1. **DESCRIPTION OF WORK**

Contractor will provide as-needed construction and repair services on County facilities. County intends to create a vendor pool consisting of pre-qualified contractors who will be utilized by the County for low- to mid-value construction services for County facilities. For projects with a value equal to or less than $20,000, County will directly select a Contractor from the pool of vendors under contract with the County to assign work. For projects with a value between $20,000 and $195,000, the County will request Contractors within the vendor pool to provide closed competitive bids in response to a Request For Quote (RFQ); County will award work based on lowest overall bid. The County reserves the right to reject all bids and may, at its sole discretion, elect to competitively bid any project outside of the vendor pool using the County’s standard procurement procedures.

1. **DEFINITIONS**

**Calendar Day** – Every day shown on the calendar, ending and beginning at Midnight.

**County’s Project Manager** - Agent of the County responsible for items including but not limited to accepting/rejecting of work product and invoicing, administration of the contract on a per job basis, as well as interfacing with the Contractor, engineers, architects, and end users.

**Notice to Proceed** – Notification from Lake County to the Contractor stating the date the Contractor can begin work subject to the conditions of the contract and the date specified for completion. The notice to proceed may be hand delivered, mailed to the Contractor’s specified address, or provided by electronic means.

**Plans/Drawings** – The approved drawings or reproductions that show the location, character, dimensions, and details of the work to be done, as issued by the County’s Project Manager. Unless specified, these plans are meant to be for illustrative purposes only.

**Project** – The work that must be completed by Contractor for the County as specified by the County.

**Project Bid** – Contractor’s bid price for a specific project.

**Project Estimate** – Written estimate by the Contractor based upon time and material rates as listed in the Contractor’s bid documents.

**Project Time** – The number of consecutive calendar days from the commencement date noted in the notice to proceed to the date on which all work is to be completed.

**Scope of Work –** The description and general intent of the work to be accomplished for a Project, as defined by the project documents, including, but not limited to, the “scope of work”, project plans, drawings, photographs, and specifications.

1. **PROJECT ORDER SYSTEM – Up to $20,000**
	1. For projects with a value equal to or less than $20,000, County will directly select a Contractor from the pool of vendors under contract with the County to assign work. County Staff may choose any of the Contractors within the vendor pool.
	2. County Project Manager will prepare a Scope of Work for the Project, which will include any applicable plans/drawings, photographs, and/or information related to special requirements.
	3. County Project Manager will provide Contractor the Scope of Work and available project information via email to determine Contractor interest and pricing.
		1. Unless specifically stated, plans/drawings shall be for illustrative purposes only.
	4. Contractor to provide a Project Cost, including, as applicable:
		1. Estimated Project cost including a not to exceed amount;
		2. Anticipated Project work hours (during or after regular business hours);
		3. Site visit and/or pre-bid meeting requirements, including expected date and time, if known;
		4. Anticipated project schedule, including completion deadlines and other applicable milestones;
		5. Emergency or non-emergency status of work;
		6. Contractor’s project estimate completion due date;
		7. And any additional pertinent information.
	5. Contractor must respond to County’s email by close of next business day either (1) stating interest in accepting the work; (2) propose an alternate time and date for a response, which the County will accept or reject by close of next business day; or (3) declining the work.
		1. If Contractor fails to respond within 24 hours or declines the work, the County’s request shall be automatically rescinded, and County may select another contractor from the vendor pool.
	6. County Project Manager and Contractor will complete any necessary site visits and/or pre-bid meetings within three business days of the County’s original email to Contractor, unless otherwise approved by the County Project Manager.
		1. In the case of emergency work, Contractor will be required to attend and complete any necessary site visits and/or pre-bid meetings with the County within such reduced time as may be required by the County Project Manager.
		2. Contractor shall provide a Project Estimate via email and shall state acceptance of the project by the specified due date in the County’s email; this will be considered an offer for final acceptance by the County. The Project Estimate shall specify a Not To Exceed time and material charges to complete the project.
			1. Change Orders from Contractor are not permitted.
		3. If Contractors Project Estimate is approved by the County Project Manager, a purchase order shall be issued for the project along with notice to proceed specifying start and completion dates. Issuance of the purchase order will be considered County’s acceptance.
		4. Contractor will complete Exhibit F – Viewing Confidential Documents Form for each project.
2. **PROJECT ORDER SYSTEM – $20,000 to $195,000**
	1. In addition to the steps outlined in Section 3 above, Projects over $20,000 shall be awarded based on a closed, competitive bid process (RFQ) to the lowest priced Contractor within the pre-qualified pool of contractors who bid on the specific project.
	2. County Project Manager shall initiate an online closed Request for Quotes (RFQ) through the County’s RFQ system to the pre-qualified pool members for a project specifying date and time for site visit and/or pre-bid meeting.
		1. Contractor pool members shall submit bids through the RFQ system by the specified due date.
		2. If approved by County Project Manager:
			1. A purchase order will be issued for the project with notice to proceed specifying start and completion dates.
		3. Federally funded and/or grant funded projects will require Contractors to submit additional documentation at the time of RFQ submission.
			1. Contractor shall agree to all grant funding requirements.

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