2015	AD	AD01211500000018131	13-091 WA#07	-8,919.36
4011	721	W020	W038		CIP			721	6543	2015	4	1/21/2015	AD	AD01211500000018131	13-091 WA#07	-80,274.21
4011	721	W020	W038		CIP			721	6543	2015	4	1/21/2015	AD	AD01211500000018131	13-091 WA#07	80,274.21
4011	721	W020	W038		CIP			721	6543	2015	4	1/21/2015	AD	AD01211500000018131	13-091 WA#07	8,919.36
4011	721	W020	W038		CIP			721	6543	2015	4	1/21/2015	PRM	PRM01211500000012936	13-091 WA#07	80,274.21
4011	721	W020	W038		CIP			721	6543	2015	5	2/18/2015	AD	AD02181500000022296	13-091 WA#07	-183,768.96
4011	721	W020	W038		CIP			721	6543	2015	5	2/18/2015	AD	AD02181500000022296	13-091 WA#07	183,768.96
4011	721	W020	W038		CIP			721	6543	2015	5	2/18/2015	AD	AD02181500000022296	13-091 WA#07	20,418.77
4011	721	W020	W038		CIP			721	6543	2015	5	2/18/2015	PRM	PRM02181500000016255	13-091 WA#07	183,768.96

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ATTACHMENT 3 – PBC WUD Management Response Continued

PALM BEACH COUNTY, FLORIDA
YTD DETAILED EXPENDITURES FOR FISCAL YEAR
BY FUND, DEPARTMENT AND UNIT

Fund: 4011 Capital Improvements
Dept: 721 Water Utilities-Capital

Fund	Dept	Unit	Sub Unit	Program Code	Program Period	Task	Sub Task	Major Program	Obj Code	Fiscal Year	Fiscal Month	Doc Rec'd Date	Doc Code	Doc ID Number	Line Description	Amount
4011	721	W020		W038		CIP		721	6543	2015	5	2/18/2015	PRM	PRM02181500000016255	13-091 WA#07	20,418.77
4011	721	W020		W038		CIP		721	6543	2015	5	2/18/2015	AD	AD02181500000022296	13-091 WA#07	-20,418.77
4011	721	W020		W038		CIP		721	6543	2015	7	4/9/2015	PRC	04091500000000020209	13-091 WA#07	84,846.72
4011	721	W020		W038		CIP		721	6543	2015	7	4/9/2015	AD	AD04091500000030206	13-091 WA#07	-89,312.34
4011	721	W020		W038		CIP		721	6543	2015	7	4/9/2015	AD	AD04091500000030206	13-091 WA#07	-4,700.65
4011	721	W020		W038		CIP		721	6543	2015	7	4/9/2015	AD	AD04091500000030206	13-091 WA#07	4,700.65
4011	721	W020		W038		CIP		721	6543	2015	7	4/9/2015	AD	AD04091500000030206	13-091 WA#07	89,312.34
4011	721	W020		W038		CIP		721	6543	2015	7	4/9/2015	PRC	04091500000000020209	13-091 WA#07	4,465.62
4011	721	W020		W038		CIP		721	6543	2015	7	4/9/2015	PRC	04091500000000020209	13-091 WA#07	235.03
4011	721	W020		W038		CIP		721	6543	2015	7	4/9/2015	PRC	04091500000000020209	13-091 WA#07	4,465.62
4011	721	W020							6543	2015	7	4/23/2015	GAX	SPMM042315000001505	PERMIT; WUD-ENG; SR 715 WM REPLACEMENT; PROJ #13-091	50.00
4011	721	W020							6543	2015	7	4/23/2015	AD	AD04231500000032449	PERMIT; WUD-ENG; SR 715 WM REPLACEMENT; PROJ #13-091	50.00
4011	721	W020							6543	2015	7	4/23/2015	AD	AD04231500000032449	PERMIT; WUD-ENG; SR 715 WM REPLACEMENT; PROJ #13-091	-50.00
4011	721	W020		W038		CIP		721	6543	2015	7	4/28/2015	AD	AD04281500000033082	13-091 WA#07	-5,212.39
4011	721	W020		W038		CIP		721	6543	2015	7	4/28/2015	AD	AD04281500000033082	13-091 WA#07	-99,035.38
4011	721	W020		W038		CIP		721	6543	2015	7	4/28/2015	AD	AD04281500000033082	13-091 WA#07	99,035.38
4011	721	W020		W038		CIP		721	6543	2015	7	4/28/2015	AD	AD04281500000033082	13-091 WA#07	5,212.39
4011	721	W020		W038		CIP		721	6543	2015	7	4/28/2015	PRC	0428150000000002228	13-091 WA#07	99,035.38
4011	721	W020		W038		CIP		721	6543	2015	7	4/28/2015	PRC	0428150000000002228	13-091 WA#07	5,212.39
4011	721	W020		W038		CIP		721	6543	2015	8	5/15/2015	AD	AD05151500000036282	13-091 WA#07	-48,103.87
4011	721	W020		W038		CIP		721	6543	2015	8	5/15/2015	AD	AD05151500000036282	13-091 WA#07	48,103.87
4011	721	W020		W038		CIP		721	6543	2015	8	5/15/2015	AD	AD05151500000036282	13-091 WA#07	5,344.88
4011	721	W020		W038		CIP		721	6543	2015	8	5/15/2015	AD	AD05151500000036282	13-091 WA#07	-5,344.88
4011	721	W020		W038		CIP		721	6543	2015	8	5/15/2015	PRM	PRM05151500000027885	13-091 WA#07	5,344.88
4011	721	W020		W038		CIP		721	6543	2015	8	5/15/2015	PRM	PRM05151500000027885	13-091 WA#07	48,103.87
4011	721	W020		W038		CIP		721	6543	2015	8	5/20/2015	PRC	052015000000000271	13-091 WA#07	2,672.44
4011	721	W020		W038		CIP		721	6543	2015	8	5/20/2015	PRC	052015000000000271	13-091 WA#07	50,776.31
4011	721	W020		W038		CIP		721	6543	2015	8	5/20/2015	PRM	PRM05151500000027885	13-091 WA#07	-48,103.87
4011	721	W020		W038		CIP		721	6543	2015	8	5/20/2015	PRM	PRM05151500000027885	13-091 WA#07	-5,344.88
4011	721	W020		W038		CIP		721	6543	2015	8	5/20/2015	AD	AD05151500000036282	13-091 WA#07	48,103.87
4011	721	W020		W038		CIP		721	6543	2015	8	5/20/2015	AD	AD05201500000037069	13-091 WA#07	50,776.31
4011	721	W020		W038		CIP		721	6543	2015	8	5/20/2015	AD	AD05201500000037069	13-091 WA#07	-2,672.44
4011	721	W020		W038		CIP		721	6543	2015	8	5/20/2015	AD	AD05201500000037069	13-091 WA#07	-50,776.31
4011	721	W020		W038		CIP		721	6543	2015	8	5/20/2015	AD	AD05151500000036282	13-091 WA#07	5,344.88

