



POLICIES AND PROCEDURES

DEPARTMENT:

ELECTRIC OPERATIONS

PROCESS:

**CONTRACTOR INVOICE REQUIREMENTS AND
APPROVAL DOCUMENTATION**

PURPOSE:

To identify and define the process for the requirements, processing, verification and approval of Contractor invoices.

SCOPE:

All electric third party contractors working in Florida Public Utilities electric utility service territory.

VERSION CONTROL:

VERSION	CHANGE	PAGES	CREATED BY	APPROVED BY	EFFECTIVE DATE
1.0	Completion of procedures	4	Chris Hebert	Buddy Shelley	08/02/2018



QUOTE PROCESS

Florida Public Utilities (FPU) requires all Contract work on the Electric System to solicit a minimum of three (3) competitive quotes from qualified firms. Quotes must contain at a minimum the work pricing for labor, equipment, materials, delivery, and any special items listed in project specifications. An appropriate amount of time shall be specified for Contractors to interpret specifications and request any clarifications before quotes are to be submitted. On-site meetings for complex projects are encouraged.

Contractor quotes shall be evaluated by comparison to Engineering estimates, project schedule, Contractor experience, Contractor history, and vendor pricing. No quotes shall be accepted after the specified time and date quotes are due. Bid evaluation documents shall be submitted to appropriate Operations Manager for review and approval prior to award to evaluated low bidder.

EMERGENCY STORM WORK PROCESS

The quote process may be modified for emergency storm work to expedite acquiring the necessary resources required to restore service to customers. If mutual assistance crews are requested by FPU, contract rates shall be requested from contractor then pre-established contract rates may be determined and should be checked that rates are reasonable. Emergency rates from Southeastern Electric Exchange member crews are set by mutual agreements that prevent overcharging each other. If assigned resources are Contractor crews, the rates should be reviewed and compared to past emergency storm rates to verify they are competitive prior to crew arrival. Any rates that appear excessive should be negotiated with Contractor as soon as possible so that restoration efforts are not delayed.

CONTRACTOR INVOICES

Contractor shall provide monthly invoices for work completed and include at a minimum the following items when applicable:

- Description of completed work during the invoice cycle
- Labor charges supported by employee time sheets indicating work performed
- Any overtime charged
- Vehicle and equipment charges
- Travel, fuel, and toll charges (if any)
- Lodging
- Meals
- Administrative charges

All Contractor invoices will be reviewed by the FPU employee assigned to coordinate Contractor's work and the Project Engineer to verify all charges are warranted and correct. The invoice will then be entered into the DocLink System for approval from appropriate Managers, Directors and Vice Presidents depending on approval levels.

Contractor invoices for Emergency Storm work shall be verified by Operations that all charges for replacement of poles, wire, conductors and line equipment are charged to the capital work order prior to being submitted to the appropriate Financial Analyst for entry into DocLink.

QUALITY ASSURANCE

All Contractor work shall be closely supervised by a qualified FPU employee at all times for assurance that work meets or exceeds FPU Standards, National Electric Safety Code Standards and Industry Best Practice Standards. A Qualified employee is herein defined as one knowledgeable in the construction and operation of the electric power generation, transmission and distribution system and equipment involved, along with the associated hazards.

All Contractor employees shall be formally checked in and out each day by an FPU Operations employee who will document the hours as regular time or overtime and require an accounting of the type of work performed. Always during Emergency Storm restoration, each Contractor crew shall be assigned a dedicated FPU qualified employee to coordinate and monitor assigned work. Additional FPU support employees may be needed if assigned work requires more than two (2) Contractor crews to complete or work locations separated.