



PROJECT NO.: B-160050

OPEN DATE: NOVEMBER 24, 2015

AND TIME: 2:30 P.M.

# REQUEST FOR BID

**TITLE:**  
STORM WATER DRAINAGE PIPE LINING  
Advertised Date:

REQUESTER: LEE COUNTY BOARD OF COUNTY COMMISSIONERS  
DIVISION OF PROCUREMENT MANAGEMENT

**ADDRESS**

1825 Hendry St 3<sup>rd</sup> Floor  
FORT MYERS, FL 33901

**PROCUREMENT CONTACT:**

NAME: KATHY CICCARELLI  
TITLE: PROCUREMENT ANALYST  
PHONE NO.: (239) 533- 5456  
EMAIL: [kciccarelli@leegov.com](mailto:kciccarelli@leegov.com)

**GENERAL CONDITIONS**

Sealed Bids will be received by the DIVISION OF PROCUREMENT MANAGEMENT, until the time and date specified on the cover sheet of this "Request for Bid", and opened immediately thereafter by the Director or designee.

Any question regarding this solicitation should be directed to the Procurement Division Contact listed on the cover page of this solicitation, or by calling the Division of Procurement Management at (239) 533-5450.

1. **SUBMISSION OF BID:**

- a. Bids must be sealed in an envelope, and the outside of the envelope must be marked with the following information:
  - 1. Marked with the words "Sealed Bid"
  - 2. Name of the firm submitting the bid
  - 3. Title of the bid
  - 4. Bid number
  - 5. The envelope shall include:
    - i. One original and one copy of the bid submitted
    - ii. One CD ROM with the Bid Schedule completed as a Microsoft Excel file on the CD ROM.
  
- b. The Bid must be submitted in duplicate as follows:
  - 1. The original consisting of the Lee County bid forms completed and signed, and where applicable corporate and/or notary seals attached.
  - 2. A copy of the original bid forms for the Director.
  - 3. Bid Security
  - 4. DBE Participation
  - 5. Contractor's Qualification Questionnaire
  - 6. Lee County Contractor History
  
- c. The following must be submitted along with the bid in a separate envelope. This envelope must be marked as described above, but instead of marking the envelope as "Sealed Bid", please indicate the contents; i.e., literature, drawings, submittals, etc. This information must be submitted in duplicate.
  - 1. Any information (either required or in addition to that asked for by the specifications) necessary to analyze your bid, i.e., required submittals, literature, technical data, financial statements
  - 2. Warranties and guarantees against defective materials and workmanship.

**FAILURE TO SUBMIT MAY RESULT IN THE BIDDER BEING FOUND NON-RESPONSIVE.**

- d. **BIDS RECEIVED LATE:** It is the bidder's responsibility to ensure the bid is received by the Division of Procurement Management prior to the opening date and time specified. Any bid received after the opening date and time will be promptly returned to the bidder unopened. Lee County will not be responsible for bids received late because of delays by a third party delivery service; i.e., U.S. Mail, UPS, Federal Express, etc.

- e. **BID CALCULATION ERRORS:** In the event there is a discrepancy between the total quoted amount or the extended amounts and the unit prices quoted, the unit prices will prevail and the corrected sum will be considered the quoted price.
- f. **PAST PERFORMANCE:** All vendors will be evaluated on their past performance and prior dealings with Lee County (i.e., failure to meet specifications, poor workmanship, late delivery, etc.). Poor or unacceptable past performance may result in bidder disqualification.
- g. **WITHDRAWAL OF BID:** No bid may be withdrawn for a period of 90 days after the scheduled time for receiving bids. A bid may be withdrawn prior to the bid-opening date and time. Such a request to withdraw must be made in writing to the Director, who will approve or disapprove of the request.
- h. **COUNTY RESERVES THE RIGHT:** The County reserves the right to exercise its discretion, to waive minor informalities in any bid; to reject any or all bids with or without cause; and/or to accept the bid that in its judgment will be in the best interest of the County of Lee.
- i. **EXECUTION OF BID:** All bids shall contain the signature of an authorized representative of the bidder in the space provided on the quote proposal form. All bids shall be typed or printed in ink. The bidder may not use erasable ink. All corrections made to the bid shall be initialed.

2. **BIDDER EXAMINATION/INVESTIGATION OF SITE**

Before submitting bids, BIDDER must carefully examine the site of the proposed work and make all necessary investigations to inform itself thoroughly as to all difficulties involved in the completion of all work required pursuant to the requirements of this bid package. No plea of ignorance of conditions or difficulties that may hereafter exist, or of conditions or difficulties that may be encountered in the execution of the work pursuant to this bid package as a result of failure to make the necessary examinations and investigations will be accepted as an excuse for any failure or omission on the part of the successful BIDDER to fulfill, in every detail, all of the requirements of the Contract Documents, nor will they be accepted as a basis for any claims whatsoever for extra compensation or for an extension of time.

Reference is made to the Supplemental Information for the identification of those reports of investigation and test of subsurface and latent physical conditions at the site or otherwise affecting cost, progress or performance of the Work which have been relied upon by the County and/or its Consultant in preparing the Drawings and Specifications. COUNTY will make copies of such reports available to any BIDDER requesting them. These reports are not guaranteed as to their accuracy or completeness, nor are they part of the Contract Documents. Before submitting its Bid, each BIDDER will at its own expense, make such additional investigations and tests as the BIDDER may deem necessary.

BIDDER shall not be entitled to compensation beyond its bid price when required to incur expenses because of tolls, weight limits of trucks, access to the site, permanent or temporary power at the job site, delivery of materials, temporary utilities, or compliance with OSHA requirements when examination and/or investigation of the site conditions and access routes would have revealed the extra expense involved. The above list is intended to be illustrative and not all-inclusive.

### 3. **PREPARATION OF BID**

Each BIDDER shall submit the completed Proposal/Quote Form and indicate the total lump-sum, or total unit price base bid and any total price(s) of any alternative(s) requested as part of the bid solicitation. BIDDER must furnish all requested information in the space provided in the Proposal/Quote Form. The BIDDER is solely responsible for reading and completely understanding the requirements and the specifications of the items bid.

- a. If the Bidder has downloaded the bid documents and bid schedule (excel document) if applicable, from the Procurement website you need to do the following:
- Complete the Bid Schedule excel sheet(s)
  - Print a paper copy of the completed Bid Schedule
  - Copy the completed Bid Schedule excel sheet(s) to a CD ROM
  - Submit both the completed paper copy and CD ROM Bid Schedule with the bid in the bid envelope at submission.

#### **OR**

- b. If the Bidder obtained a CD ROM from Procurement that contains all the required documents and forms, you need to do this:
- Print from the CD ROM Proposal/Quote Form, including the Bid Schedule (excel document), if applicable
  - Complete the Bid Schedule excel sheet(s) and all required pages
  - Save the completed Bid Schedule to the CD ROM
  - Submit both completed paper and CD ROM Bid Schedule with the bid in the bid envelope at bid submission.

Signatures shall be required as follows:

- a. Bids by a corporation must be manually executed in the corporate name, by the President or Vice President (or other corporate officer, accompanied by written evidence of authority to sign). The corporate seal must be affixed and attested by the secretary or assistant secretary. The corporate address and State of Incorporation must be shown below the signature. Non-resident corporations shall furnish to the COUNTY a duly certified copy of all required authorizations to transact business in the State of Florida along with the bid proposal.
- b. Bids by a partnership must be manually executed in the partnership name and signed by a partner whose title must appear under the signature. The official address of the partnership must be shown below the signature.
- c. Attorneys-in-Fact who sign bonds or other surety instruments must attach with each bond or surety instrument a certified and effectively dated copy of their power of attorney.
- d. All names must be typed or printed below the signature.
- e. The COUNTY will only consider bids meeting the exact specifications and requirements of the Bidding Documents.
- f. Bid errors shall be handled as follows:

- Where bids have erasures or corrections, each erasure or correction must be in ink and initialed in ink by the BIDDER.
- In the case of unit price bids, if an error occurs in the extension of an item, the unit price in words (as shown in the bid) will govern.
- Any blank spaces on the Quote/Proposal Form, qualifying notes, exceptions, counter offers, lack of required submittals, signatures or failure to submit a bid on the County's form may cause BIDDER to be declared non-responsive.
- Where required by the bid package, BIDDERS must submit (with their bid proposal) cuts, sketches, descriptive literature and/or complete specifications relative to the items proposed and offered.
- The BIDDER shall comply with the Florida Sales and Use Tax Law as it may apply to this Contract. The Bid amount(s) shall include any and all Florida Sales and Use Tax payment obligations required by Florida Law of the successful BIDDER and/or its SubContractors or material suppliers.