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ATTACHMENT 3 – PBC WUD Management Response Continued

PALM BEACH COUNTY, FLORIDA
YTD DETAILED EXPENDITURES FOR FISCAL YEAR
BY FUND, DEPARTMENT AND UNIT

Fund: 4011 Capital Improvements
Dept: 721 Water Utilities-Capital

Fund	Dept	Unit	Sub Unit	Program Code	Program Period	Task	Sub Task	Major Program	Obj Code	Fiscal Year	Fiscal Month	Doc Rec'd Date	Doc Code	Doc ID Number	Line Description	Amount
4011	721	W020		W038	CIP			721	6543	2015	8	5/20/2015	AD	AD051515000000036282	13-091 WA#07	-5,344.88
4011	721	W020		W038	CIP			721	6543	2015	8	5/20/2015	AD	AD051515000000036282	13-091 WA#07	-48,103.87
4011	721	W020		W038	CIP			721	6543	2015	8	5/20/2015	AD	AD052015000000037069	13-091 WA#07	2,672.44
4011	721	W020		W038	CIP			721	6543	2015	9	6/9/2015	AD	AD060915000000040333	13-091 WA#07	80,810.04
4011	721	W020		W038	CIP			721	6543	2015	9	6/9/2015	AD	AD060915000000040333	13-091 WA#07	-80,810.04
4011	721	W020		W038	CIP			721	6543	2015	9	6/9/2015	PRC	060915000000000305	13-091 WA#07	80,810.04
4011	721	W020		W038	CIP			721	6543	2015	9	6/9/2015	AD	AD060915000000040333	13-091 WA#07	-4,253.16
4011	721	W020		W038	CIP			721	6543	2015	9	6/9/2015	AD	AD060915000000040333	13-091 WA#07	4,253.16
4011	721	W020		W038	CIP			721	6543	2015	9	6/9/2015	PRC	060915000000000305	13-091 WA#07	4,253.16
4011	721	W020		W038	CIP			721	6543	2015	10	7/24/2015	PRC	072415000000000392	13-091 WA#07	12,223.25
4011	721	W020		W038	CIP			721	6543	2015	10	7/24/2015	AD	AD072415000000048038	13-091 WA#07	-12,223.25
4011	721	W020		W038	CIP			721	6543	2015	10	7/24/2015	AD	AD072415000000048038	13-091 WA#07	-232,241.73
4011	721	W020		W038	CIP			721	6543	2015	10	7/24/2015	AD	AD072415000000048038	13-091 WA#07	232,241.73
4011	721	W020		W038	CIP			721	6543	2015	10	7/24/2015	AD	AD072415000000048038	13-091 WA#07	12,223.25
4011	721	W020		W038	CIP			721	6543	2015	10	7/24/2015	PRC	072415000000000392	13-091 WA#07	232,241.73
4011	721	W020		W038	CIP			721	6543	2015	11	8/14/2015	PRC	081415000000000433	13-091 WA#07	26,836.19
4011	721	W020		W038	CIP			721	6543	2015	11	8/14/2015	AD	AD081415000000051826	13-091 WA#07	-26,836.19
4011	721	W020		W038	CIP			721	6543	2015	11	8/14/2015	AD	AD081415000000051826	13-091 WA#07	-1,412.43
4011	721	W020		W038	CIP			721	6543	2015	11	8/14/2015	AD	AD081415000000051826	13-091 WA#07	1,412.43
4011	721	W020		W038	CIP			721	6543	2015	11	8/14/2015	AD	AD081415000000051826	13-091 WA#07	26,836.19
4011	721	W020		W038	CIP			721	6543	2015	11	8/14/2015	PRC	081415000000000433	13-091 WA#07	1,412.43
4011	721	W020		W038	CIP			721	6543	2015	12	9/9/2015	AD	AD090915000000055420	13-091 WA#07	-6,874.93
4011	721	W020		W038	CIP			721	6543	2015	12	9/9/2015	AD	AD090915000000055420	13-091 WA#07	6,874.93
4011	721	W020		W038	CIP			721	6543	2015	12	9/9/2015	AD	AD090915000000055420	13-091 WA#07	130,623.60
4011	721	W020		W038	CIP			721	6543	2015	12	9/9/2015	AD	AD090915000000055420	13-091 WA#07	-130,623.60
4011	721	W020		W038	CIP			721	6543	2015	12	9/9/2015	PRC	090915000000000488	13-091 WA#07	6,874.93
