



CONTRACTOR MANAGEMENT

1. POLICY

All contractors performing or providing services for or on behalf of Okaloosa County shall comply through contract agreement and during all performance of work, with all relevant Federal and State safety, health, and environmental regulations while performing or providing such services. These regulations shall include, but shall not be limited to, those promulgated by the Florida Department of Labor Division of Occupational Safety and Health, the U.S. and Florida Department of Transportation, the Florida Department of Natural Resources and Community Development, and the U.S. Environmental Protection Agency. All contractors performing or providing services for or on behalf of Okaloosa County shall also maintain insurance in the types and quantities specified by the County, throughout the duration of the contract.

Exception: Contractors hired to perform one-time repairs or services not requiring a contract but purchase order for services, may only be required to comply with some provisions of this policy. One-time repairs may include, but not limited to, changing out a light fixture, replacing a door, repairing a County vehicle windshield, etc. When in doubt, contact the Risk Management Director to determine which provisions apply.

1. CONTRACTOR SAFETY PROGRAM REQUIREMENTS

- 2.1. Contractors awarded bids or contacted by management of Okaloosa County must conform to, or exceed, a written safety program as prescribed by Federal OSHA and the Florida Department of Labor. Project Supervisors, Engineers, or Directors will ensure this requirement has been satisfied prior to the beginning of the project.
- 2.2. Contractors must also be familiar with the County's Safety & Risk Manual for those hazards/safety policies that may apply to the work area under contract for work to be performed.
- 2.3. County supervision will make available copies of the County's Safety & Risk Manual to all contractors before and throughout the completion of the project.

3. CONTRACTOR EXPERIENCE REVIEW

All contractors shall submit as part of their formal or informal bid, the following information for evaluation:

- 3.1. OSHA citations for the past five years.

- 3.2. Insurance certificates stating coverage amounts equal to what is required in the bid package.
- 3.3. Contractor's written safety program.
- 3.4. Contractor's written drug and alcohol misuse prevention program.

4. **INSURANCE REQUIREMENTS**

- 4.1. General Liability - \$1,000,000 per incident, \$3,000,000 aggregate. Okaloosa County shall be listed on these policies as an additional insured.
- 4.2. Auto Liability - \$1,000,000 per incident. Okaloosa County shall be listed on these policies as an additional insured.
- 4.3. Workers Compensation and Employers Liability – Statutory limits. Employee liability - \$1,000,000.
- 4.4. Further information may be found in Okaloosa County's Purchasing Manual.

5. **PROCEDURES**

5.1. **Notification**

Departments of Okaloosa County should notify the Risk Management Director of any major services to be contracted prior to the bid for the services and prior to the commencement of the services.

5.2. **Contract Review**

The County Attorney and Risk Management Director shall review all contracts and bids for service to be completed for or on behalf of Okaloosa County to ensure that the County's interests are adequately protected.

5.3. **Contractor Review**

All contractors shall submit as part of their formal or informal bid, the following information found in Section 3 above.

5.4. **Pre-Job Safety Review**

Prior to the commencement of any services to be performed by a contractor for Okaloosa County, the Director, Engineer or Project Supervisor will conduct a safety review with the contractor's personnel to explain all the requirements of this policy and how they will be implemented.

5.5. **Certificates of Insurance**

The Purchasing Office is responsible for maintaining certificates of insurance for all contractors performing services for Okaloosa County. All such certificates and notifications from insurance companies, (notifications of cancellation or non-renewal, reduction of policy limits, or restriction of coverage, etc.) received by other departments shall immediately forward them to the Purchasing Office.