



Charlie Crist
Governor
Monesia T. Brown
Director

AWI Purchasing Memorandum

Memorandum No. 2 (2008-09)

DATE: January 12, 2009
FROM: Laura I. Jennings, Purchasing Manager
SUBJECT: Green Lodging – Revised Instructions

Effective January 1, 2008, the Agency for Workforce Innovation (AWI) may not contract for meeting and conference space with hotels or conference facilities that have not received the Department of Environmental Protection's (DEP) "Green Lodging" certification for best practices in water, energy and waste efficiency standards, except when certified to the Governor by the agency head or designee that "no other viable alternative exist."

To insure that the Agency is in compliance with Governor Crist's Executive Order Number 07-126, the following internal controls will be effective January 1, 2008. When contracting for meeting or conference space with hotels or conference facilities, the program area will consider the following:

1. Geographic Location - During the meeting or conference planning stage, select major metropolitan areas around the state that are centrally located and that can provide multiple Green Lodging designated properties to choose from.
2. Selected Site - Once a hotel or conference facility site has been selected, confirm the site is a designated property of the Florida Green Lodging Program at the DEP website and print a copy of the designation at: <http://dep.state.fl.us/greenlodging/lodges.htm>.

If the selected site is not a designated property or is an applicant, but they have not yet received their Green Lodging designation, then proceed to the instructions (#4) for certifying to the Governor's Office that "no other viable alternative exist."

3. Procurement Method – Once a site is approved there are four (4) ways in which the transaction can take place, they are listed below in the order of preference:
 - 1) P-Card - payment can be made via P-card if the hotel will accept P-card payments and the dollar threshold does not exceed the Agency's Delegation of Authority No.: 2007-5, "Procurements, Contracts, Grants and other Agreements". In this case a contract is not required, but you will need to provide a copy of the Green Lodging designation off the DEP web site to your P-card processor. The agency does not sign the hotel agreement.
 - 2) MFMP Direct Order – if the hotel is registered in MFMP, the agency may issue a direct order in MyFloridaMarketPlace attaching a copy of the hotel corporate headquarters standard

mandated contract (unsigned), along with a copy of the Green Lodging designation off the DEP web site.

If the hotel requires a two-party contract to be signed by the Agency, the following two options apply:

3. Agency Hotel Conference Room Core Contract – is available at the AWI Intranet site under the “Forms Directory” that can be used, but you will need to confirm the hotel will accept it. If they will not and have a standard contract mandated by their corporate headquarters for use, a copy should be provided to the General Counsel’s Office for approval, see Option 4 below.
4. Hotel Mandated Corporate Headquarters Contract - if they will not accept the Agency Hotel Conference Room Core Contract and have a standard contract mandated by their corporate headquarters for use, a copy should be provided to the General Counsel’s Office for approval.

Once a determination has been made on which contract document is to be used, a mandatory internal contract review must be completed before having the contract executed. All two-party agreements are required to go through the agency contract review process even if the meeting or conference facility is presented “free of charge”. Attach a copy of the Green Lodging designation off the DEP web site in the routing packet.

4. Instructions for certifying to the Governor’s Office that “no other viable alternative exists” – The program area will email to Laura I. Jennings, Purchasing Manager in the Office of Procurement and Contract Administration at laura.jennings@flaawi.com; the following information. Please include the phrase, “GREEN LODGING – AWI” in the subject line.
 - a. The name and location of the facility selected.
 - b. The date and title of the event.
 - c. The name and location of designated properties in the Florida Green Lodging Program that were considered, and why they were not used.
 - d. Why a particular area of the state was selected. The program area will need to demonstrate that there was a compelling reason why the event must be held in this particular area.
 - e. The program area will need to document that the facility used was made aware of the Executive Order and given directions to the Florida Green Lodging Program website.

The Purchasing Manager will then coordinate through the Director’s Office, certifying to the Governor that “no other viable alternative exist.”

Once the Director’s Office has certified to the Governor that “no other viable alternative exist”, the Office of Procurement and Contract Administration will then notify the program area to proceed with routing the vendor contract agreement through the contract review process.

Please contact the Office of Procurement and Contract Administration or Laura I. Jennings, Purchasing Manager, at (850) 245-7464 if you have any questions or need additional information.

CC: Kevin Thompson, Director of Agency Support Services
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