

## **Unit Order: 2022-01 WORK PERFORMED ON NON-COUNTY / PRIVATE PROPERTY**

### **PURPOSE OF ORDER:**

The purpose of this unit order is to establish policies, procedures, and management controls in regard to contracting services for work on non-County/Private property and the appropriate written documentation, permits and project inspection.

### **SCOPE OF ORDER:**

This order shall apply to all Facilities Services Bureau (FSB) personnel that are involved in the bid request, procurement process, project management, and supervision of all projects that involve the issuance of a purchase order for services on non-County/Private property, the oversight of said project, and the inspection of said project upon completion.

### **ORDER:**

When procuring services from outside Vendors/Contractors to complete work on non-County/Private property, FSB will secure a legally sufficient written agreement that expressly authorizes access to the property, permission to complete planned improvements/work, and address the terms and duration of access/use by the property owner.

- The proposed written agreement shall be presented to Los Angeles County Counsel for their input and review prior to any agreement between the parties.
- Proper County approvals and/or delegated authority from the Board of Supervisors will be sought prior to entering into the agreement. Agreements will be formally executed by personnel who are expressly authorized to contract on behalf of the Department/County to enter into such agreements.

Non-County/Private property projects that require local government permits and approvals will be identified prior to and during the planning process. FSB will consult with appropriate departments and agencies with subject matter expertise or jurisdiction when needed, and FSB will be required to ensure that the Vendor/Contractor has obtained all required permits and approvals prior to commencing any work on private property. This includes compliance with any specific and/or specialized regulatory requirements.

- Vendor/Contractor quotes must specifically reference their obligation to obtain such permits, fees, and approvals; FSB Procurement will ensure this verbiage is added to the Purchase Order that is issued to the vendor.
- All copies of communication, permitting, fees, and approvals related to the project must be maintained as historical record in FSB's Maximo tracking system as well as the Countywide eCAPS system for reference.

The FSB Project Manager is responsible for the assurance of Vendor/Contractor compliance with all legal and regulatory requirements. This includes participation in the approval process, and at the completion of the job, prior to approving payment to the Vendor/Contractor; all pending invoices must be thoroughly reviewed as to assure all permitted work was completed within the approved scope.

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The appropriate FSB staff are obligated to follow the "Non-County Service Contract" tracking checklist throughout the solicitation/procurement process and the completion of the project to ensure that all requirements have been met accordingly.

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