



The School District of Palm Beach County

CM/GC Administrative Responsibilities

Under the Master Controlled Insurance Program:

- The CM/GC shall be responsible for providing the MCIP Administrator with lists of awarded subcontractors, with CV, start/end dates, and contact information. The MCIP Administrator will follow up with the subcontractors.
- All forms and supporting documentation must be completed in their entirety prior to submission to the MCIP Administrator. Incomplete forms will be returned to the subcontractor for completion. No subcontractor will be permitted onsite until enrolled. A 4% punitive deduct will be taken for non-complaint subcontractors.
- The CM/GC shall collect Form D payroll reports from each subcontractor monthly and submit them to the MCIP Administrator. Certified payrolls may be requested to audit Form D payrolls that appear to be low. The CM/GC shall hold payment for delinquent subcontractors that do not submit monthly payroll.
- 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, and to other appropriate parties, no later than the end of the shift.
- For each single change order in excess of \$100,000, the CM/GC must complete 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 Form E to the MCIP Administrator. The CM/GC shall not release final payment to any subcontractor without the consent of the MCIP Administrator, and receipt of a signed Form B from the subcontractor. 4% will be taken from non-compliant subcontractors.
- The CM/GC shall attend meetings with the MCIP Administrator periodically regarding the status of the MCIP, and be available to help resolve any issues.
- All contractors onsite shall ensure compliance with all safety requirements as outlined in the MCIP Safety Manual.



Pre-Construction Meeting

- **MCIP Forms & Information**
- **Review MCIP forms to ensure completion before submission**
- **Payroll Reporting**
- **Claim Reporting Responsibilities**
- **Change Orders**
- **Closeout Procedures**
- **MCIP Meetings**
- **Safety Requirements**