4. COUNTY INTERPRETATION/ADDENDA

No interpretation or clarification of the meaning of the plans, specifications, or other contract documents will be binding if made to any BIDDER orally. Every such request must be in writing, addressed to the Lee County Division of Procurement Management and **received no later than seven calendar days prior to the bid opening date.**

All such interpretations, any supplemental instructions and/or any modifications to the Bidding Documents deemed advisable by the COUNTY will be issued as a written Addendum and made available to all known BIDDERS through the COUNTY's Web Site, not later than five calendar days (excluding Saturdays, Sundays and Holidays), prior to the bid opening date. Questions will not be accepted during the last seven days prior to bid opening date, unless otherwise specified by the Lee County Division of Procurement Management Office. All Bidders should check the COUNTY'S Web Site or contact the COUNTY'S Division of Procurement Management Office at least five calendar days before the bid receiving date to verify information regarding Addenda. Failure to do so may result in rejection of the bid as non-responsive. Bidder shall acknowledge receipt of all Addenda by COUNTY'S Web Site at [www.leegov.com/procurement](http://www.leegov.com/procurement). It is the sole responsibility of the BIDDER to ensure he/she obtains information related to Addenda. All Addenda shall become part of the Contract Documents.

5. BID SECURITY AND FORFEITURE

The BIDDER shall submit not less than **\$12,500.00** (including applicable alternates) as bid security. The Bid Security is to be submitted to the COUNTY in triplicate. The copies must be a photographic reproduction of the completed form set forth in the Contract Documents and clearly marked "COPY".

The following types of Bid Security are acceptable:

- A Certified Check or a Cashier's Check, in the stated dollar amount of not less than **\$12,500.00**. Any Certified Checks or Cashier Checks submitted in lieu of a Bid Bond shall be drawn on a solvent bank or trust company, made payable to Lee County Board of County

Commissioners and shall have all necessary documentary revenue stamps attached (if required by law); or

- A Bid Bond may be submitted on Lee County Paper Bid Bond Form or Lee County Electronic Bid Bond Form, completed and signed by all required parties, of not less than **\$12,500.00** (including Alternate(s) if applicable) shall accompany each Bid. Contact your Surety Company to inquire if they utilize the Electronic Bid Bond form through Lee County. The Bid Bond, whether submitted by paper or electronic format shall be issued by a duly authorized surety authorized to do business and in good standing with the Florida Department of State. All such bonds shall be issued or countersigned by a local producing agent who is a Florida resident with satisfactory evidence of its authority to execute the bond being submitted.
- Personal checks are not acceptable to Lee County as Bid Security.

The Bid Security of the Bidder will be retained until Bidder has executed the contract, whereupon the Bid Security will be returned. The Bid Security of other Bidders whom the COUNTY believes to have a reasonable chance of receiving the award may be retained by the COUNTY until the effective date of the Agreement, whereupon Bid Securities furnished by such Bidders will be returned. Bid Securities with bids which are not competitive will be returned within fourteen calendar days after bid opening.

If within seven calendar days after notification by Lee County of the COUNTY'S approval to award a contract, the successful BIDDER refuses or otherwise neglects to execute the required written contract, fails to furnish the required Public Payment and Performance Bond, or fails to submit the required Certificate of Insurance, then the COUNTY may annul the Notice of Award. The amount of the BIDDER'S bid security shall be forfeited and may be retained by Lee County.

No plea of mistake in the bid or misunderstanding of the conditions of forfeiture shall be available to the BIDDER for recover of its bid security or as a defense to any action based upon its neglect or refusal to execute a written Contract.

6. **PUBLIC PAYMENT AND PERFORMANCE BOND**

If required, a Public Payment and Performance Bond provided issued in a sum equal to one-hundred (100%) percent of the total awarded contract amount by a surety company considered satisfactory by Lee County and otherwise authorized to transact business in the State of Florida shall be required from the successful BIDDER. This shall insure the faithful performance of the obligations imposed by the resulting contract and protect the COUNTY from lawsuits for non-payment of debts incurred during the successful BIDDER'S performance under such Contract.

A public Payment and Performance Bond must be properly executed by the Surety Company and successful BIDDER within seven calendar days after notification by Lee County of the COUNTY'S approval to award the Contract. Only the form provided with the contract documents will be accepted.

A Clean Irrevocable Letter of Credit or Cash Bonds may be accepted by the COUNTY in lieu of the Public Payment and Performance Bond. Only the form provided with the contract documents will be accepted.

7. **QUALIFICATIONS OF SURETY COMPANIES**

In order to be acceptable to the COUNTY, a Surety Company issuing Bid Guaranty Bonds or 100% Public Payment and Performance Bonds or Letters of Credit called for herein shall meet and comply with the minimum standards set forth in as part of the Contract Documents.

8. **EXECUTION OF WRITTEN CONTRACT**

Within seven calendar days of notice of award, the successful BIDDER will be required to sign a written Agreement form which is written evidence of the Agreement as a result of the award made by the COUNTY to the successful BIDDER.

The COUNTY will issue a “Notice to Proceed” on the project within fifteen calendar days of the effective date of the Agreement as shown in the Construction Contract.

In the event the Notice to Proceed has not been issued by the COUNTY within the fifteen calendar day period above, the CONTRACTOR shall have the option upon written notice, to rescind the Contract or continue with the Contract as originally bid, unless stated otherwise in Supplemental Information.

9. **ACCEPTANCE**

The materials and/or services delivered under the bid **shall** remain the property of the seller until a physical inspection and actual usage of these materials and/or services is accepted by the County and is deemed to be in compliance with the terms herein, fully in accord with the specifications and of the highest quality. In the event the materials and/or services supplied to the County are found to be defective or do not conform to specifications, the County reserves the right to cancel the order upon written notice to the seller and return such product to the seller at the seller’s expense.

10. **SUBSTITUTIONS**

Whenever in these specifications a brand name or make is mentioned, it is the intention of the County only to establish a grade or quality of materials and not to rule out other brands or makes of equal quality. However, if a product other than that specified is bid, it is the vendor’s responsibility to name such product with his bid and to prove to the County that said product is equal to the product specified. Lee County **shall** be the sole judge as to whether a product being offered by the bidder is actually equivalent to the one being specified by the detailed specifications. (Note: This paragraph does not apply when it is determined that the technical requirements of this solicitation will require a specific product only, as stated in the detailed specifications.)

11. **RULES, REGULATIONS, LAWS, ORDINANCES & LICENSES**

The awarded vendor shall observe and obey all laws, ordinances, rules, and regulations, of the federal, state, and local government, which may be applicable to the supply of this product or service. The awarded vendor has attested to compliance with the applicable immigration laws of the United States in the attached affidavit. Violations of the immigration laws of the United States shall be grounds for unilateral termination of the awarded agreement.

- a. Local Business Tax – Vendor shall submit within 10 calendar days after request.
- b. Specialty License(s) – Vendor shall possess at the time of the opening of the bid all necessary permits and/or licenses required for the sale of this product and/or service

and upon the request of the County will provide copies of licenses and/or permits within 10 calendar days after request.

12. **WARRANTY/GUARANTY** (unless otherwise specified)

All materials and/or services furnished under this bid shall be warranted by the vendor to be free from defects and fit for the intended use.

13. **PRE-BID CONFERENCE**

A pre-bid conference will be held at the location, date, and time specified on the cover of this solicitation. Pre-bid conferences are generally non-mandatory, but it is highly recommended that everyone planning to submit a bid attend.

In the event a pre-bid conference is classified as mandatory, it will be so specified on the cover of this solicitation and it will be the responsibility of the bidder to ensure that they are represented at the pre-bid. Only those bidders who attend the pre-bid conference will be allowed to bid on this project.

14. **LEE COUNTY PAYMENT PROCEDURES**

All vendors are requested to mail an original invoice to:

Lee County Finance Department  
Post Office Box 2238  
Fort Myers, FL 33902-2238

All invoices will be paid as directed by the Lee County payment procedure unless otherwise differently stated in the detailed specification portion of this bid.

Lee County will not be liable for requests for payment deriving from aid, assistance, or help by any individual, vendor, or bidder for the preparation of these specifications.

Lee County is generally a tax-exempt entity subject to the provisions of the 1987 legislation regarding sales tax on services. Lee County will pay those taxes for which it is obligated, or it will provide a Certificate of Exemption furnished by the Department of Revenue. All contractors or bidders should include in their bid all sales or use taxes, which they will pay when making purchases of material or subcontractor's services.

15. **LEE COUNTY BID PROTEST PROCEDURE**

Any contractor/vendor/firm that has submitted a formal bid/quote/proposal to Lee County, and who is adversely affected by an intended decision with respect to the award of the formal bid/quote/proposal, must file a written "Notice of Intent to File a Protest" with the Lee County Procurement Management Director not later than seventy-two hours (excluding Saturdays, Sundays and Legal Holidays) after receipt of the County's "Notice of Intended Decision" with respect to the proposed award of the formal bid/quote/proposal.

