

The School District of Palm Beach

The MOCIP and the Construction Manager

CM Administrative Responsibilities Under the MOCIP

- The CM/GC shall be responsible for obtaining all MOCIP enrollment forms and information from all subcontractors and submitting them to the MOCIP Administrator.
- All forms must be completed in their entirety prior to submission to the MOCIP Administrator. Incomplete forms will be returned to the subcontractor for completion.
- The CM/GC shall obtain a report of any claims from the injured employee's safety representative. The CM/GC shall then report the claim to the insurance carrier's 1-800 number and to other appropriate parties no later than the end of the shift.
- For each change order in excess of \$100,000, the CM/GC must complete MOCIP Form F in order to identify and exclude insurance costs from the final change order amount.
- As each subcontractor completes its work, it shall submit to the CM/GC a completed Form E. The CM/GC shall review, sign and submit the form to the MOCIP Administrator. The CM/GC shall not release final payment to any subcontractor without the consent of the MOCIP Administrator.
- The CM/GC shall receive and submit MOCIP payroll reports from each subcontractor monthly and submit them to the MOCIP Administrator. The CM/GC shall attend meetings periodically regarding the status of the MOCIP.



- **MOCIP Forms & Information**
- **Review MOCIP forms to ensure completion before submission**
- **Claim Reporting Responsibilities**
- **Change Orders**
- **Close Out Procedures**
- **Meetings & Reports**