

**OLIVE VIEW-UCLA MEDICAL CENTER
POLICY & PROCEDURE**

**NUMBER: 148
VERSION: 1**

SUBJECT/TITLE: **MONITORING OF CONTRACTS FOR CONSTRUCTION,
ALTERATION AND REPAIR WORK**

POLICY: All requests for construction, alteration and repair work to the hospital building, grounds, or health centers to be contracted to private business rather than performed by Facilities Division crafts personnel shall be submitted on a “Request for Procurement of Supplies or Services” form (HS2) in accordance with the regular purchase order process.

All requests must be approved by the Olive View Executive Committee. The Assistant Hospital Administrator (AHA) shall submit the proposed contract to the Director of Facilities for evaluation. The Director of Facilities shall evaluate the proposed contract to ensure that it is cost effective, that Facilities expertise and/or manpower are not available, and that it meets the requirements of all applicable building codes, fire prevention codes, County, State, and Federal laws and regulations.

All outside contract workers shall be required to: check in and out at the Facilities Office each day (or with the Administrator or designee if the job is at a health center); wear identification badges; wear appropriate personal protective equipment; follow safe work practices; follow Infection Control guidelines (including noise, dust, fumes, smoke, vapors and vibration); and immediately report all significant problems to the Facilities Office. Appropriate Facilities personnel shall be assigned to monitor the work, perform regular inspections and report any deficiencies.

PURPOSE: To establish Olive View-UCLA Medical Center’s policy for contracting out construction, alteration and repair work for the hospital, grounds, and health center.

DEPARTMENTS: All

DEFINITIONS:

PROCEDURE: **Procurement**

The division requesting construction, alteration and repair work to be performed by contract vendor must submit a completed HS2 to Assistant Hospital Administrator (AHA) for approval, referencing at least one vendor.

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Hospital Administration shall submit the proposed contract to the Director of Facilities for evaluation. The Director of Facilities shall evaluate the proposed contract and submit a written evaluation back to Assistant Hospital Administrator for Executive Committee approval.

If Hospital Administration approves the request, it is forwarded to Materials Management. Depending on the estimated cost of the work, Materials Management may then obtain additional bids. If the cost of the work is five thousand dollars (\$5,000.00) or more, a “Job Walk” is required and Materials Management must send a requisition to Purchasing (Downtown). Three or more vendors, usually solicited by Materials Management, are required for the Job Walk to ensure a fair competitive bid process; every effort shall be made to include vendors who either have a current contract with the County or have worked with the County in the past. Only bids from vendors who take part in the Job Walk are acceptable. Materials Management then sends a requisition referencing the low-bid vendor downtown to Purchasing.

Monitoring

Monitoring is the responsibility of both Hospital Administration (Contract Manager) and Facilities Division. The Director of Facilities shall assign appropriate Facilities personnel to monitor the approved construction, alteration and repair work, perform regular inspections, and report any deficiencies.

References: DHS Policy No. 165, “Contracting with Private Businesses to Perform County Services”	
Approved by: Not Assigned	Date: 05/15/2008
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