The "Notice of Intent to File a Protest" is one of two documents necessary to perfect Protest. The second document is the "Formal Written Protest", both documents are described below.

The "Notice of Intent to File a Protest" document must state all grounds claimed for the Protest, and clearly indicate it as the "Notice of Intent to File a Protest". Failure to clearly indicate the Intent to



file the Protest shall constitute a waiver of all rights to seek any further remedies provided for under this Protest Procedure.

The “Notice of Intent to File a Protest” shall be received (“stamped in”) by the Procurement Management Director or Public Works Director not later than Four o’clock (4:00) PM on the third working day following the day of receipt of the County’s Notice of Intended Decision.

The affected party shall then file its Formal Written Protest within ten calendar days after the time for the filing of the Notice of Intent to File a Protest has expired. Except as provided for in the paragraph below, upon filing of the Formal Written Protest, the contractor/vendor/firm shall post a bond, payable to the Lee County Board of County Commissioners in an amount equal to five percent (5%) of the total bid/quote/proposal, or Ten Thousand Dollars (\$10,000.00), whichever is less. Said bond shall be designated and held for payment of any costs that may be levied against the protesting contractor/vendor/firm by the Board of County Commissioners, as the result of a frivolous Protest.

A clean, Irrevocable Letter of Credit or other form of approved security, payable to the County, may be accepted. Failure to submit a bond, letter of credit, or other approved security simultaneously with the Formal Written Protest shall invalidate the protest, at which time the County may continue its procurement process as if the original “Notice of Intent to File a Protest” had never been filed. Any contractor/vendor/firm submitting the County’s standard bond form (CMO: 514), along with the bid/quote/proposal, shall not be required to submit an additional bond with the filing of the Formal Written Protest.

The Formal Written Protest shall contain the following:

- County bid/quote/proposal identification number and title.
- Name and address of the affected party, and the title or position of the person submitting the Protest.
- A statement of disputed issues of material fact. If there are no disputed material facts, the Formal Protest must so indicate.
- A concise statement of the facts alleged, and of the rules, regulations, statutes, or constitutional provisions, which entitle the affected party to relief.
- All information, documents, other materials, calculations, and any statutory or case law authority in support of the grounds for the Protest.
- A statement indicating the relief sought by the affected (protesting) party.
- Any other relevant information that the affected party deems to be material to Protest.

Upon receipt of a timely filed “Notice of Intent to File a Protest”, the Procurement Management Director or Public Works Director (as appropriate) may abate the award of the formal bid/quote/proposal as appropriate, until the Protest is heard pursuant to the informal hearing process as further outlined below, except and unless the County Manager shall find and set forth in writing, particular facts and circumstances that would require an immediate award of the formal bid/quote/proposal for the purpose of avoiding a danger to the public health, safety, or welfare. Upon such written finding by the County Manager, the County Manager may authorize an expedited Protest hearing procedure. The expedited Protest hearing shall be held

within ninety-six hours of the action giving rise to the contractor/vendor/firm's Protest, or as soon as may be practicable for all parties. The "Notice of Intent to File a Protest" shall serve as the grounds for the affected party's presentation and the requirements for the submittal of a formal, written Protest under these procedures, to include the requirement for a bond, shall not apply.

The Dispute Committee shall conduct an informal hearing with the protesting contractor/vendor/firm to attempt to resolve the Protest, within seven working days (excluding Saturdays, Sundays and legal holidays) from receipt of the Formal Written Protest. The Chairman of the Dispute Committee shall ensure that all affected parties may make presentations and rebuttals, subject to reasonable time limitations, as appropriate. The purpose of the informal hearing by the Dispute Committee, the protestor and other affected parties is to provide an opportunity: (1) to review the basis of the Protest; (2) to evaluate the facts and merits of the Protest; and (3) to make a determination whether to accept or reject the Protest.

Once a determination is made by the Dispute Committee with respect to the merits of the Protest, the Dispute Committee shall forward to the Board of County Commissioners its recommendations, which shall include relevant background information related to the procurement.

Upon receiving the recommendation from the Dispute Committee, the Board of County Commissioners shall conduct a hearing on the matter at a regularly scheduled meeting. Following presentations by the affected parties, the Board shall render its decision on the merits of the Protest.

If the Board's decision upholds the recommendation by the Dispute Committee regarding the award, and further finds that the Protest was either frivolous and/or lacked merit, the Board, at its discretion, may assess costs, charges, or damages associated with any delay of the award, or any costs incurred with regard to the protest. These costs, charges or damages may be deducted from the security (bond or letter of credit) provided by the contractor/vendor/firm. Any costs, charges or damages assessed by the Board in excess of the security shall be paid by the protesting contractor/vendor/firm within thirty calendar days of the Board's final determination concerning the award.

All formal bid/quote/proposal solicitations shall set forth the following statement:

**“FAILURE TO FOLLOW THE BID PROTEST PROCEDURE REQUIREMENTS WITHIN THE TIMEFRAMES AS PRESCRIBED HEREIN AND ESTABLISHED BY LEE COUNTY BOARD OF COUNTY COMMISSIONERS, FLORIDA, SHALL CONSTITUTE A WAIVER OF YOUR PROTEST AND ANY RESULTING CLAIMS.”**

16. **PUBLIC ENTITY CRIME**

Any person or affiliate as defined by statute who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid or a contract to provide any goods or services to the County; may not submit a bid on a contract with the County for the construction or repair of a public building or a public work; may not submit bids or leases of real property to the County; may not be awarded or perform works as a contractor, supplier, subcontractor, or consultant under a contract with the County, and may not transact business with the County in excess of \$25,000.00 for a period of 36 months from the date of being placed on the convicted vendor list.

17. **QUALIFICATION OF BIDDERS** (unless otherwise noted)

Bids will be considered only from firms normally engaged in the sale and distribution or provision of the services as specified herein. Bidders shall have adequate organization, facilities, equipment, and personnel to ensure prompt and efficient service to Lee County. The County reserves the right before recommending any award to inspect the facilities and organization; or to take any other action necessary to determine ability to perform is satisfactory, and reserves the right to reject bids where evidence submitted or investigation and evaluation indicates an inability of the bidder to perform.

18. **MATERIAL SAFETY DATA SHEETS**

In accordance with Chapter 443 of the Florida Statutes, it is the vendor's responsibility to provide Lee County with Materials Safety Data Sheets on bid materials, as may apply to this procurement.

19. **MISCELLANEOUS**

If a conflict exists between the General Conditions and the detailed specifications, then the detailed specifications shall prevail.

20. **WAIVER OF CLAIMS**

Once this contract expires, or final payment has been requested and made, the awarded contractor shall have no more than 30 days to present or file any claims against the County concerning this contract. After that period, the County will consider the Contractor to have waived any right to claims against the County concerning this agreement.

21. **AUTHORITY TO PIGGYBACK**

It is hereby made a precondition of any bid and a part of these specifications that the submission of any bid in response to this request constitutes a bid made under the same conditions, for the same price, and for the same effective period as this bid, to any other governmental entity.

22. **COUNTY RESERVES THE RIGHT**

a) **State Contract**

If applicable, the County reserves the right to purchase any of the items in this bid from State Contract Vendors if the prices are deemed lower on State Contract than the prices we receive in this quotation.

b) **Any Single Large Project**

The County, in its sole discretion, reserves the right to separately quote any project that is outside the scope of this bid, whether through size, complexity, or dollar value.

c) **Disadvantaged Business Enterprises (DBE's)**

The County, in its sole discretion, reserves the right to purchase any of the items in this bid from a Disadvantaged Business Enterprise vendor if the prices are determined to be in the best interest of the County, to assist the County in the fulfillment of any of the County's grant commitments to federal or state agencies.

The County further reserves the right to purchase any of the items in this bid from DBE's to fulfill the County's stated policy toward DBE's.

d) **Anti-Discrimination**

The vendor for itself, its successors in interest, and assignees, as part of the consideration there of covenant and agree that:

In the furnishing of services to the County hereunder, no person on the grounds of race, religion, color, age, sex, national origin, handicap or marital status shall be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination.

The vendor will not discriminate against any employee or applicant for employment because of race, religion, color, age, sex, national origin, handicap or marital status. The vendor will make affirmative efforts to ensure that applicants are employed and that employees are treated during employment without regard to their race, religion, color, age, sex, national origin, handicap or marital status. Such action shall include, but not be limited to, acts of employment, upgrading, demotion or transfer; recruitment advertising; layoff or termination, rates of pay or other forms of compensation and selection for training, including apprenticeship.