4011	721	W020		W038	CIP			721	6543	2015	12	9/9/2015	PRC	090915000000000488	13-091 WA#07	130,623.60
4011	721	W020		W038	CIP			721	6543	2016	1	10/22/2015	PRC	1022150000000000113	13-091 WA#07	2,021.91
4011	721	W020		W038	CIP			721	6543	2016	1	10/22/2015	AD	AD10221500000004907	13-091 WA#07	-2,021.91
4011	721	W020		W038	CIP			721	6543	2016	1	10/22/2015	AD	AD10221500000004907	13-091 WA#07	-38,416.31
4011	721	W020		W038	CIP			721	6543	2016	1	10/22/2015	AD	AD10221500000004907	13-091 WA#07	38,416.31
4011	721	W020		W038	CIP			721	6543	2016	1	10/22/2015	AD	AD10221500000004907	13-091 WA#07	2,021.91
4011	721	W020		W038	CIP			721	6543	2016	1	10/22/2015	PRC	1022150000000000113	13-091 WA#07	38,416.31
4011	721	W020		W038	CIP			721	6543	2016	1	11/2/2015	JVA	16WU1510300000000007	Reversal of FY 2015 Accrual for Centerline Utilities Project 13-091	-50,796.40
4011	721	W020		W038	CIP			721	6543	2016	2	11/10/2015	AD	AD111015000000007599	13-091 WA#07	-397,306.11

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ATTACHMENT 3 – PBC WUD Management Response Continued

PALM BEACH COUNTY, FLORIDA
YTD DETAILED EXPENDITURES FOR FISCAL YEAR
BY FUND, DEPARTMENT AND UNIT

Fund: 4011 Capital Improvements
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4011	721	W020		W038	CIP			721	6543	2016	2	11/10/2015	PRC	1110150000000000148	13-091 WA#07	397,306.11
4011	721	W020		W038	CIP			721	6543	2016	2	11/10/2015	PRC	1110150000000000148	13-091 WA#07	20,910.85
4011	721	W020		W038	CIP			721	6543	2016	2	11/10/2015	AD	AD111015000000007599	13-091 WA#07	397,306.11
4011	721	W020		W038	CIP			721	6543	2016	2	11/10/2015	AD	AD111015000000007599	13-091 WA#07	20,910.85
4011	721	W020		W038	CIP			721	6543	2016	2	11/10/2015	AD	AD111015000000007599	13-091 WA#07	-20,910.85
4011	721	W020		W038	CIP			721	6543	2016	3	12/15/2015	AD	AD121515000000012849	13-091 WA#07	-440.24
4011	721	W020		W038	CIP			721	6543	2016	3	12/15/2015	AD	AD121515000000012849	13-091 WA#07	-8,364.68
4011	721	W020		W038	CIP			721	6543	2016	3	12/15/2015	AD	AD121515000000012849	13-091 WA#07	8,364.68
4011	721	W020		W038	CIP			721	6543	2016	3	12/15/2015	AD	AD121515000000012849	13-091 WA#07	440.24
4011	721	W020		W038	CIP			721	6543	2016	3	12/15/2015	AD	AD121515000000012849	13-091 WA#07	-871.50
4011	721	W020		W038	CIP			721	6543	2016	3	12/15/2015	AD	AD121515000000012849	13-091 WA#07	871.50
4011	721	W020		W038	CIP			721	6543	2016	3	12/15/2015	AD	AD121515000000012849	13-091 WA#07	-16,558.47
4011	721	W020		W038	CIP			721	6543	2016	3	12/15/2015	AD	AD121515000000012849	13-091 WA#07	16,558.47
4011	721	W020		W038	CIP			721	6543	2016	3	12/15/2015	PRC	1215150000000000191	13-091 WA#07	16,558.47
4011	721	W020		W038	CIP			721	6543	2016	3	12/15/2015	PRC	1215150000000000191	13-091 WA#07	871.50
4011	721	W020		W038	CIP			721	6543	2016	3	12/15/2015	PRC	1215150000000000192	13-091 WA#07	8,364.68
4011	721	W020		W038	CIP			721	6543	2016	3	12/15/2015	PRC	1215150000000000192	13-091 WA#07	440.24
4011	721	W020		W038	CIP			721	6543	2016	6	3/8/2016	JVA	0308160000000001445	to correct payment paid against incorrect encumbrance. Check #2929734 to Centerline Utilities	-17,429.97

