



Verification	Originator	Approved	Issued
Initials	CMB	ST	ST
Date	5/27/14	12/10/2014	12/15/2014

Title: COFL-FF-EP-4.4.6-2 Contractor Management Procedure

Person responsible:	Program Manager	
Area of application:	Fleet Facility	
Document location:	www.fortlauderdale.gov/ESMS	
Revisions		
Rev. No.	Date	Description
001	3/27/15	Added "Contract Administrator" in several sections of the document
002	10/13/15	Cleaned up text and bolded titles.
Recurring action items		
Activity	Responsibility	Frequency
1. Identify contractors / suppliers that can be affected by the ESMS requirements.	Program Manager	Prior to and during contract execution or annually at a minimum
2. Ensure contract documentation incorporates ESMS requirements.	Program Manager / Procurement Division	During contract development
3. Monitor relevant training needs for contractors, if appropriate.	FF Team	Prior to and during contract execution or annually at a minimum



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1.0 Purpose

- 1.1 The purpose of this procedure is to ensure contractor/supplier conformance with environmental regulations, policies and procedures of the City of Fort Lauderdale prior to any work being performed.

2.0 Scope

- 2.1 This procedure is responsive to element 4.4.6 *Operational Control*, of the ISO 14001:2004 standard and covers operations of the City of Fort Lauderdale and its suppliers and contractors.

3.0 Responsibility

- 3.1 **Program Manager** of the City of Fort Lauderdale shall establish and maintain this procedure for contractor environmental management. Specific procedures relevant to the work being conducted on the property will be distributed by the **FF Team to the Contract Administrator**.
- 3.2 **Contract Administrator**
 - 3.2.1 Will submit a purchase requisition to the **Procurement Division** with a completed **COFL-FF-ED-4.4.6-3 (F) Contractor Management Environmental Checklist** attached for projects/purchases identified as having potential environmental aspects or impacts (i.e., on-site work by contractors/suppliers, chemical purchases).
 - 3.2.2 Will coordinate with the **Program Manager** and **FF Team** any activities needed to satisfy concerns relating to the **COFL-FF-ED-4.4.6-3 (F) Contractor Management Environmental Checklist**.
 - 3.2.3 Will review the **COFL-FF-ED-4.4.6-4 (F) Contractor Management Environmental Activities Manual** and form. This approved form along with the written recommendation for award shall be sent to the **Procurement Division**.
 - 3.2.4 Will assume full responsibility for contractor conformance on contracts with contractors/suppliers which do not follow the normal requisition process (i.e. emergency purchases)
 - 3.2.5 Will develop, implement and maintain a schedule to communicate ESMS awareness to contractors, suppliers and vendors to address Contractor ESMS Training. (See 5.8 below)



3.3 Procurement Division

- 3.3.1 Will ensure that when a review of the environmental aspects is required by the **COFL-FF-ED-4.4.6-3 (F) Contractor Management Environmental Checklist**, the solicitation connected to any contract activity (i.e., ITB, RFP, Request for Quotation) may include the following documents:
- a) **COFL-FF-ED-4.4.6-3 (F) Contractor Management Environmental Checklist** (completed copy)
 - b) **COFL-FF-ED-4.4.6-4 (F) Contractor Management Environmental Activities Manual** with form
- 3.3.2 Will develop language and place in the solicitation to:
- a) Require contractors/suppliers to include in submitted pricing any costs associated with activities to ensure environmental compliance and minimize environmental impacts per City of Fort Lauderdale ESMS requirements.
 - b) Require bidding contractors/suppliers to complete the **COFL-FF-ED-4.4.6-4 (F) Contractor Management Environmental Activities Manual** form and return with the written quotation.

