

MAINTENANCE AND OPERATION NOTES

- **MO-1 Work Authorization**

- Individuals authorized to approve work requests for the Los Angeles County Office of Education (LACOE) Building Services will do so via an electronic platform known as Facilitron "Maintenance Login (ML)." A copy of this ML work order shall be furnished to the vendor via e-mail as the authorization to proceed. In case of an emergency, the ML work order shall be transmitted to the vendor within 24-hours of a verbal request. LACOE site employees or personnel are not authorized to modify the scope of work on any work order.

Note: Any requests for work or change in scope of work must be approved by the LACOE Authorized Representative or designee.

- **MO-2 Authorized Representative who can Order Materials (Maintenance)**

- The individuals listed below are authorized to order/pickup materials (an updated list can be requested by calling Procurement at (562) 803-8478). Materials rendered at the request of individuals other than those authorized may result in non-payment. An itemized receipt must be submitted at the time of pickup to the individual authorized to make the purchase.

No equipment purchase shall be allowed under this PO.

Authorized Users:

Mark Ong, Building Inspector

Scott Sheppard, Maintenance Worker

Rene Fonseca, Maintenance Worker

Elliott Wills, Maintenance Worker

Michael Harcsa, Maintenance Worker

Anthony Gastelum, Maintenance Worker (OCP)

Signed BPO's on File - MAINTENANCE

- **MO-3 Authorized Representative who can Order Materials (Operations)**

- The individuals listed below are authorized to order/pickup materials (an updated list can be requested by calling Procurement at (562) 803-8478). Materials rendered at the request of individuals other than those authorized may result in non-payment. An itemized receipt must be submitted at the time of pickup to the individual authorized to make the purchase.

No equipment purchase shall be allowed under this PO.

Authorized Users:

Archie Smith, Custodial Operations Supervisor

Roderick Parker, Custodial Operations Supervisor

James Parker, Custodial Shift Supervisor

Victor Borrayo, Custodial Shift Supervisor

Daniel Poppin, Senior Custodian

Signed BPO's on File – CUSTODIAL

- **MO-4 Invoices**

- Electronic invoices must be submitted to Building Services via email to BldgSvcINV@lacoed.edu. Invoices should state the respective ML work order number, site name, site address including room or suite number, and a brief description of work. Invoices must be broken down to include parts, labor, materials, and any applicable taxes. Other costs such as shipping and handling fees, inspection fees, permits, etc., must be listed as separate line items on the invoice. Invoices must be accompanied by all back-up documentation, subcontractor invoices and/or work orders. All vendor work orders/packing slips should note

the time-in and time-out and must be signed by LACOE site employees at completion of work of all work performed and/or delivery of all materials.

Invoices must be received within 30-days of service with the exception of the month of June 2023, where invoices are required to be submitted no later than June 30, 2023. Non-compliance may cause severe delay in payment or in non-payment. Original invoices are to be e-signed by Maintenance & Operations Officer or designee as verification that the services/materials/hours being invoiced are appropriate and have been received and accepted. The last invoice of the fiscal year should be stamped "LAST INVOICE" so that the Purchase Order (PO) can be closed.

- **MO-5 Invoices for Recurring Payments Only**

- An itemized invoice must be submitted to the Los Angeles County Office of Education at the address listed on the "Bill To" section of the purchase order header, "Attention: Accounts Payable" for payment only. Electronic invoices may be submitted to LACOE Accounts Payable via email at Accounts_Payable@lacoe.edu.

Invoices must state specific job location including room number(s) where service was rendered or delivered. All invoices must be received within 30 days of service with the exception of the month of June 2022, where invoices are required to be submitted by June 30, 2023. Non-compliance may cause severe delay in payment or in non-payment.

- **MO-6 Internal Note to LACOE Accounts Payable**

- DO NOT FORWARD INVOICES TO BUILDING SERVICES FOR APPROVAL. Process invoices on a recurring payment basis. Recurring payments do not require authorized signature approval from Building Services. See user chargeback accounts.

- **MO-7 Work Schedule**

- Vendor Response Authorized staff of Building Services will coordinate work schedules with vendor to ensure timely completion of the job. Upon request, the vendor must e-mail a schedule/timeline when work will be performed and completed and submitted to Building Services via e-mail at BuildingServices@lacoe.edu. If vendor is unable to maintain the mutually agreed upon schedule, they must contact Building Services Authorized Representative at (562) 922-8981 to modify the schedule.

- **MO-8 Work Completion and Call Back (Maintenance)**

- Upon completion of the services, the vendor must contact the LACOE Maintenance and Operations Officer at (562) 390-6807 and provide the following information: site name, site address, service location, date, time, ML work order number, and a description of the work completed. If the LACOE Maintenance and Operations Officer is not available, the vendor must leave the required information with the Building Services personnel at (562) 922-8981. If additional work is required pending quotation approval, the vendor should provide a quotation to the Building Services office within 24-hours. The best form of communicating with Building Services is the LACOE email address: BuildingSerevices@lacoe.edu.

- **MO-9 Work Completion and Call Back (Operations)**

- Upon completion of the service, the vendor must call the LACOE Custodial Operations Supervisor at (562) 774-8677 and provide the following information: site name, site address, service location, date, time, ML work order number, and a description of the work completed. If the Building Services Custodial Operations Supervisor is not available, the vendor must leave the information with the Building Services personnel at (562) 922-8981. If additional work is

required pending quotation approval, the vendor should provide a quotation to Building Services within 24-hours.

- **MO-10 Total Invoices**

- Should Not Exceed Total Purchase Order amount. The total cost of all labor, supplies, and materials shall not exceed the total Purchase Order amount without prior written authorization from Procurement Services or designee.

- **MO-11 Use of LACOE Equipment**

- The vendor/contractor is not authorized to use any of LACOE's equipment, infrastructure, tools, or supplies without prior permission of Building Services.