Vendor agrees to post in a conspicuous place, available to employees and applicants for employment, notices setting forth the provisions of this anti-discrimination clause.

Vendor will provide all information and reports required by relevant regulations and/or applicable directives. In addition, the vendor shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the County to be pertinent to ascertain compliance. The vendor shall maintain and make available relevant data showing the extent to which members of minority groups are beneficiaries under these contracts.

Where any information required of the vendor is in the exclusive possession of another who fails or refuses to furnish this information, the vendor shall so certify to the County its effort made toward obtaining said information. The vendor shall remain obligated under this paragraph until the expiration of three (3) years after the termination of this contract.

In the event of breach of any of the above anti-discrimination covenants, the County shall have the right to impose sanctions as it may determine to be appropriate, including withholding payment to the vendor or canceling, terminating, or suspending this contract, in whole or in part.

Additionally, the vendor may be declared ineligible for further County contracts by rule, regulation or order of the Board of County Commissioners of Lee County, or as otherwise provided by law.

The vendor will send to each union, or representative of workers with which the vendor has a collective bargaining agreement or other contract of understanding, a notice informing the labor union of worker's representative of the vendor's commitments under this assurance, and shall post copies of the notice in conspicuous places available to the employees and the applicants for employment.

The vendor will include the provisions of this section in every subcontract under this contract to ensure its provisions will be binding upon each subcontractor. The vendor will

take such actions with respect to any subcontractor, as the contracting agency may direct, as a means of enforcing such provisions, including sanctions for non-compliance.

23. **AUDITABLE RECORDS**

The awarded vendor shall maintain auditable records concerning the procurement adequate to account for all receipts and expenditures, and to document compliance with the specifications. These records shall be kept in accordance with generally accepted accounting methods, and Lee County reserves the right to determine the record-keeping method required in the event of non-conformity. These records shall be maintained for two years after completion of the project and shall be readily available to County personnel with reasonable notice, and to other persons in accordance with the Florida Public Disclosure Statutes.

24. **DRUG FREE WORKPLACE**

Whenever two or more bids/proposals, which are equal with respect to price, quality and service, are received for the procurement of commodities or contractual services, a bid/proposal received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. In order to have a drug-free workplace program, a business shall comply with the requirements of Florida Statutes 287.087.

25. **REQUIRED SUBMITTALS**

Any submittals requested should be returned with the bid response. This information may be accepted after opening, but no later than 10 calendar days after request.

26. **TERMINATION**

Any agreement as a result of this bid may be terminated by either party giving thirty calendar days advance written notice. The County reserves the right to accept or not accept a termination notice submitted by the vendor, and no such termination notice submitted by the vendor shall become effective unless and until the vendor is notified in writing by the County of its acceptance.

The Procurement Management Director may immediately terminate any agreement as a result of this bid for emergency purposes, as defined by the Lee County Purchasing and Payment Procedure Manual.

Any vendor who has voluntarily withdrawn from a formal bid/proposal without the County's mutual consent during the contract period shall be barred from further County procurement for a period of 180 days. The vendor may apply to the Board of Lee County Commissioners for waiver of this debarment. Such application for waiver of debarment must be coordinated with and processed by Procurement Management.

27. **CONFIDENTIALITY**

Vendors should be aware that all submittals (including financial statements) provided with a bid/proposal are subject to public disclosure and will **not** be afforded confidentiality.

28. **ANTI-LOBBYING CLAUSE**

All firms are hereby placed on formal notice that neither the County Commissioners nor candidates for County Commission, nor any employees from the Lee County Government, Lee County staff members, nor any members of the Qualification/Evaluation Review Committee are to be lobbied,

either individually or collectively, concerning this project. Firms and their agents who intend to submit qualifications, or have submitted qualifications, for this project are hereby placed on *formal notice* that they are *not* to contact County personnel for such purposes as holding meetings of introduction, meals, or meetings relating to the selection process outside of those specifically scheduled by the County for negotiations. Any such lobbying activities may cause immediate disqualification for this project.

29. **INSURANCE (AS APPLICABLE)**

Insurance shall be provided, per the attached insurance guide. Upon request, an insurance certificate complying with the attached guide may be required prior to award.

30. **CONFLICT OF INTEREST**

All firms are hereby placed on formal notice that per Section 3 of Lee County Ordinance No. 92-22:

The County is prohibited from soliciting a professional services firm to perform project design and/or construction services if the firm has or had been retained to perform the project feasibility or study analysis.

And:

A professional services firm who has performed or participated in the project feasibility planning, study analysis, development of a program for future implementation or drafting of solicitation documents directly related to this County project, as the primary contractor/consultant or a prominent member of the team, cannot be selected or retained, as the primary contractor/consultant or a named member of the contracting/consulting team, to perform project design, engineering, or construction services for subsequent phase s or scopes of work for this project. Pursuant to FS. S. 287.057(17) the firm will be deemed to have a prohibited conflict of interest that creates an unfair competitive advantage.

Should your response be found in violation of the above stated provisions; the County will consider this previous involvement in the project to be a conflict of interest, which will be cause for immediate disqualification of the submittal from consideration for this project.

31. **CONTRACTOR/SUB-CONTRACTOR RELATIONSHIP**

The prime contractor on a project may not also be listed as a sub-contractor to another firm submitting a proposal for the same solicitation. Should this occur, all responses from the involved/named firms will be considered non-compliant and rejected for award. Sub-contractors may be listed on multiple proposals for the same solicitation.

**LEE COUNTY, FLORIDA  
PROPOSAL QUOTE FORM  
FOR  
STORM WATER DRAINAGE PIPE LINING**

DATE SUBMITTED: \_\_\_\_\_

VENDOR NAME: \_\_\_\_\_

TO: The Board of County Commissioners  
Lee County  
Fort Myers, Florida

Having carefully examined the "General Conditions", and the "Detailed Specifications", all of which are contained herein, the Undersigned proposes to furnish the following which meet these specifications:

1. The Undersigned, hereinafter called "BIDDER", having visited the site of the proposed project and having become familiar with the local conditions, nature and extent of the work, and having examined carefully the Agreement Form, General Conditions, Supplemental Information, Plans and Specifications and other Contract Documents, and having fulfilled their requirements as well as the Bonding requirements herein, proposes to furnish all labor, materials, equipment and other items, facilities and services for the proper execution and completion of the:

**STORM WATER DRAINAGE PIPE LINING**

in full accordance with the drawings and specifications prepared in accordance with your Advertisement for Bids, Instruction to Bidders, Construction Contract and all other documents related thereto on file with Lee County Division of Procurement Management, and if awarded the contract, to complete the said work within the time limits specified for the following bid price as per enclosed.

2. There is enclosed a Certified Check, Cashier's Check or Bid Bond (paper or electronic format) in the amount of **\$12,500.00** (Twelve Thousand five hundred dollars) payable to the Lee County Board of County Commissioners as a guarantee for the purpose set out in the Instruction to Bidders.

3. The BIDDER hereby agrees that:

(a) The above proposal shall remain in full force and effect for a period of 90 calendar days after the time of the opening of this proposal and it shall not be revoked, withdrawn or canceled within that time frame. Once the bidder has been notified that his bid has been awarded by the Board of County Commissioners, within the above time frame the price proposed as submitted shall constitute the contract price which shall be executed within the time frames established by these documents.

(b) In the event the award is made to this BIDDER, the BIDDER will enter into a formal written agreement with the COUNTY in accordance with the accepted bid, will execute the contract contained within these documents, and provide a Public Payment and Performance Bond from a Surety in good standing with the Florida Department of State who is licensed to do business in Florida and acceptable to the OWNER. The Public Payment and Performance Bond shall be in the amount of one hundred percent (100%) of the accepted bid. The BIDDER shall, within seven calendar days of the Notice of Award, submit the required Certificates of Insurance. The BIDDER further agrees that in the event of the BIDDER'S default of breach of any of the agreements of this proposal, the bid deposit shall be forfeited.

**NOTE REQUIREMENT: IT IS THE SOLE RESPONSIBILITY OF THE VENDOR TO CHECK LEE COUNTY PROCUREMENT MANAGEMENT WEB SITE FOR ANY PROJECT ADDENDA ISSUED FOR THIS PROJECT. THE COUNTY WILL POST ADDENDA TO THIS WEB PAGE, BUT WILL NOT NOTIFY.**

4. Acknowledgment is hereby made of receipt of the following Addenda issued during the bidding period.

Addendum No. \_\_\_ Dated \_\_\_\_\_ Addendum No. \_\_\_ Dated \_\_\_\_\_

Addendum No. \_\_\_ Dated \_\_\_\_\_ Addendum No. \_\_\_ Dated \_\_\_\_\_

5. If awarded this construction contract, the BIDDER agrees to complete the work covered by this contract as follows:

(a) Substantially complete in NA consecutive calendar days from date of Official Notice to Proceed.

