



# PRP POST FOR AGENCY TERM CONTRACTORS

## HELPFUL HINTS

All POs will end and no work can be submitted for any regional ATC Purchase Orders after 9/30/2026.

Quotes should be comparable. If multiple quotes are submitted, be sure that each describe the same scope of work, details, specifications and quantities for a consistent comparison. They do not have to include all electrical and plumbing but they should be comparable. In addition, the ATC cannot submit a quote for some materials from another vendor in order to circumvent the \$2,500.00 quote threshold. If a vendor cannot provide some of the materials in a quote, an email from the vendor indicating such would be acceptable as justification to use multiple vendors for the same type of supplies.

Proprietary products require a current statement of this status from the vendor on or attached to their quote.

SOP - 10. Subcontractor Procedures | Florida Department of Environmental Protection See number 7 and 8

### DEP MISSION

*The Florida Department of Environmental Protection protects, conserves and manages the state's natural resources and enforces its environmental laws.*

## SHARING INFORMATION WITH OUR CONTRACTORS

- Remember to use the updated version of the Release of Claim Form included in the Schedule of Pay Items which includes the required Notary Section.
- Remember to complete the ATC Payment of Subcontractors Summary Form and submit along with copies of all subcontractor invoice(s) with the purchase order final invoice package. Follow these requirements when invoicing:
  - <https://floridadep.gov/waste/petroleum-restoration/documents/atc-payment-subcontractors-summary-form>
  - <https://floridadep.gov/waste/petroleum-restoration/documents/atc-subcontractor-payment-documentation-procedures>
- Effective April 13, 2026, Rule 62-772.400, Florida Administrative Code (F.A.C.), was amended to increase the monetary threshold requiring the Department to solicit quotes for a single phase of site rehabilitation to \$1,000,000.00. This change applies to all purchase orders and change orders issued on or after the effective date.
- Change Orders for utility usage are considered after the fact if the CO is signed by the ATC after the service date indicated on the utility bill. Utility usage should be monitored monthly to ensure sufficient funding is available for the remaining task period before additional costs are incurred. Any anticipated increase in utility costs must be approved via a CO prior to the expense being incurred.