Total for Object 6543 Water Transmission Mains 2,458,246.48

Unit W020 Lake Region Improvement Project 2,458,246.48

Report Grand Total 2,458,246.48

{JRNLT_ACTG.PER_DC} <= 13 and
{R_PSCD.PSCD_CLOS_CL_CD} in ["10", "11"] and
{JRNLT_ACTG.UNIT_CD} = "W020" and
{JRNLT_ACTG.DEPT_CD} in ["721", "720"]

ATTACHMENT 3 – PBC WUD Management Response Continued

PALM BEACH COUNTY, FLORIDA
 YTD DETAILED REVENUES FOR FISCAL YEAR
 BY FUND, DEPARTMENT AND UNIT

Page 1 of 1
 04/27/2016

Fund: 4011 Capital Improvements
 Dept: 721 Water Utilities-Capital

Fund	Dept	Unit	Sub Unit	Program Code	Program Period	Task	Sub Task	Major Program	Rev Source	Fiscal Year	Fiscal Month	Doc Rec'd Date	Doc Code	Doc ID Number	Line Description	Amount
Unit		W020	Lake Region Improvement Project													
4011	721	W020							3139	2015	4	2/4/2015	JVA	15WUJ50204000000071	Capital Contributions other Governmets 01/01/15 - 01/31/15	-362,243.00
4011	721	W020							3139	2015	7	5/1/2015	JVA	15WUJ504280000000138	Capital Contributions other Governmets State 04/01/15 - 04/30/15	-637,757.00
Total for Revenue Source 3139															-1,000,000.00	
Unit W020 Lake Region Improvement Project															-1,000,000.00	
Report Grand Total															-1,000,000.00	

{JRNL_ACTG.PER_DC} <= 13 and
 {R_PSCD.PSCD_CLOS_CL_CD} in ("14", "15") and
 {JRNL_ACTG.UNIT_CD} = "W020" and
 {JRNL_ACTG.DEPT_CD} in ("721", "720")

ATTACHMENT 3 – PBC WUD Management Response Continued

Attachment 2

MEMORANDUM

TO: ALL WATER UTILITIES PERSONNEL
FROM: JIM STILES
 DEPARTMENT DIRECTOR
PREPARED BY: FINANCE AND ACCOUNTING/ADMINISTRATION
SUBJECT: GRANT ADMINISTRATION (ACCOUNTING & BUDGETING)
PPM#: WUD-F-030

ISSUE DATE	EFFECTIVE DATE
June 1, 2016	June 1, 2016

PURPOSE:

To establish guidelines for grant reporting and related functions for funds received by the Department from various external sources which are subject to audit requirements.

DEFINITIONS:

1. **Grant:** A payment in cash or in kind made to provide assistance for a specified purpose, the acceptance of which creates a legal duty on the part of the grantee to use the funds or property made available in accordance with the conditions of the grant. Grants are typically authorized and appropriated by a legislative body.
2. **Outside Funding Agency:** Federal, state, local, and quasi- governmental agencies, foundations or any other external funding source. Also referred to as "grantor agency".

POLICY:

Grant funds are to be established in such a manner as to be readily identifiable within the County's Financial System. This must be accomplished through the use of one of the following methods:

1. A **separate fund** if required by the grant agreement; or
2. A **separate unit code** identified as a single grant; or
3. The **Cost Accounting - Grant Method** which is a combination of unit, sub-unit, program period, program code, or other appropriate fields as necessary and available within the accounting system to uniquely identify grant revenue and expenditures.
 - A. Grants that are paid in advance by an Outside Funding Agency that require interest to be reported and/or remitted to the funding agency must be kept in separate funds from grants

WUD-F-030/Page 1 of 2

ATTACHMENT 3 – PBC WUD Management Response Continued

that are paid on a reimbursement basis or do not have requirements for reporting and/or remitting interest.

