

ORINATION FORM

Date: **March 9, 2011**

Originator: **David Sadler**

Contact Information: **david.sadler@dot.state.fl.us 414-5203**

Specification Title: **Awards and Execution of Contract**

Specification Section, Article, or Subarticle Number: **3-9 Public Records**

Why does the existing language need to be changed? **To place the retained records requirement in the correct location within the specs.**

Summary of the changes: **Moved retained records language from 5-13 to 3-9.**

Are these changes applicable to all Department jobs? **Yes.** If not, what are the restrictions?

Will these changes result in an increase or decrease in project costs? **No** If yes, what is the estimated change in costs?

With who have you discussed these changes? **State Construction & Legal Offices, Florida Surety Association.**

What other offices will be impacted by these changes? **None**

Are changes needed to the PPM, Design Standards, SDG, CPAM or other manual? **No**

Is a Design Bulletin, Construction Memo, or Estimates Bulletin needed? **No**

Contact the State Specifications Office for assistance in completing this form.

Rudy Powell 850-414-42820 **rudy.powell@dot.state.fl.us**

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Florida Department of Transportation

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OFFICE OF THE
SECRETARY

M E M O R A N D U M

DATE: March 29, 2011

TO: Specification Review Distribution List

FROM: Rudy Powell, Jr., P.E., State Specifications Engineer

SUBJECT: Proposed Specification: 0030900 Award and Execution of Contract.

In accordance with Specification Development Procedures, we are sending you a copy of a proposed specification change.

This change was proposed by David Sadler to move the retained records requirement to a more appropriate location in the specifications.

Please share this proposal with others within your responsibility. Review comments are due within four weeks and should be sent to Mail Station 75 or to my attention via e-mail at SP965RP or rudy.powell@dot.state.fl.us. Comments received after **April 26, 2011** may not be considered. Your input is encouraged.

RP/cah
Attachment

**AWARD AND EXECUTION OF CONTRACT – PUBLIC RECORDS.
(REV 3-9-11)**

ARTICLE 3-9 (Page 18) is deleted and the following substituted:

3-9 Public Records.

Allow public access to all documents, papers, letters, or other material subject to the provisions of Chapter 119, Florida Statutes, made or received by the Contractor in conjunction with this Contract. Failure to grant such public access will be grounds for immediate termination of this Contract by the Department pursuant to 8-9.1.

Retain all records pertaining to the project for a period of not less than three years from the date of the Engineer's final acceptance of the project, unless a longer minimum period is otherwise specified. Upon request, make all such records available to the Department or its representative. For the purpose of this Article, records include all books of account, supporting documents, and papers that the Department deems necessary to ensure compliance with the Contract provisions.