(b) Final completion in NA consecutive calendar days from the date of Official Notice to Proceed.

(c) Both the COUNTY and CONTRACTOR recognize that the liquidated damages reflect a good faith estimate and that the injury to COUNTY which could result from a failure of CONTRACTOR to complete on schedule is uncertain and cannot be computed exactly. In no way shall costs for liquidated damages be construed as a penalty on the CONTRACTOR.

The CONTRACTOR shall be liable to the COUNTY for per diem liquidated damages in the amount of \$ NA for each day of delay in achieving substantial completion as set forth herein. The per diem liquidated damages will be subject to change based upon the establishment of the actual contract price.

6. Neither the undersigned nor any other person, firm or corporation named herein, nor anyone else to the knowledge of the undersigned, have themselves solicited or employed anyone else to solicit favorable action for this proposal by the COUNTY, also that no head of any department or employee therein, or any officer of Lee County, Florida is directly interested therein.

This proposal is genuine and not collusive or a sham; the person, firm or corporation named herein has not colluded, conspired, connived or agreed directly or indirectly with any bidder or person, firm or corporation, to put in a sham proposal, or that such other person, firm or corporation, shall refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference with any person, firm or corporation, to fix the unit prices of said proposal or proposals of any other bidder, or to secure any advantage against the COUNTY or any person, firm or corporation interested in the proposed contract; all statements contained in the proposal or proposals described above are true; and further, neither the undersigned, nor the person, firm or corporation named herein, has directly or indirectly submitted said proposal or the contents thereto, to any association or to any member or agent thereof.



7. The below signed BIDDER agrees to comply with all applicable provisions as set forth in the Anti-Discrimination requirements included as part of the General Conditions of this documents. The BIDDER further agrees to hold harmless, defend and indemnify the COUNTY and its agents for any losses including attorney's fees, incurred as a result of its failure to abide by the applicable Anti-Discrimination laws.

\_\_\_\_\_  
(Name of License Holder)

\_\_\_\_\_  
(State Certificate No.)

\_\_\_\_\_  
(Occupational No.)  
(specify jurisdiction)

\_\_\_\_\_  
(Lee County Competency No.)

\_\_\_\_\_  
(State Registration No.)

In witness whereof, the BIDDER has hereunto set his signature and  
affixed his seal this \_\_\_\_\_ day of \_\_\_\_\_, A.D., \_\_\_\_\_.

ATTEST: \_\_\_\_\_ (SEAL)  
Secretary

By: Printed \_\_\_\_\_

By: Signature \_\_\_\_\_

TITLE: \_\_\_\_\_

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Contact Person

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
E-mail of Contact Person

\_\_\_\_\_  
City, State, and Zip

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Fax Number

**PLEASE SUPPLY PRICING FOR THE FOLLOWING:**

ITEM NO.	UNIT	DESCRIPTION	UNIT PRICE
		<b>GROUP 1: TV VIEWING</b>	
1	LF	STORM DRAIN (VIDEO CAMERA) OBSERVATION 0-48"	
2	LF	STORM DRAIN (VIDEO CAMERA) OBSERVATION 49-72"	
3	PER TON	CLEANING BOX CULVERTS OF DEBRIS AND BITUMINOUS MATERIALS REMOVED	
4	PER TON	VACUUMING OF CONTINUOUS DEFLECTION SEPARATION (CDS) SYSTEMS REMOVAL OF DEBRIS AND BITUMINOUS MATERIALS	

**TOTAL: GROUP 1** \$ \_\_\_\_\_

ITEM NO.	UNIT	DESCRIPTION	UNIT PRICE
		<b>GROUP 2: PLUG INSTALLATION &amp; REMOVAL ( INCLUDES MINIMUM WEEKLY RENTAL) FOR:</b>	
5	WEEK	0" TO 12" CROSS/ SIDE DRAIN OR EQUIVALENT ELLIPTICAL CIRCUMFERANCE	
6	WEEK	15" TO 30" CROSS/ SIDE DRAIN OR EQUIVALENT ELLIPTICAL	
7	WEEK	36" TO 42" CROSS/ SIDE DRAIN OR EQUIVALENT ELLIPTICAL CIRCUMFERANCE	
8	WEEK	48" TO 60" CROSS/ SIDE DRAIN OR EQUIVALENT ELLIPTICAL CIRCUMFERANCE	
9	WEEK	72" to 90" CROSS/ SIDE DRAIN OR EQUIVALNET ELLIPTICAL CIRCUMFERANCE	
10	WEEK	96" to 108" CROSS/ SIDE DRAIN OR EQUIVALNET ELLIPTICAL CIRCUMFERANCE	

**TOTAL: GROUP 2** \$ \_\_\_\_\_

ITEM NO.	UNIT	DESCRIPTION	UNIT PRICE
		<b>GROUP 3:PUMPING</b>	
11	Hours	4" HYDRAULIC PUMP ( WITH UP TO 1000' OF DISCHARGE HOSE)	
12	Hours	6" HYDRAULIC PUMP ( WITH UP TO 1000' OF DISCHARGE HOSE)	
13	Hours	8" HYDRAULIC PUMP ( WITH UP TO 1000' OF DISCHARGE HOSE)	

**TOTAL: GROUP 3** \$ \_\_\_\_\_

<b>ITEM NO.</b>	<b>UNIT</b>	<b>DESCRIPTION</b>	<b>UNIT PRICE</b>
		<b>GROUP 4: CLEANING OF CMP CIRCULAR PIPE OR EQUIVALENT ELLIPTICAL</b>	
14	LF	LIGHT CLEANING OF 15" PIPE	
15	LF	MEDIUM CLEANING OF 15" PIPE	
16	LF	HEAVY CLEANING OF 15" PIPE	
17	LF	SPECIALTY CLEANING OF 15" PIPE	
18	LF	LIGHT CLEANING OF 18" PIPE	
19	LF	MEDIUM CLEANING OF 18" PIPE	
20	LF	HEAVY CLEANING OF 18" PIPE	
21	LF	SPECIALTY CLEANING OF 18" PIPE	
22	LF	LIGHT CLEANING OF 24" PIPE	
23	LF	MEDIUM CLEANING OF 24" PIPE	
24	LF	HEAVY CLEANING OF 24" PIPE	
25	LF	SPECIALTY CLEANING OF 24" PIPE	
26	LF	LIGHT CLEANING OF 30" PIPE	
27	LF	MEDIUM CLEANING OF 30" PIPE	
28	LF	HEAVY CLEANING OF 30" PIPE	
29	LF	SPECIALTY CLEANING OF 30" PIPE	
30	LF	LIGHT CLEANING OF 36" PIPE	
31	LF	MEDIUM CLEANING OF 36" PIPE	
32	LF	HEAVY CLEANING OF 36" PIPE	
33	LF	SPECIALTY CLEANING OF 36" PIPE	
34	LF	LIGHT CLEANING OF 42" PIPE	
35	LF	MEDIUM CLEANING OF 42" PIPE	
36	LF	HEAVY CLEANING OF 42" PIPE	
37	LF	SPECIALTY CLEANING OF 42" PIPE	
38	LF	LIGHT CLEANING OF 48" PIPE	
39	LF	MEDIUM CLEANING OF 48" PIPE	
40	LF	HEAVY CLEANING OF 48" PIPE	
41	LF	SPECIALTY CLEANING OF 48" PIPE	
42	LF	LIGHT CLEANING OF 54" PIPE	
43	LF	MEDIUM CLEANING OF 54" PIPE	
44	LF	HEAVY CLEANING OF 54" PIPE	
45	LF	SPECIALTY CLEANING OF 54" PIPE	
46	LF	LIGHT CLEANING OF 60" PIPE	
47	LF	MEDIUM CLEANING OF 60" PIPE	
48	LF	HEAVY CLEANING OF 60" PIPE	
49	LF	SPECIALTY CLEANING OF 60" PIPE	
50	LF	LIGHT CLEANING OF 66" PIPE	
51	LF	MEDIUM CLEANING OF 66" PIPE	
52	LF	HEAVY CLEANING OF 66" PIPE	

