

Petroleum Restoration Program Agency Term Contracts Quarterly Meeting - February 27, 2020

Agenda

Introduction – Blake Miller

Closure Update and Encumbrance Activity – See [PRP Monthly Dashboard](#)

Rate Reminders – Blake Miller

- Decrease requests can be submitted at any time
- Increase requests must be submitted in February
 - Justification is required for increase requests
- Rates must be to the cent, no decimals beyond 2
- Increase requests cannot exceed 5.00%

SQF/Deliverables – Monica Brady

Deliverables

As requested, the PRP created a report to provide deliverable information to include report due dates, received dates, approval status and approval dates as recorded in STCM. The report is available on the ATC webpage under Contractor Selection Documents and Reports at <https://floridadep.gov/waste/petroleum-restoration/content/agency-term-contracts-atc>

Search Options include:

- Facility
- Work Order/Task Assignment
- PO
- Contract
- Date Range

If you have any questions, please contact the site manager, the site manager's supervisor or your contract manager

Standardized Quote Form – FAQ

- Check for new versions of the form occasionally on our website at <https://floridadep.gov/waste/petroleum-restoration/content/agency-term-contracts-atc>
- Quotes should be for the exact same items, including length, width, etc., NO EXCEPTIONS. If exact same items are not available from selected vendor, please find another vendor
- SPI # (if available) - this field is optional and may include the Schedule of Pay Items (SPI) number from the offer email or as noted in the ordered PO documents. It should not include the pay item number(s) being quoted
- Item # - this can be a chronological listing of items or reference the pay item number from the SPI
- Expiration Date – please ensure a date is entered and not a number of days. If an expiration date is not included, the quote will be considered valid for six (6) months based on the date submitted to the FDEP site manager
- Task # - if you are quoting for an item to be used in multiple tasks, please list items separately and include the task number at the beginning of the line description

Historical Lab Data Guidance – Chuck Williams

The PRP has recently issued new guidance on the compilation of historic data

Where historic data precedes a contractual site assignment under the ATC and comprehensive electronic tables are not available, additional personnel hours to compile historic data shall be allowed as follows:

- Up to 4 hours of personnel time shall be allowed
- 2 hrs. Scientist/Technical Specialist
- 2 hrs. Administrative rate

CPE Discussion – Blake Miller

- Clarification for CPE 1.b. Field Notification Timeliness
- Exception to 7-day notice is allowable if the Drilling subcontractor has an unexpected opening in their schedule (less than 7 days) and the short notice does not interfere with the PRP inspector's or site manager's plan to attend the drilling event. Written notification from the contractor and written agreement by the site manager must be documented and uploaded to OCULUS to support this exception

Reminders – Blake Miller

- **30 Day Invoicing Requirement:**
 - Contractor shall submit invoices to Department within thirty (30) days after the date of Department's written approval of each interim deliverable or the final deliverable specified in each Work Assignment
 - Contractor's failure to submit interim invoices within this timeframe may result in forfeiture of retainage and their failure to submit the final invoice within the timeframe may result in automatic cancellation, termination or suspension of the Work Assignment and Contractor's forfeiture of any unpaid balance for such deliverables
- **Contingent field events – Drilling subcontractors**
- **Photo documentation of IDW levels within drums maybe requested**
- **IDW Drum Pay Items:**
 - RFCs for additional drums must be approved prior to field work or submitted as a field request for change. After-the-fact requests for additional drums will not be approved
- **Per Diem:**
 - The PRP Site Manager Guidance states:**
 - To qualify for per diem the facility must be located greater than fifty (50) miles from the ATCs closest office (subcontractors based on subcontractor office) and must extend more than one work day. Per diem is paid for each employee, including subcontractors, based on the time they left on the first day and returned the last day from the facility. Field notes need to support per diem requests.
 - Travel vouchers for Per Diem should only be approved if overnight travel occurred. The traveler only needs to enter the departure time (from office, hotel, etc.) on the 1st day and the time returned on the final day. Travel vouchers must be signed by the supervisor and traveler. Field notes should be verified and support the travel vouchers. See Travel Per Diem Drawing57 for more information.

➤ **Field Notes:**

Field notes need to follow the 8/17/17 Field Note Guidelines

- The names of all personnel on-site taking part in the field event, including oversight personnel, construction crew, subcontractors, etc., and also of all other people who enter and leave the facility due to their direct or indirect involvement with the work being performed. For State- funded work, the abbreviation of the applicable labor category (based on qualifications) should be listed behind the name of each field person. If an individual has a different position title on different days during an event (i.e., an individual can be at the site fulfilling the requirement for a weekly PE oversight one day, but for other days is serving in the capacity as oversight for the sub), then that change in responsibility must be documented.
- Clear documentation of time of arrival and departure at the facility for each person, including break(s) taken (if off-site and/or \geq ½-hour).

➤ **Links:**

[PRP Field Notes Guidance](https://floridadep.gov/waste/petroleum-restoration/documents/prp-field-notes-guidance)

<https://floridadep.gov/waste/petroleum-restoration/documents/prp-field-notes-guidance>

[SOP Site Managers Guide](https://floridadep.gov/waste/petroleum-restoration/documents/sop-site-manager-guide)

<https://floridadep.gov/waste/petroleum-restoration/documents/sop-site-manager-guide>

[Agency Term Contracts \(ATC\)](https://floridadep.gov/waste/petroleum-restoration/content/agency-term-contracts-atc)

<https://floridadep.gov/waste/petroleum-restoration/content/agency-term-contracts-atc>

Questions/Comments