Grants established in **capital funds** are to be established as separate unit codes as well as identified as projects.

- B. Grant receipts and expenditures must be maintained in accordance with federal, state, and local guidelines/laws applicable to the agreement (federal statute, OMB Circular, state statute, local laws/ordinances, federal, state, guidelines) and Generally Accepted Accounting Principles for Local Governments. If differences exist between guidelines/laws, the department is to utilize the most stringent requirement (e.g., record retention, travel, and inventory).



Jim Stiles
Department Director

ATTACHMENT 3 – PBC WUD Management Response Continued

Attachment 3

**CHECK LIST
AGENDA ITEM**

PROJECT NAME: _____
 PROJECT NO.: _____ PROJECT MANAGER: _____
 AGENDA ITEM NO.: 3K- BOARD MEETING DATE: _____
 CONTRACTOR'S NAME: _____
 BUDGET ACCOUNT NO: _____

THIS SECTION TO BE COMPLETED BY THE PROJECT MANAGER & REVIEWED BY CONTRACT SPECIALIST:

	<u>PROJECT MGR</u>			<u>Engineering</u>
	<u>YES</u>	<u>NO</u>	<u>N/A</u>	<u>Director</u>
1. <u>Is Agenda Item:</u>				
1. Consent?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
2. Regular?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
3. Public Hearing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
2. <u>Motion and Title (for each letter):</u>				
A. Are the parties correctly identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
B. Is the contract amount indicated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
C. Is the Title of the Project Indicated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
D. Is the CSA No indicated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
E. Is the description of the CSA indicated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
F. Date of the bid opening indicated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
G. Number of bids received indicated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
H. WUD No. Indicated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
I. Purpose of the project indicated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
J. Contractor is the lowest responsive, responsible bidder?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
K. SBE Ordinance language & its R number included?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

ATTACHMENT 3 – PBC WUD Management Response Continued

L. Has Contractor Achieved SBE Goal of 15%?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
M. SBE % for 2 nd low bidder achieved?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
N. Is Contractor a Local Company?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
O. Is this project included in the fiscal year	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
P. Is the District Number included?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Q. Are the initials of the Co. Attorney agent included	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
3. <u>Background and Justification</u>				
A. Is the background correct and complete?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
B. Is the Justification correct and complete?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
4. <u>Attachments</u>				
A. Have not less than two (2) copies signed contracts been provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
B. Has the location map been included?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
C. Has the Engineer's recommendation been included?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
D. Has the Bid tabulation been included?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
E. Has the SBE Compliance review been Included?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
5. <u>Contract Document:</u>				
A. Is the name of the Mayor correct?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
B. Has the Contractor Signed the Contract?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
C. Are titles of signing parties entered?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
D. Is the person signing the Contract authorized to sign?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
E. Is there a certificate or affidavit from the Contractor indicating who had the authority to execute the contract for the Contractor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
F. Has the Contract been witnessed by 2-witness?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
G. Contract has been sealed with a Corporate Seal?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
H. Has the correct/current standard contract been used?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
I. Are Attachments/Exhibits referenced in the Contract?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

ATTACHMENT 3 – PBC WUD Management Response Continued

- J. Total amount from Schedule of Bid Prices in the Bid Form match the total amount in the Contract? _____
- K. Is there a cap on the total amount of the Contract? _____
- L. Are a specific number of days to completion indicated? _____
- M. Is there an early completion bonus/incentive? _____
- N. Is the statement and amount of liquidated damages included in the Contract? _____
- O. Is there a schedule of events and milestones for completion? _____
- P. Does the "termination clause" allow for termination at the convenience of the County? _____
- Q. Standard Contract: are the indemnification clauses included in the contract? _____
- R. Does the Contract contain a clause addressing the Florida Public Entity Crime statute (287.133) (2) (a)? _____
- S. Does the item comply with the SBE Ordinance? _____
- T. No Construction Allowance bid item to be included _____
- 6. Authorization and Budget:**
- A. Is the project number indicated and is it correct? _____
- B. Are the budget account numbers indicated and has the Engineering Div. Fiscal Specialist II confirmed they are correct? Fiscal Specialist II Initials _____ _____
- C. Do the budget account numbers in the Agenda match the budget account numbers in CIP? _____
- D. Is the Contractor's name and mailing address correct? _____
- E. What is the manner of compensation:
- Time and expenses not to exceed _____
- Fixed price of _____
- Total price of _____