53	LF	SPECIALTY CLEANING OF 66" PIPE	
54	LF	LIGHT CLEANING OF 72" PIPE	
55	LF	MEDIUM CLEANING OF 72" PIPE	
56	LF	HEAVY CLEANING OF 72" PIPE	
57	LF	SPECIALTY CLEANING OF 72" PIPE	
58	LF	LIGHT CLEANING OF 84" PIPE	
59	LF	MEDIUM CLEANING OF 84" PIPE	
60	LF	HEAVY CLEANING OF 84" PIPE	
61	LF	SPECIALTY CLEANING OF 84" PIPE	
62	LF	LIGHT CLEANING OF 90" PIPE	
63	LF	MEDIUM CLEANING OF 90" PIPE	
64	LF	HEAVY CLEANING OF 90" PIPE	
65	LF	SPECIALTY CLEANING OF 90" PIPE	
66	LF	LIGHT CLEANING OF 96" PIPE	
67	LF	MEDIUM CLEANING OF 96" PIPE	
68	LF	HEAVY CLEANING OF 96" PIPE	
69	LF	SPECIALTY CLEANING OF 96" PIPE	
70	LF	LIGHT CLEANING OF 102" PIPE	
71	LF	MEDIUM CLEANING OF 102" PIPE	
72	LF	HEAVY CLEANING OF 102" PIPE	
73	LF	SPECIALTY CLEANING OF 102" PIPE	
74	LF	LIGHT CLEANING OF 108" PIPE	
75	LF	MEDIUM CLEANING OF 108" PIPE	
76	LF	HEAVY CLEANING OF 108" PIPE	
77	LF	SPECIALTY CLEANING OF 108" PIPE	

TOTAL: GROUP 4

\$ \_\_\_\_\_

ITEM NO.	UNIT	DESCRIPTION	UNIT PRICE
		<b>GROUP 5: CLEANING OF RCP CIRCULAR PIPE OR EQUIVALENT ELLIPTICAL CIRCUMFERENCE</b>	
78	L	LIGHT CLEANING OF 15" PIPE	
79	L	MEDIUM CLEANING OF 15" PIPE	
80	L	HEAVY CLEANING OF 15" PIPE	
81	L	SPECIALTY CLEANING OF 15" PIPE	
82	L	LIGHT CLEANING OF 18" PIPE	
83	L	MEDIUM CLEANING OF 18" PIPE	
84	L	HEAVY CLEANING OF 18" PIPE	
85	L	SPECIALTY CLEANING OF 18" PIPE	
86	L	LIGHT CLEANING OF 24" PIPE	
87	L	MEDIUM CLEANING OF 24" PIPE	
88	L	HEAVY CLEANING OF 24" PIPE	
89	L	SPECIALTY CLEANING OF 24" PIPE	

90	L	LIGHT CLEANING OF 30" PIPE	
91	L	MEDIUM CLEANING OF 30" PIPE	
92	L	HEAVY CLEANING OF 30" PIPE	
93	L	SPECIALTY CLEANING OF 30" PIPE	
94	L	LIGHT CLEANING OF 36" PIPE	
95	L	MEDIUM CLEANING OF 36" PIPE	
96	L	HEAVY CLEANING OF 36" PIPE	
97	L	SPECIALTY CLEANING OF 36" PIPE	
98	L	LIGHT CLEANING OF 42" PIPE	
99	L	MEDIUM CLEANING OF 42" PIPE	
100	L	HEAVY CLEANING OF 42" PIPE	
101	L	SPECIALTY CLEANING OF 42" PIPE	
102	L	LIGHT CLEANING OF 48" PIPE	
103	L	MEDIUM CLEANING OF 48" PIPE	
104	L	HEAVY CLEANING OF 48" PIPE	
105	L	SPECIALTY CLEANING OF 48" PIPE	
106	L	LIGHT CLEANING OF 54" PIPE	
107	L	MEDIUM CLEANING OF 54" PIPE	
108	L	HEAVY CLEANING OF 54" PIPE	
109	L	SPECIALTY CLEANING OF 54" PIPE	
110	L	LIGHT CLEANING OF 60" PIPE	
111	L	MEDIUM CLEANING OF 60" PIPE	
112	L	HEAVY CLEANING OF 60" PIPE	
113	L	SPECIALTY CLEANING OF 60" PIPE	
114	L	LIGHT CLEANING OF 66" PIPE	
115	LF	MEDIUM CLEANING OF 66" PIPE	
116	LF	HEAVY CLEANING OF 66" PIPE	
117	LF	SPECIALTY CLEANING OF 66" PIPE	
118	LF	LIGHT CLEANING OF 72" PIPE	
119	LF	MEDIUM CLEANING OF 72" PIPE	
120	LF	HEAVY CLEANING OF 72" PIPE	
121	LF	SPECIALTY CLEANING OF 72" PIPE	
122	LF	LIGHT CLEANING OF 84" PIPE	
123	LF	MEDIUM CLEANING OF 84" PIPE	
124	LF	HEAVY CLEANING OF 84" PIPE	
125	LF	SPECIALTY CLEANING OF 84" PIPE	
126	LF	LIGHT CLEANING OF 90" PIPE	
127	LF	MEDIUM CLEANING OF 90" PIPE	
128	LF	HEAVY CLEANING OF 90" PIPE	
129	LF	SPECIALTY CLEANING OF 90" PIPE	
130	LF	LIGHT CLEANING OF 96" PIPE	
131	LF	MEDIUM CLEANING OF 96" PIPE	
132	LF	HEAVY CLEANING OF 96" PIPE	

133	LF	SPECIALTY CLEANING OF 96" PIPE	
134	LF	LIGHT CLEANING OF 102" PIPE	
135	LF	MEDIUM CLEANING OF 102" PIPE	
136	LF	HEAVY CLEANING OF 102" PIPE	
137	LF	SPECIALTY CLEANING OF 102" PIPE	
138	LF	LIGHT CLEANING OF 108" PIPE	
139	LF	MEDIUM CLEANING OF 108" PIPE	
140	LF	HEAVY CLEANING OF 108" PIPE	
141	LF	SPECIALTY CLEANING OF 108" PIPE	

TOTAL: GROUP 5

\$ \_\_\_\_\_

ITEM NO.	UNIT	DESCRIPTION	UNIT PRICE
		<b>GROUP 6: CLEANING OF HDPE CIRCULAR PIPE OR EQUIVALENT ELLIPTICAL CIRCUMFERENCE</b>	
142	LF	LIGHT CLEANING OF 15" PIPE	
143	LF	MEDIUM CLEANING OF 15" PIPE	
144	LF	HEAVY CLEANING OF 15" PIPE	
145	LF	SPECIALTY CLEANING OF 15" PIPE	
146	LF	LIGHT CLEANING OF 18" PIPE	
147	LF	MEDIUM CLEANING OF 18" PIPE	
148	LF	HEAVY CLEANING OF 18" PIPE	
149	LF	SPECIALTY CLEANING OF 18" PIPE	
150	LF	LIGHT CLEANING OF 24" PIPE	
151	LF	MEDIUM CLEANING OF 24" PIPE	
152	LF	HEAVY CLEANING OF 24" PIPE	
153	LF	SPECIALTY CLEANING OF 24" PIPE	
154	LF	LIGHT CLEANING OF 30" PIPE	
155	LF	MEDIUM CLEANING OF 30" PIPE	
156	LF	HEAVY CLEANING OF 30" PIPE	
157	LF	SPECIALTY CLEANING OF 30" PIPE	
158	LF	LIGHT CLEANING OF 36" PIPE	
159	LF	MEDIUM CLEANING OF 36" PIPE	
160	LF	HEAVY CLEANING OF 36" PIPE	
161	LF	SPECIALTY CLEANING OF 36" PIPE	
162	LF	LIGHT CLEANING OF 42" PIPE	
163	LF	MEDIUM CLEANING OF 42" PIPE	
164	LF	HEAVY CLEANING OF 42" PIPE	
165	LF	SPECIALTY CLEANING OF 42" PIPE	
166	LF	LIGHT CLEANING OF 48" PIPE	
167	LF	MEDIUM CLEANING OF 48" PIPE	
168	LF	HEAVY CLEANING OF 48" PIPE	

