




Title Work Order Contract Usage and Documentation <i>CON 7-7-1 (AEP) 10-1-00</i> CON 7-7-1 (AEP) SUPERSEDED BY:	Document Code No. CON 7-7 (AEP)
Department/Issuing Agency King County Executive	Effective Date. January 1, 1997
Approved 	

- 1.0 SUBJECT TITLE: Work Order Contract Usage and Documentation
- 1.1 EFFECTIVE DATE: January 1, 1997.
- 1.2 TYPE OF ACTION: New.
- 1.3 KEYWORDS: Work orders; contract administration; contract documentation; work proposals; proposed work items.
- 2.0 PURPOSE: To establish Work Order Contract use and documentation policies and procedures for all County architect, engineer and construction contracts.
- 3.0 ORGANIZATIONS AFFECTED: All Executive Departments, Offices and Agencies.
- 4.0 REFERENCES: King County Ordinance 12224.
- 5.0 DEFINITIONS:
- 5.1 “Blanket Work Order Contract” means a contract with specific terms and conditions with a defined general scope of work for a specific program or project requiring work to be performed as needed to obtain the objectives of the program/project. This contract is utilized when work necessary to meet the objectives which cannot be clearly defined in advance to meet program needs on schedule, or in situations whose normal contracting process time would prevent the timely and effective implementation of program objectives. This contract is procured through the PCSPD of the Department of Finance.
- 5.2 “Department of Finance” or “DOF” means the King County Department of Finance.
- 5.3 “Director” or “IAD” means the Implementing Agency’s Director (i.e. Director of the County Agency responsible for administering the contract).
- 5.4 “DOF” means “Department of Finance”.
- 5.5 “General Scope of Work” means the nature of work as described when the services were procured to achieve the stated program or project objective.

- 5.6 “IA” abbreviation for “Implementing Agency”.
- 5.7 “IAD” abbreviation for the Implementing Agency’s Director (See “Director”).
- 5.8 “IAFE” abbreviation for “Implementing Agency’s Field Employee”.
- 5.9 “Implementing Agency” or “IA” means the County Agency responsible for administering the contract.
- 5.10 “Implementing Agency’s Field Employee” or “IAFE” means the person on the site responsible for administering the contract on behalf of the Implementing Agency. Frequently the Project Manager, Construction Manager or Engineer are used for this person.
- 5.11 “Professional and Construction Services Procurement Division” or “PCSPD” means the Department of Finance division responsible for procuring architect, engineer and construction services.
- 5.12 “Procurement Waiver” means a waiver of the competitive procurement requirements in accordance with procedures promulgated by the Department of Finance.
- 5.13 “Project Control Officer” refers to the individual with the authority to review and approve capital project contract amendments and construction contract change orders in accordance with King County policies and procedures.
- 5.14 “Work Order” means an authorization to perform a specific body of work within the general scope of work and terms of a blanket work order contract.
- 5.15 “Work Request” is a generic name for a proposed work order to the contract. It is initiated by the County only.

6.0 POLICIES:

- 6.1 A Blanket Work Order Contract is authorized and utilized to meet program needs when:
 - 6.1.1 The specific work tasks necessary to meet given project or program objectives cannot be clearly defined in advance to allow normal contracting procedures.
 - 6.1.2 Resources are needed to be available on an “on call” basis to perform the work on schedule.
- 6.2 Blanket Work Order Contracts are to be procured by a competitive process unless a waiver is obtained using a negotiated process.
- 6.3 All work authorizations to a contract’s scope of work shall be documented via an approved Work Order written consistent with forms provided in the contract.

- 6.4 Work Orders may not be used to add work to a contract that is outside of the contract's "General Scope of Work" unless a procurement waiver is obtained and a contract Change Order is approved prior to initiating the work.
- 6.5 The Implementing Agency is responsible for insuring all work orders to the contract's scope of work are documented and approved according to these policies and procedures.
- 6.6 Work Order contracts should specify a mark-up rate for the purchase of major equipment that is lower than the mark-up rate applied to construction activities.
- 6.7 Work Order scope definition and negotiation should be DOF segregated from Work Order approval. Review and approval of work orders should occur under the supervision of a Project Control Officer.
 - 6.7.1 For Work Orders of \$100,000 or more the Project Control Officer must be within the Department of Finance.
 - 6.7.2 For Work Orders under \$100,000 the Implementing Agency can set up a Project Control Officer who is independent from the IAFE.

7.0 PROCEDURES:

Action By: Action:

7.1 DOCUMENTATION STANDARDS:

- IA 7.1.1 Documentation of all Work Orders shall be in accordance with the Change Order guidelines.
- IA 7.1.2 At a minimum, the documentation for each Work Order shall contain the following:
 - 7.1.2.1 Contract Title and Number;
 - 7.1.2.2 Name of the Contractor/Consultant;
 - 7.1.2.3 Name of the County employee administering the contract for the IA;
 - 7.1.2.4 Description of the Work Order Scope under the contract;
 - 7.1.2.5 Statement as to why the work is necessary;
 - 7.1.2.6 A statement of contract amounts authorized by all work orders against the contract;
 - 7.1.2.7 An independent price analysis for the work;

7.1.2.8 Statement of the reconciliation between the owner's estimate and the contractor's estimate as the basis for agreeing to the price;

7.1.2.9 Appropriate approval signatures.

7.2 WORK ORDER PROCESS WITHIN THE BLANKET CONTRACT'S SCOPE OF WORK:

IAFE 7.2.1 The IAFE administering the contract for the IA is authorized to approve work to begin on Work Orders within the Scope of Work and terms and conditions of the contract.

IAD 7.2.2 No Work Directive or Change Order shall be approved if there is not sufficient funds appropriated to cover the cost of the change.

IAD 7.2.3 A contractor's proposal shall 1) conform with the requirements of the contract, and 2) contain sufficient detail for the basis of the proposal to be evaluated and understood. Before a Work Order is approved, a negotiation record must be prepared that fully reconciles the negotiated price with King County's independent estimate.

IAD 7.2.4 Mark up rates for procurement activities must be identified and applied separately from mark up on construction activities.

7.3 CHANGES OUTSIDE THE SCOPE OF WORK:

IA 7.3.1 Implementing Agency must obtain a Procurement Waiver prior to authorizing the Contractor/Consultant to perform any work that is outside of the General Scope of Work.

IA 7.3.2 If the Procurement Waiver is approved, the work may be added via a Change Order in accordance with the procedures outlined in the contract.

8.0 RESPONSIBILITIES:

8.1 The Implementing Agency is responsible for ensuring that:

8.1.1 Work Order documentation meets the minimum requirements set forth in these policies and procedures.

8.1.2 The correct Work Order procedure is used to procure appropriate services.

8.1.3 Corrective action is taken when violations of these policies and procedures occur.

8.2 The Department of Finance is responsible for the following:

8.2.1 Monitoring Work Orders for compliance with these policies and procedures.

8.2.2 Reporting violations to the Director of Finance and the IAD for appropriate action.