ATTACHMENT 3 – PBC WUD Management Response Continued

7. Payments

A. Are the payment provision acceptable, comprehensive and clear? _____

8. Public Construction Bond

A. Is the bond number indicated? _____

B. Is Bond Sealed? _____

C. Is the bond amount indicated? _____

D. Is the bond amount equal to or greater than the Authorization amount? _____

E. Is the name, mailing address, and state of incorporation of the Contractor (i.e., Principal) indicated? _____

F. Is the name, mailing address, and state of incorporation of the Surety indicated? _____

G. Is the date of execution by the Principal and the Surety indicated? _____

H. Is the letter from Bonding Agent authorizing PBC to date Public Construction Bond included? _____

I. Is the Bond signed and attested by the Contractor? _____

J. Is the Bond signed and attested by the Surety? _____

K. Is a signed, dated, and notarized Power of Attorney or Limited Power of Attorney attached to the bond? _____

L. Is the bond sealed? _____

9. Performance/Payment Bond

A. Is Performance/Payment Bond included? _____
(This only applies to federally funded projects)

10. Insurance

A. Are insurance requirements adequate? _____
(This should be verified with Risk management).

B. Has the Insurance Tracking Form been submitted? _____

C. Is proof of insurance attached? _____

D. Is expiration date equal to or longer than the contract period? _____

ATTACHMENT 3 – PBC WUD Management Response Continued

E. Is Palm Beach County named as additional insured? _____

F. Is Builder's Risk Insurance provided? _____

11. General Conditions

A. Is there an access and audit clause? _____

B. Is there a notification/address identifying provision in the contract? _____

C. Inspector General language? _____

D. Criminal history records check clause? _____

E. Regulations/laws/ordinances clause? _____

F. Non-Discriminatory Language included or affidavit included? _____

12. Has this Contract been inputted into the CIP program by Project Manager? _____

ATTACHMENT 3 – PBC WUD Management Response Continued

INSURANCE REQUIREMENTS:

Original Contract Amount: \$ _____

Contractor: _____

General Liability Required:

Contracts less than \$500,000 Limit of liability not less than \$500,000
Contracts \$1,000,000 or greater limit of liability not less than \$1,000,000

Expires: _____

Comprehensive Auto Required:

Contracts less than \$500,000 Limit of liability not less than \$500,000
Contracts \$1,000,000 or greater limit of liability not less than \$1,000,000

Expires: _____

Watercraft Liability Required: _____ Limits \$5,000,000

Expires: _____

Inland Marine Required: _____ Limits \$5,000,000

Expires: _____

Aircraft Liability Required: _____ Limits \$5,000,000

Expires: _____

Workers Compensation Required? _____ Limits \$100/\$500/\$100

Expires: _____

Professional Liability Required: \$500,000 \$1,000,000 Limits: \$500,000 \$1,000,000

Expires: _____

Excess Liability: \$ _____

Expires: _____

"All Risk" Builder's Risk Required? _____ Limits: \$ _____ Expires: _____
(Eliminate "Occupancy Clause") (Equal to total value of project)
(Must cover until final acceptance. Sub-limits not acceptable if less than total value of project.)

"All Risk" Transit or Motor Truck Cargo Required? _____ Limits: \$ _____ Expires: _____
(Replacement cost coverage for highest value. Must contain Waiver of Subrogation).

~~THIS SECTION TO BE COMPLETED BY THE CONTRACT MANAGEMENT SECTION~~

YES NO N/A C.M.

~~Has the Division/Department Director executed each original?~~

~~Has a budget availability statement been obtained?~~

~~Is the Contractor's certificate of insurance valid and up to date?~~

ATTACHMENT 4 – City of Riviera Beach Management Response



CITY OF RIVIERA BEACH

600 WEST BLUE HERON BLVD. • RIVIERA BEACH, FLORIDA 33404
(561) 845-4010 FAX (561) 840-3353

July 20, 2016

Bob Bliss
Director of Audit
PO Box 16568
West Palm Beach, FL 33416-6568

Re: Draft Audit Report, Palm Beach County Department of Economic Sustainability,
Grants Management

Dear Mr. Bliss:

The City of Riviera Beach, City Manager's Office, is in receipt of Draft Findings and Recommendations pertaining to the City, uncovered as part of the OIGs audit of the Palm Beach County Department of Economic Sustainability: Grants Management.

Before addressing specific Findings and Recommendations from the Report, I would first like to take this opportunity to thank the staff of the Office of the Inspector General (OIG) for their efforts and the manner in which these issues were brought to our attention. The City agrees with the OIG on the Findings and Recommendations presented and has provided the requested Management Response for each. The elected officials and city staff embrace the ongoing efforts of the OIG and look forward to a continued cooperative relationship.

Finding (8): THE CITY OF RIVIERA BEACH EXPENDED CITY FUNDS ON GRANT RELATED CONSTRUCTION WORK THAT WAS DEEMED UNACCEPTABLE BY PBC DES.

Response: The City concurs with finding (8); however, it should be noted that the City, in good faith, did retain a qualified contractor to perform the required building inspections on behalf of the City; subsequent to these inspections, DES staff deemed the construction to be unacceptable, requiring an expenditure of additional funds. In the future, City Management will ensure acceptability of work performed by City contractors by increasing the amount of contractor oversight.

