



CITY OF TAMPA

Pam Iorio, Mayor

Internal Audit Department

Wayne Boytim, Acting Internal Audit Director

May 5, 2006

Honorable Pam Iorio
Mayor, City of Tampa
1 City Hall
Tampa, Florida 33602

RE: Contract Process Procedures, Audit 06-14

Dear Mayor Iorio,

We analyzed the procedures for awarding capital contracts to determine if the process could be streamlined. The City generally has three types of project delivery systems: (1) Design-Bid-Build (2) Construction Management, and (3) Design-Build. The Design-Bid-Build process was evaluated only as this process is the most lengthy.

This review consisted principally of inquiries of City personnel, reading of applicable laws, rules and regulations, and examinations of various supporting documentation. It was substantially less in scope than an audit in accordance with generally accepted government auditing standards. The evidence obtained provided a reasonable basis for our conclusions; however, had an audit been performed, other matters might have come to our attention that would have been reported to you and our conclusions may have been modified.

Our evaluation of the process disclosed that the steps taken to award a capital contract were either required by Florida Statute, City Charter and Ordinances, Mayor Executive Order, or were performed as a best business practice. It appears the process has been streamlined to the best extent possible. However, we noted that the DocGenda process to obtain City Council approval for an award resolution required a minimum of eleven different individual approval levels.

No response is required to this memo. We thank the personnel in the Contract Administration Department for their assistance in conducting this review. We will consider this report to be final unless requested to continue our review.

Sincerely,

Wayne S. Boytim
Acting Director of Internal Audit

Cc: Darrell Smith, Chief of Staff
David Vaughn, Director of Contract Administration
Steve Daignault, Administrator of Public Works and Utilities Services

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