4.0 Definitions

- 4.1 Refer to **COFL-FF-EP-4.4.4-2 Related Definitions Procedure**.
- 4.2 **COFL-FF-ED-4.4.6-3 (F) Contractor Management Environmental Checklist** - a checklist completed by the **Contract Administrator** and reviewed by the **Program Manager** of the City of Fort Lauderdale to define the activities and evaluate the potential for environmental issues on the City of Fort Lauderdale property.
The **COFL-FF-ED-4.4.6-3 (F) Contractor Management Environmental Checklist** will be referred to as the "**Checklist**" in this procedure.
- 4.3 **COFL-FF-ED-4.4.6-4 (F) Contractor Management Environmental Activities Manual** - a set of materials that provides an overview of the City of Fort Lauderdale's ESMS, including the policy and general environmental requirements. Specific procedures and work instructions relevant to the work being conducted on the property will be reviewed by the **Program Manager** and distributed by the **Contract Administrator** or designee of the City of Fort Lauderdale. The **COFL-FF-ED-4.4.6-4 (F) Contractor Management Environmental Activities Manual** will be referred to as the "**Activities Manual**" in this procedure. The **Activities Manual** also outlines the requirements for submitting the form included in the back. The form is completed by a prospective contractor/supplier, upon request. The information provided will outline the work to be undertaken and the method(s) for minimizing and managing environmental impacts.

5.0 Process

- 5.1 Contractors/suppliers shall comply with this procedure as of 10/1/2014. Contracts in place prior to 9/30/2014 will be grandfathered until contract renewal.
- 5.2 The **Contract Administrator** shall submit a purchase requisition to the Procurement Division with a completed **Checklist** attached for projects/purchases identified as having potential environmental aspects that may affect the facility (i.e., work by on-site contractors/suppliers, chemical purchases). The **Contract Administrator** should review the details of the project and coordinate any activities needed to satisfy concerns relating to the **Checklist**.
- 5.3 If the project/purchase will not have a potential environmental impact (i.e. parts purchases, office furniture), the purchase requisition will follow regular purchasing procedures and the **Checklist** does not need to be filled out. If the **Contract Administrator** is unsure if the project/purchase shall have an environmental impact, the **Checklist** shall be attached to the requisition requesting that an



Activities Manual form be included with the solicitation documents.

- 5.4 The **Procurement Division** will review the **Checklist** submitted with a solicitation connected with a contract activity (i.e., ITB, RFP, Request for Quotation) for items marked “Yes” indicating an environmental impact can occur. A request for additional information shall include the following documents:
 - a) **Checklist** (Copy)
 - b) **Activities Manual** (form)
- 5.5 The **Procurement Division** shall forward the submitted / completed **Activities Manual** form to the Supervisor for review.
- 5.6 The **Contract Administrator** will review the **Activities Manual** form from the prospective Contractor/Supplier to determine if the significant environmental aspects have been addressed and if standards set by the ESMS have been fulfilled.
 - 5.6.1 If the submitted form is inadequate, the **Contract Administrator** will contact the prospective Contractor/Supplier/Vendor to request more information to complete the **Activities Manual** form.
- 5.7 Once the **Activities Manual** form has been reviewed and approved, the **Contract Administrator** will forward a copy to the **Program Manager** of the City of Fort Lauderdale and to the Contractor/Supplier. The original will be maintained on file with the **Program Manager**.
 - 5.7.1 The **Procurement Division** will maintain a copy of the **Checklist** and the **Activities Manual** form as a part of the contract documents.
- 5.8 **Contractor ESMS Training**
 - 5.8.1 ESMS awareness communication for Contractors, Suppliers and Vendors will be achieved by incorporating an informative video on the City’s ESMS website located at <http://www.fortlauderdale.gov/ESMS> describing the City of Fort Lauderdale ESMS. At the vendor registration and solicitation notification page on Bidsync (**Procurement Division**) vendors are directed to read the letter to vendors/bidders describing the City of Fort Lauderdale ESMS.
 - 5.8.2 The intent of the ISO 14001:2004 standard is to consider how contractors, suppliers and vendors might affect the ability to manage *Environmental Aspects*, achieve *Objectives, Targets and Programs*, and otherwise comply with applicable *Legal and Other Requirements*. The City of Fort Lauderdale established *Operational Controls* that document procedures or Work Instructions, contract agreements and communicate them to contractors and suppliers as appropriate. See **EP-4.4.2-1 Competence, Training and Awareness Procedure**.

6.0 References / Related Documents

- 6.1 COFL-FF-ED-4.4.6-3 (F) Contractor Management Environmental Checklist
- 6.2 COFL-FF-ED-4.4.6-4 (F) Contractor Management Environmental Activities Manual
- 6.3 COFL-FF-EP-4.4.2-1 Competence, Training and Awareness Procedure
- 6.4 COFL-FF-ED-4.4.6-4 Operational Control and Contractor Management Annual Review Maintenance