ATTACHMENT 4 – City of Riviera Beach Management Response Continued

The City is taking actions as outlined below in the response to the Recommendations.

Recommendations

14. We recommend that regularly scheduled thorough on-site inspections take place on construction projects to ensure that the work performed is adequate. At a minimum, performing thorough initial and mid-range site visits will reduce the likelihood of unsatisfactory work being identified at the end of the construction project.

Response: The City is committed to performing building inspections as specified by the Florida Building Code and all inspectors are certified as stipulated in Florida Statute 468. This is an on-going commitment, and as such, this item is complete.

Finding (9): THE CITY OF RIVIERA BEACH EXPENDED FUNDS FOR RELOCATION ASSISTANCE WITHOUT APPROPRIATE JUSTIFICATION OR GUIDANCE.

Response: The City concurs with finding (9). The City is taking actions as outlined below in the response to the Recommendations.

Recommendations

15. City Management ensure that written policies and procedures for relocation assistance are developed and communicated to employees.

Response: As future relocation assistance scenarios unfold, the City will develop appropriate written policy/procedure. This is an on-going commitment, and as such, this item is complete.

16. City Staff become knowledgeable in all of the requirements, processes and procedures related to their grant agreements, especially regarding allowable and unallowable expenditures.

Response: As new grant agreements are executed, City Management will ensure that City staff responsible for administering said grants understand associated grant requirements. This is an on-going commitment, and as such, this item is complete.

ATTACHMENT 4 – City of Riviera Beach Management Response Continued

17. City Management consider seeking reimbursement from the resident for any unjustified relocation payments paid on behalf of the DRI grant participant.

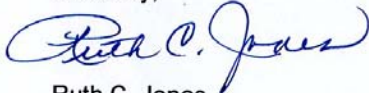
Response: Upon publication of the final audit report, the City Attorney will be forwarded the supporting documentation found within the report. The Attorney's Office will be asked to determine what the City can appropriately and in good faith seek reimbursement for, and what amount if any can the City likely recover in a court should we pursue it. A decision will then be made as to whether it makes economic sense for the City to seek a recovery of the funds. Of course, the City will try to recover the funds through informal means first.

18. The City continue its efforts in the recovery of the \$191 overpayment made to the contractor.

Response: The City received a written commitment from the contractor in question that the \$191 will be reimbursed. See attachments.

In closing, again I would like to thank the OIG for bringing these issues to the City's attention. The City is committed to make the appropriate corrections to process and procedures so that the finding is not repeated in the future.

Sincerely,



Ruth C. Jones

City Manager
City of Riviera Beach

Cc. Pamala H. Ryan, City Attorney

Attachments

ATTACHMENT 4 – City of Riviera Beach Management Response Continued



OFFICE OF
COMMUNITY DEVELOPMENT

CITY OF RIVIERA BEACH

DEPARTMENT OF COMMUNITY DEVELOPMENT
600 WEST BLUE HERON BLVD. • RIVIERA BEACH, FLORIDA 33404
(561) 845-4060 FAX: (561) 845-4038

April 20, 2016

Sent via email: byjou4@gmail.com

Arts Construction, Inc.
ATTN: Arthur Badaloo
6253 Country Fair Circle
Boynton Beach, FL 33437

RE: Disaster Recover Initiative (DRI) Program - Overpayment / Reimbursement Request
(Second Request)

Dear Mr. Badaloo,

On March 16, 2016, City staff received your written response to the previous November 24, 2015 letter regarding a request for reimbursement of an erroneous overpayment of \$191 (attached). To date, the City has not received reimbursed from you. Please remit repayment by May 16, 2016. If repayment is not received by May 16, 2016, the City may pursue any and all actions available to recuperate the \$191.

Feel free to contact me at (561)845-4060 or jgagnon@rivierabch.com. Thank you.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jeff Gagnon".

Jeff Gagnon, AICP
Assistant Director of Community Development

Enclosure: March 16, 2016 Written Response / November 24, 2015 Letter

C: Mary McKinney, AICP, Director of Community Development
Randy Sherman, Director of Finance and Administrative Service
File - DRI Program File #69, McHome-Ross, 817 W. 1st Street

RIVIERA BEACH, FLORIDA... "The Best Waterfront City In Which To Live, Work & Play."

ATTACHMENT 4 – City of Riviera Beach Management Response Continued



OFFICE OF
COMMUNITY DEVELOPMENT

CITY OF RIVIERA BEACH

DEPARTMENT OF COMMUNITY DEVELOPMENT
600 WEST BLUE HERON BLVD. • RIVIERA BEACH, FLORIDA 33404
(561) 845-4060 FAX: (561) 845-4036

November 24, 2015

Sent via email: byiou4@gmail.com

Arts Construction, Inc.
ATTN: Arthur Badaloo
6253 Country Fair Circle
Boynton Beach, FL 33437

RE: Disaster Recover Initiative (DRI) Program - Overpayment / Reimbursement Request

Dear Mr. Badaloo,

Upon further review of payment history associated with the DRI Program project in which you participated in at 817 West 1st Street (Ms. McHome-Ross), it appears that the City overpaid you for work complete in the amount of \$191. This occurred when 5% retainage was not withheld for the payment provided on April 19, 2013. A check in the amount of \$3,820 was issued to you versus a check for \$3,629. This 5% retainage was paid to you again on May 31, 2013, resulting in an overpayment of \$191. Please remit reimbursement to the City in the amount of \$191.

