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Truman Waterfront Park**1.9 SPECIFICATION AND DRAWING CONVENTIONS**

- A. Specification Content: The Specifications use certain conventions for the style of language and the intended meaning of certain terms, words, and phrases when used in particular situations. These conventions are as follows:
 - 1. Imperative mood and streamlined language are generally used in the Specifications. The words "shall," "shall be," or "shall comply with," depending on the context, are implied where a colon (:) is used within a sentence or phrase.
 - 2. Specification requirements are to be performed by Contractor unless specifically stated otherwise.
- B. Division 01 General Requirements: Requirements of Sections in Division 01 apply to the Work of all Sections in the Specifications.
- C. Drawing Coordination: Requirements for materials and products identified on Drawings are described in detail in the Specifications. One or more of the following are used on Drawings to identify materials and products:
 - 1. Terminology: Materials and products are identified by the typical generic terms used in the individual Specifications Sections.
 - 2. Abbreviations: Materials and products are identified by abbreviations commonly used and schedules on Drawings.
 - 3. Keynoting: Materials and products are identified by reference keynotes referencing Specification Section numbers found in this Project Manual.

1.10 PROCEDURES FOR THE OWNER DIRECT PURCHASING (ODP) PROGRAM

- A. The City may at its option, institute an Owner Direct Purchasing (ODP) Program for the purchase other materials, which have been bid by the Contractor directly, as a cost saving measure directed at reducing the capital costs associated with construction of the Truman Waterfront Park. The Owner has prepared an ODP procedure, subject to the rules of the Florida Department of Revenue and other agencies having jurisdiction, for the use in this Program, which is presented below.
- B. Step 1: The City shall prepare a Purchase Requisition with the information received from the Contractor and appropriate Subcontractor and their supplier for material(s) or equipment which will be used in the construction of the Truman Waterfront Park Phase 1A. The minimum amount of the Purchase Requisition shall be five thousand U.S. Dollars (\$5,000). The Purchase Requisition shall include, in addition to the payment terms, a description of the material or equipment in the appropriate quantity/quantities, shipping, insurance, and invoice instructions.
- C. Step 2: Upon City approval of the Purchase Requisition, it will develop a Purchase Order for the vendor. The City shall forward a copy of said Purchase Order to the vendor with a required copy to the Contractor. The Contractor is responsible for forwarding a copy of the Purchase Order to the subcontractor with instructions for the subcontractor to contact the vendor and inform vendor that the Purchase Order has been processed and forwarded to the Contractor.

Note: The City shall include its Tax Exempt Number on all Purchase Orders issued as part of the Owner Direct Purchase Program.

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- D. Step 3: The vendor shall ship the material or equipment to the project site or other designated location. The Contractor shall submit the original invoice received from the vendor and subcontractor to the City for approval along with a Conditional Release of Lien from the vendor. The City shall review the Purchase Order invoice with the Contractor to confirm delivery and to confirm material(s) and or supplies are not damaged or missing and that the materials and or supplies match the description of those materials and/or supplies included in the Purchase Order. Upon City's approval of the invoice, both parties shall sign the Material Equipment Verification and Confirmation Form for payment. If the Purchase Order invoice is rejected, City shall inform the Contractor, who shall inform the subcontractor and vendor.
- E. Step 4: Upon City's, Contractor's and subcontractor's approval of a Purchase Order, City will submit the Purchase Order invoice for payment. Payments made pursuant to any Purchase Order shall be pursuant to the Florida Prompt Payment Act.
- F. Step 5: At the end of each calendar month, Contractor will calculate the total sum of Purchase Orders issued by the City pursuant to this Owner Direct Purchase Program for the Truman Waterfront Park Phase 1A Project and submit to the City. City shall review this submittal prepare a deductive change order for the material(s)/equipment, including the sales tax saved and submit for review and execution.
- G. Step 6: Upon completion of the Truman Waterfront Park Phase 1A Project, the City will reconcile any differences between the total amount of all Purchase Orders issued pursuant to this Program for the Truman Waterfront Park Phase 1A project and the actual amount paid on said Purchase Orders. The net difference will be adjusted in a Change Order provided to the Owner.

1.11 CHANGES TO AN OWNER DIRECT PURCHASE (ODP) PURCHASE ORDER

- A. If a change is required to an existing Purchase Order, Contractor shall fill out an Owner Direct Purchase Order Change Request Form. Included in said Change Request Form shall be a description of the reason for the change and the appropriate backup information from the vendor shall be attached. The Contractor shall submit the Request for review by the Owner.
- B. Owner, upon receipt and review of a Direct Purchase Order Change Request Form, may issue an amendment to the existing Purchase Order or void the original Purchase Order and issue a new Purchase Order for the increased or decreased amount.
- C. Contractor shall reconcile with City all adjustments to any existing Purchase Orders at the end of each calendar month as required pursuant to Step 5 above.
- D. Additional Comments regarding changes to Owner Direct Purchase:
 - 1. The sales tax savings realized pursuant to the Owner Direct Purchase Program shall be calculated as actual savings incurred through the ODP Program.
 - 2. Contractor shall prepare a Direct Purchase Order Summary Log, which will provide a list of all Purchase Orders issued pursuant to the ODP Program along with the amounts invoiced and paid to date for each Purchase Order. The Summary Log shall also include the amount of sales tax saved on each Purchase Order and shall indicate the number of change orders issued for each Purchase Order. Contractor shall be responsible for constant updates to the Summary Log and shall include a copy of the updated log in its Monthly Progress Report.

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3. Contractor shall prepare a Vendor Direct Purchase Order Log for each vendor that has been issued a Purchase Order pursuant to this Program. The Log shall itemize each invoice submitted to Owner for payment, the amount Owner paid, and any change orders issued to vendor under each Purchase Order. This Log will be updated regularly and transmitted to Owner with each vendor invoice.
4. All original invoices must be mailed directly from the vendor/supplier to:

City of Key West
Attn: Jim Bouquet - Engineering
Post Office Box 1409
Key West. FL 33041

5. All communication with the Owner regarding the Owner Direct Purchase Order Program must be directed to the same address.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 011000