169	LF	SPECIALTY CLEANING OF 48" PIPE	
170	LF	LIGHT CLEANING OF 54" PIPE	
171	LF	MEDIUM CLEANING OF 54" PIPE	
172	LF	HEAVY CLEANING OF 54" PIPE	
173	LF	SPECIALTY CLEANING OF 54" PIPE	
174	LF	LIGHT CLEANING OF 60" PIPE	
175	LF	MEDIUM CLEANING OF 60" PIPE	
176	LF	HEAVY CLEANING OF 60" PIPE	
178	LF	SPECIALTY CLEANING OF 60" PIPE	
179	LF	LIGHT CLEANING OF 66" PIPE	
180	LF	MEDIUM CLEANING OF 66" PIPE	
181	LF	HEAVY CLEANING OF 66" PIPE	
182	LF	SPECIALTY CLEANING OF 66" PIPE	
183	LF	LIGHT CLEANING OF 72" PIPE	
184	LF	MEDIUM CLEANING OF 72" PIPE	
185	LF	HEAVY CLEANING OF 72" PIPE	
186	LF	SPECIALTY CLEANING OF 72" PIPE	
187	LF	LIGHT CLEANING OF 84" PIPE	
188	LF	MEDIUM CLEANING OF 84" PIPE	
189	LF	HEAVY CLEANING OF 84" PIPE	
190	LF	SPECIALTY CLEANING OF 84" PIPE	
191	LF	LIGHT CLEANING OF 90" PIPE	
192	LF	MEDIUM CLEANING OF 90" PIPE	
193	LF	HEAVY CLEANING OF 90" PIPE	
194	LF	SPECIALTY CLEANING OF 90" PIPE	
195	LF	LIGHT CLEANING OF 96" PIPE	
196	LF	MEDIUM CLEANING OF 96" PIPE	
197	LF	HEAVY CLEANING OF 96" PIPE	
198	LF	SPECIALTY CLEANING OF 96" PIPE	
199	LF	LIGHT CLEANING OF 102" PIPE	
200	LF	MEDIUM CLEANING OF 102" PIPE	
201	LF	HEAVY CLEANING OF 102" PIPE	
202	LF	SPECIALTY CLEANING OF 102" PIPE	
203	LF	LIGHT CLEANING OF 108" PIPE	
204	LF	MEDIUM CLEANING OF 108" PIPE	
205	LF	HEAVY CLEANING OF 108" PIPE	
206	LF	SPECIALTY CLEANING OF 108" PIPE	

**TOTAL: GROUP 6**

\$ \_\_\_\_\_

ITEM NO.	UNIT	DESCRIPTION	UNIT PRICE
		<b>GROUP 7: CIRCULAR SLIP LINING OR EQUIVALENT ELLIPTICAL CIRCUMFERANCE</b>	
<b>207</b>	<b>LF</b>	<b>SLIP LINING 15" PIPE</b>	
<b>208</b>	<b>LF</b>	<b>SLIP LINING 18" PIPE</b>	
<b>209</b>	<b>LF</b>	<b>SLIP LINING 24" PIPE</b>	
<b>210</b>	<b>LF</b>	<b>SLIP LINING 30" PIPE</b>	
<b>211</b>	<b>LF</b>	<b>SLIP LINING 36" PIPE</b>	
<b>212</b>	<b>LF</b>	<b>SLIP LINING 42" PIPE</b>	
<b>213</b>	<b>LF</b>	<b>SLIP LINING 48" PIPE</b>	
<b>214</b>	<b>LF</b>	<b>SLIP LINING 54" PIPE</b>	
<b>215</b>	<b>LF</b>	<b>SLIP LINING 60" PIPE</b>	
<b>216</b>	<b>LF</b>	<b>SLIP LINING 66" PIPE</b>	
<b>217</b>	<b>LF</b>	<b>SLIP LINING 72" PIPE</b>	
<b>218</b>	<b>LF</b>	<b>SLIP LINING 84" PIPE</b>	
<b>219</b>	<b>LF</b>	<b>SLIP LINING 90" PIPE</b>	
<b>220</b>	<b>LF</b>	<b>SLIP LINING 96" PIPE</b>	
<b>221</b>	<b>LF</b>	<b>SLIP LINING 102" PIPE</b>	
<b>222</b>	<b>LF</b>	<b>SLIP LINING 108" PIPE</b>	

**TOTAL: GROUP 7**

**\$ \_\_\_\_\_**



ITEM NO.	UNIT	DESCRIPTION	UNIT PRICE
		<b>GROUP 8: CURED-IN-PLACE (CIPP) CIRCULAR OR EQUIVALENT ELLIPTICAL CIRCUMFERENCE</b>	
223	LF	CIPP 15" PIPE 15 x 6.7 MM (BURIAL DEPTH IS 0-6')	
224	LF	CIPP 15" PIPE 15 x 8.2 MM (BURIAL DEPTH IS 6-12')	
225	LF	CIPP 18" PIPE x 8.1 MM (BURIAL DEPTH IS 0-6')	
226	LF	CIPP 18" PIPE x 9.7 MM (BURIAL DEPTH IS 6-12')	
227	LF	CIPP 24" PIPE x 10.1 MM (BURIAL DEPTH IS 0-6')	
228	LF	CIPP 24" PIPE x 12.4 MM (BURIAL DEPTH IS 6-12')	
229	LF	CIPP 30" PIPE x 13.5 MM (BURIAL DEPTH IS 0-6')	
230	LF	CIPP 30" PIPE x 15.4 MM (BURIAL DEPTH IS 6-12')	
231	LF	CIPP 36" PIPE x 17.2 MM (BURIAL DEPTH IS 0-6')	
232	LF	CIPP 36" PIPE x 18.1 MM (BURIAL DEPTH IS 6-12')	
233	LF	CIPP 42" PIPE x 20.9 MM (BURIAL DEPTH IS 0-6')	
234	LF	CIPP 42" PIPE x 20.6 MM (BURIAL DEPTH IS 6-12')	
235	LF	CIPP 48" PIPE x 25.2 MM (BURIAL DEPTH IS 0-6')	
236	LF	CIPP 48" PIPE x 22.6 MM (BURIAL DEPTH IS 6-12')	
237	LF	CIPP 54" PIPE x 28.2 MM (BURIAL DEPTH IS 0-6')	
238	LF	CIPP 54" PIPE x 24.7 MM (BURIAL DEPTH IS 6-12')	
239	LF	CIPP 60" PIPE x 30.3 MM (BURIAL DEPTH IS 0-6')	
240	LF	CIPP 60" PIPE x 27.3 MM (BURIAL DEPTH IS 6-12')	
241	LF	CIPP 66" PIPE x 31.6 MM (BURIAL DEPTH IS 0-6')	
242	LF	CIPP 66" PIPE x 29.1 MM (BURIAL DEPTH IS 6-12')	
243	LF	CIPP 72" PIPE x 30.4 MM	
244	LF	CIPP 84" PIPE x 35.5 MM	
245	LF	CIPP 90" PIPE x 37.5 MM	
246	LF	CIPP 96" PIPE x 40.6 MM	
247	LF	CIPP 102" PIPE x 42 MM	
248	LF	CIPP 108" PIPE x 42 MM	

**TOTAL: GROUP 8**

\$ \_\_\_\_\_

ITEM NO.	UNIT	DESCRIPTION	UNIT PRICE
		<b>GROUP 9: OPEN CUT / HEAD WALL REPAIRS / OTHER</b>	
249	HR	CONSTRUCTION FOREMAN	
250	HR	EQUIPMENT OPERATOR	
251	HR	LABORER	
252	HR	PIPE LAYER	
253	HR	WELDER ( ABOVE AND BELOW WATER)	
254	HR	DIVING CREW ( 3 MAN TEAM) CERTIFIED	
255	HR	CRANE 100 TON & BELOW	
256	HR	TRACK OR WHEELED EXCAVATOR	
257	HR	LONG STICK TRACKED EXCAVATOR ( 60' OR GREATER)	
258	HR	WHEEL LOADER	
259	HR	BACKHOE LOADER	
260	HR	BULLDOZER	
261	HR	DOUBLE DRUM COMPACTOR	
262	HR	VIBRATORY PLATE COMPACTOR	
263	HR	100 CFM AIR COMPRESSOR WITH HAMMER	
264	HR	DE-WATERING	
265	TONS	ASPHALT PAVEMENT REPLACEMENT	
266	TONS	LIMEROCK	
267	TONS	DIRT	
268	SY	DRIVEWAY RESTORATION	
269	SY	MITERED ENDS	
270	JOINTS	PRESSURE GROUT INJECTION	
271	SQ. FT.	BAHIA SOD	
272	SQ. FT.	FLORATAM SOD	
273	TONS	RIP RAP RUBBLE 6"-12"	
274	EACH	RIP RAP BAG ( 80 LB BAGS)	
275	SY	CONCRETE PILLOW BLANKET SLOPE	
276	E	SILT SCREEN INSTALLATION & REMOVAL PER 100	
277	E	MAINTENANCE OF TRAFFIC	
278	E	MOBILIZATION FEE	
279	%	MATERIAL MARK UP %	

TOTAL: GROUP 9 \$ \_\_\_\_\_

GRAND TOTAL (GROUPS 1 – 9) \$ \_\_\_\_\_

**NOTE:** NO GUARANTEES ARE EXPRESSED OR IMPLIED AS TO THE AMOUNT OF PRODUCT OR SERVICE REQUIRED.

BID BOND

Complete **EITHER** Lee County Paper Bid Bond, **OR** Lee County Electronic Bid Bond

Lee County Paper Bid Bond

KNOW ALL MEN BY THESE PRESENTS, that we

\_\_\_\_\_ as Principal, and  
(BIDDER'S Name)

\_\_\_\_\_ a Corporation licensed to do  
(Surety's Name)

business under the laws of the State of Florida as a Surety, are held and firmly bound unto LEE COUNTY BOARD OF COUNTY COMMISSIONERS, LEE COUNTY, FLORIDA, a Political Subdivision of the State of Florida, in the SUM OF \_\_\_\_\_

for the payment whereof, well and truly to be made, we bind ourselves, our heirs, successors, personal representatives and assigns, jointly and severally, firmly, by these presents.