Feel free to contact me at (561)845-4060 or jgagnon@rivierabch.com. Thank you.

Sincerely,

Jeff Gagnon, AICP
Assistant Director of Planning and Zoning

AS I SAID, I WILL
PAY YOU WHEN I CAN

TLK
A-B.

3/7/16

C: Mary McKinney, AICP, Director of Community Development
Randy Sherman, Director of Finance and Administrative Service
File - DRI Program File #69, McHome-Ross, 817 W. 1st Street

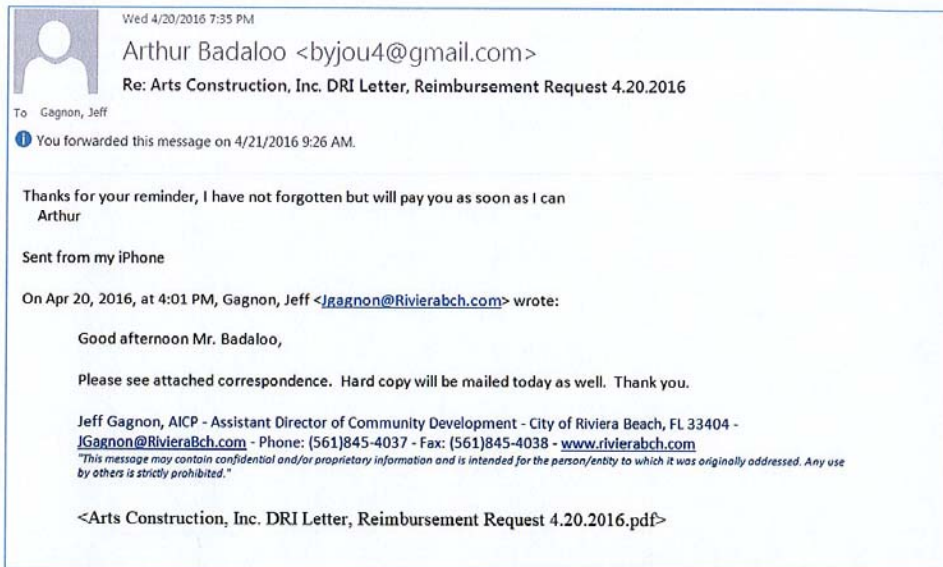
RECEIVED

MAR 16 2016

COMMUNITY DEVELOPMENT
DEPARTMENT

RIVIERA BEACH, FLORIDA... "The Best Waterfront City In Which To Live, Work & Play."

ATTACHMENT 4 – City of Riviera Beach Management Response Continued



ATTACHMENT 5 – PBC Risk Management Department Management Response



Risk Management Department
 100 Australian Avenue, Suite 200
 West Palm Beach, FL 33406
 (561) 233-5400
 Fax: (561) 233-5420
 www.pbcgov.com



**Palm Beach County
 Board of County
 Commissioners**

Mary Lou Berger, Mayor
 Hal R. Valeche, Vice Mayor
 Paulette Burdick
 Shelley Vana
 Steven L. Abrams
 Melissa McKinlay
 Priscilla A. Taylor


County Administrator

Verdenia C. Baker

*"An Equal Opportunity
 Affirmative Action Employer"*

Date: July 7, 2016

To: Bob Bliss, Director of Audit
 Office of Inspector General

From: Scott Marting 
 Director, Risk Management

CC: John A. Carey, Inspector General
 Nancy Bolton, Assistant County Administrator

Subject: Risk Management Response to the Department
 Economic Sustainability Grants Management Audit

In response to the audit involving the Department of Economic Sustainability Grants Management Program, finding (11), recommendation (23), Risk Management concurs with your findings and has taken the following corrective actions:

- **Training for Water Utilities (WUD):**

All applicable WUD staff received additional training on the certificate of insurance tracking program. This training was comprehensive in nature and included issues specific to the types of contracts they administer and the internal protocols necessary for program compliance.

- **Change in Procedure - Insurance Tracking Services (ITS) :**

We requested and verified that ITS modified their internal protocols to allow for the viewing of "in progress" contracts and certificates. Previously, new contracts were not visible in the system or captured in a report until deemed complaint. The new protocol requires them to upload the data (even if incomplete or pending) allowing user departments to track progress at all times.

We believe the steps listed above address the finding in its entirety, and should work to avoid any future issues of this nature.