

**State of Florida
Department of Transportation**



EXHIBIT “B”, METHOD OF COMPENSATION

**DISTRICTWIDE PROPERTY MANAGEMENT AND FACILITY
MANAGEMENT SERVICES FOR THE FLORIDA DEPARTMENT
OF TRANSPORTATION (FDOT).**

**PROJECT/PROPOSAL NUMBER: RFP-DOT-17/18-6159RC
FINANCIAL PROJECT NUMBER: TBA**

1.0 PURPOSE:

This Exhibit defines the limits and method of compensation to be made to the Vendor for services set forth in Exhibit "A" and the method by which payments shall be made.

2.0 ASSIGNMENT OF WORK:

The Department shall request Vendor services on an as-needed basis; services to be provided will be initiated and completed as directed by the Department's Project Manager. The Department's Project Manager will issue a Letter of Authorization (LOA)/Task Work Order (TWO) for the assignment of work.

3.0 COMPENSATION:

There is no Budgetary Ceiling. Funds will be encumbered for each "Letter of Authorization/Task Work Order".

This is a Term Contract for an Indefinite Quantity whereby the Vendor agrees to furnish services during a prescribed period of time. The specific period of time completes such a contract. The Department will authorize services based on need and availability of budget. Execution of this Agreement does not guarantee that the work will be authorized.

4.0 ESTABLISHMENT OF LETTER OF AUTHORIZATION AMOUNT:

The Department's Project Manager shall obtain a funds approval for each authorization by an approved encumbrance prior to issuing each Letter of Authorization (LOA)/Task Work Order (TWO). All work authorizations shall be completed within the term of this agreement.

For each Letter of Authorization (LOA)/Task Work Order (TWO), the Department shall request services from the Vendor based on the rates established in Exhibit "C", Price Proposal, and allowable expenses. Once an amount has been established for services by the Department and the Vendor, the Department's Project Manager will issue a Letter of Authorization (LOA)/Task Work Order (TWO).

The Department's Project Manager will issue additional Letter of Authorization (LOA)/Task Work Order (TWO) for requested services as needed. All work authorizations shall be completed within the term of the Contract.

Work Authorizations involving facility management and operation services are not eligible for federal reimbursement. Federal funding terms and conditions pursuant to 23 CFR 710.203 shall apply to Right of Way clearing and leasing activities. The Consultant shall monitor charges to ensure costs ineligible for federal reimbursement are kept separate from eligible costs, and are billed against the appropriate financial project number.

In addition to the rates established in Exhibit "C", Price Proposal, the Vendor may bill for parts, equipment, materials and services which are necessary to comply with the Scope of Services to maintain the safe and efficient operation of the facility. These items shall be negotiated and agreed between the Department's Project Manager and the Vendor before any work commences. Where applicable or appropriate, the Vendor will request prices from a minimum of three suppliers/companies and choose the most competitive price or parts in keeping with the manufactures original parts in order to maintain warranties on the remainder of the equipment. The work authorization will specify separately the labor and value of any parts, equipment and materials. Upon completion of work the invoice shall specify the labor and parts, materials and equipment separately.

Therefore, it is agreed that the Vendor may not perform services except pursuant to receipt of the Letter of Authorization (LOA)/Task Work Order (TWO). The Vendor will not be obligated to perform services, nor incur costs, which would result in exceeding the approved work authorization; nor will the Department be obligated to reimburse the Vendor for services, or costs, or make payments in excess of the approved work authorization.

5.0 PROGRESS PAYMENTS:

The Vendor shall submit monthly invoices (3 copies) in a format acceptable to the Department. For the satisfactory performance of the services detailed in each Letter of Authorization (LOA)/Task Work Order (TWO), the Vendor shall be paid up to the amount of each Authorization. Payment shall be made at the contract hourly billing rates in Exhibit "C", for services provided, as approved by the Department. The contract hourly billing rates shall include the costs of salaries, the Vendor's overhead, profits, travel, administrative expenses, materials, equipment, insurance, bonding, and all other incidentals, and all direct and indirect costs required to complete the contract services. Payment for expenses incurred shall be made on the basis of actual allowable costs incurred as authorized and approved by the Department. Allowable costs should be task related and not include items normally associated with overhead, which is part of the billable rates. **The invoice shall include documentation of man-hours provided and itemization of costs incurred (including receipts).**

Invoices shall be submitted to: Florida Department of Transportation
Attn: Idania Barroso – Right of Way Administration
1000 NW 111 Avenue
Miami, Florida 33172

The Vendor has certified that ____ % MBE/DBE utilization would be achieved for this contract. If MBE utilization was certified by the Vendor, an MBE payment certification form shall be submitted with each invoice to verify the MBE utilization.

If DBE utilization was certified, DBE payments are to be input each month at the following link:
<https://www3.dot.state.fl.us/EqualOpportunityOffice/bizweb/>

New users reporting DBE payments will need to contact the FDOT Service Desk at FDOT.ServiceDesk@dot.state.fl.us to get a BizWeb user ID and password to access the application.

7.0 DETAILS OF UNIT RATES:

Details of Unit Rates for the performance of the Vendor's services set forth in Exhibit "A" are contained in Exhibit "C", attached hereto and made a part hereof.

8.0 TANGIBLE PERSONAL PROPERTY:

This contract does not involve the purchase of Tangible Personal Property, as defined in Chapter 273, F.S.