

# The Contract Process

## 1 - Zone Submits Work Plan to County

- **TIMELINE:** Work plan due early January
- This is just a list of items you would like to complete during the upcoming Road Work Season
- **Do NOT obtain quotes / proposals from Contractors at this stage**

## 2 - County Reviews Work Plan

- **TIMELINE:** 2 Weeks
- County will tell you if the work you want to do requires a Maintenance or Construction contract

## 3 - Zone Obtains Quotes / Proposal(s) (or County prepares bid package depending on estimate)

- **TIMELINE:** 1 Month
- See the following documents for guidance:
  - "Public Works Contracting & Purchasing Information for Zones of Benefits"
  - "Maintenance vs. Construction for Zones of Benefits"

## 4 - County Prepares Contract

- This timeline does NOT begin until COMPLETED proposal/quote is received from Zone
- **TIMELINE:**
  - Maintenance on-call work order (1 week) or task order (3 weeks)
  - Maintenance or Construction contract: 6 weeks

## 5 - County Issues Notice to Proceed to Contractor

- **TIMELINE:** This will be issued to Contractor after Contract is fully executed on a date agreed upon by all parties (Contractor, Zone, and County)

## 6 - Contractor Performs Work

- Contractor performs only work stated in the Contract
- **County must authorize all contract change orders prior to work being performed**
- Zone is responsible for monitoring work and of notifying County of any issues or problems during performance of the work

## 7 - Zone Approves Completed Work & Notifies County

- **Zone must notify County when all contract work is completed**
- The Contractor is only required to complete work stated in the contract
- Work must be completed to the standards stated in the contract

## 8 - County Issues Notice of Completion & Processes Payment

- Once Notice of Completion is issued, the guarantee period begins (if applicable)
- Zone must contact County if any issues arise with the work performed before contacting Contractor