SIGNED AND SEALED this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

WHEREAS, said Principal is herewith submitting a Proposal for the construction of:

NOW, THEREFORE, the condition of the above obligation is such that if said Principal shall be awarded the Contract upon said Proposal within the specified time and shall enter into a written Contract, satisfactory in form, provide an acceptable Public Payment & Performance Bond from a Surety acceptable to the COUNTY and provide other Insurance as may be required to the COUNTY within seven (7) calendar days after the written Notice of Award date, or within such extended period as the COUNTY may grant, then this obligation shall be null and void; otherwise said Principal and Surety shall pay to said COUNTY in money the difference between the amount of the Bid of said Principal and the amount for which said COUNTY may legally contract with another party to perform said work, if the latter amount be in excess of the former, together with any expenses and reasonable attorney's fees incurred by said COUNTY if suit be brought hereon, but in no event shall said Surety's liability exceed the penal sum hereof plus such expenses and attorney's fees. For purposes of unsuccessful bid protests filed by the Principal herein, this obligation shall bind the Surety to pay costs and damages associated with the bid protest or delays to the project upon a finding from the Board of County Commissioners for Lee County that the bid protest was frivolous and/or lacked merit. The liability of the Surety shall not exceed the penal sum of the bid bond.

Witness as to Principal:

\_\_\_\_\_ (SEAL)  
(Principal)

(By) \_\_\_\_\_

\_\_\_\_\_  
Printed Name

Witness as to Surety:

\_\_\_\_\_ (SEAL)  
(Surety's Name)

\_\_\_\_\_

\_\_\_\_\_  
(By-As Attorney-in-Fact, Surety)

Affix Corporate Seals and attach proper Power of Attorney for Surety.

LEE COUNTY  
CONTRACTORS QUALIFICATION QUESTIONNAIRE

**THIS FORM SHOULD BE COMPLETED AND SUBMITTED WITH THIS BID PACKAGE. FAILURE TO SUBMIT THIS QUESTIONNAIRE MAY BE GROUNDS TO BE DECLARED NON-RESPONSIVE.**

Submitted By: \_\_\_\_\_

Corporation - Date of Incorporation \_\_\_\_\_ State of Incorporation: \_\_\_\_\_  
If Out of State Corporation, currently authorized to do business in Florida, give date of such authorization: \_\_\_\_\_

Partnership - Date of Organization: \_\_\_\_\_ Nature of Partnership: General \_\_\_\_\_  
Limited \_\_\_\_\_  
Association \_\_\_\_\_

Individual - Name and Address of Owner \_\_\_\_\_  
\_\_\_\_\_

Joint Venture - Between: \_\_\_\_\_ Name \_\_\_\_\_ Title \_\_\_\_\_  
And: \_\_\_\_\_ Name \_\_\_\_\_ Title \_\_\_\_\_

Date of Agreement: \_\_\_\_\_

Other - Explain \_\_\_\_\_

Parent Company Office Address (if any): \_\_\_\_\_  
\_\_\_\_\_

Principal Office Address: \_\_\_\_\_  
\_\_\_\_\_

Name of Project (if applicable): \_\_\_\_\_  
\_\_\_\_\_

Person to Contact: \_\_\_\_\_  
Title: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

Type of Work (file separate form for each classification of work):

General Contractor: \_\_\_\_\_ Road Repair: \_\_\_\_\_

Underground Utilities: \_\_\_\_\_ Heavy Construction: \_\_\_\_\_

Road Building: \_\_\_\_\_ Other (specify): \_\_\_\_\_

The signee of this questionnaire guarantee, as evidenced by the sworn affidavit required herein, the truth and accuracy of all statements and of all answers to interrogatories hereinafter made.

The undersigned hereby authorizes and requests any public official, engineer, architect, surety company, bank depository, material or equipment manufacturer or distributor or any person, firm or corporation to furnish any pertinent information requested by Lee County Government deemed necessary to verify the statements made in this application or regarding the standing and general reputation of the Bidder.

1. How many years has your organization been in business as a \_\_\_\_\_ Contractor under your present name? \_\_\_\_\_
2. Under what other or former names has your organization operated? \_\_\_\_\_

3. List below your organizations Officers, Owners or Partners:

NAME	TITLE	ADDRESS	DATE ASSUMING POSITION

4. List Jurisdictions and trade categories in which your organization is legally qualified to do business and indicate registration or license numbers, if applicable:

JURISDICTION	TRADE	STATE CERT. NO.	LEE COUNTY COMP. NO.	STATE REG. NO.	LEE COUNTY BUSINESS TAX NO.	STATE PERMIT	EXPIRE DATE

5. List jurisdictions in which your organization’s partnership or trade name is filed:

\_\_\_\_\_

6. If the answer to any of the questions below is YES, please attach details. Reference pages to question number.

6.1 Has your organization ever failed to complete any work awarded to it? \_\_\_Yes \_\_\_No – See Page No. \_\_\_\_\_

6.2 Are there any judgments, claims, arbitration proceedings or suits pending or outstanding against your organization or its officers? \_\_\_Yes \_\_\_No – See Page No. \_\_\_\_\_

6.3 Has your organization filed any law suits or requested arbitration with regard to construction contracts within the last 5 years? \_\_\_\_\_Yes \_\_\_No – See Page No. \_\_\_\_\_

7. Has any Officer or Partner of your organization ever failed to complete a construction contract handled in his own name or as a qualifier for another? \_\_\_\_\_Yes \_\_\_No

If yes, state the name of the individual, other organization, when, where and the reason therefore:

8. Has any Officer or Partner of your organization ever been as Officer or Partner of some other organization that failed to complete a construction project? \_\_\_\_\_Yes \_\_\_\_\_No

If yes, state the name of the individual, other organization, when, where and the reason therefore:

\_\_\_\_\_

9. Has your organization ever been refused registration by an Federal, State or Municipal Agency as a Pre-qualified Bidder or Qualified Bidder for construction Contracts? \_\_\_Yes \_\_\_No

If yes, for what type of work? \_\_\_\_\_

Give details and reason: \_\_\_\_\_

10. Give below any information which would indicate the size and capacity of your organization, including the number of permanent employees engaged in estimating, purchasing, expediting, detailing and engineering, field supervision, field engineering and layout:

\_\_\_\_\_  
(use extension sheet if necessary and reference page number herein: \_\_\_\_\_)

11. Attach resumes of key personnel, including superintendents for field management. The resumes shall include the following information:

- 11.1 Name and present position or capacity
- 11.2 Years of construction experience, type of work, position or capacity and cost range
- 11.3 Years of related construction experience, type of work, position or capacity and cost range
- 11.4 Brief education and professional registrations

12. List of type of work normally provided by your own work forces:

\_\_\_\_\_

13. Indicate type of contracting undertaken by your organization and number of years of experience:

As General Contractor \_\_\_\_\_ Years \_\_\_\_\_ Type \_\_\_\_\_

As SubContractor \_\_\_\_\_ Years \_\_\_\_\_ Type \_\_\_\_\_

14. Attach a list of the prime construction contracts your organization has underway on this date \_\_\_\_\_.

The list shall include the following information: (reference page numbers herein: \_\_\_\_\_)

- 14.1 Project Title and Location
- 14.2 Contractor or SubContractor
- 14.3 Contract Amount and Date of Contract
- 14.4 Percent Complete
- 14.5 Project Manager or Superintendent
- 14.6 Required Completion Date
- 14.7 Name, Address and Telephone Number of Owner
- 14.8 Designing Architect/Engineer and Address

15. Attach a list of the last five prime construction contracts completed in the past five years by your organization.

The list shall include the following information: (reference page numbers herein: \_\_\_\_\_)

- 15.1 Project Title and Location
- 15.2 Contractor or Sub Contractor
- 15.3 Contract Amount and Date of Contract
- 15.4 Date Complete
- 15.5 Project Manager or Superintendent
- 15.6 Required Completion Date
- 15.7 Name, Address and Telephone Number of Owner
- 15.8 Designing Architect/Engineer and Address

16. Attach a list of the prime construction contracts your organization has contracted with Lee County that are either underway or completed.

The list shall include the following information: (reference page numbers herein: \_\_\_\_\_)

- 16.1 Project Title and Location
- 16.2 Contractor or Sub Contractor
- 16.3 Original Contract Amount and Date
- 16.4 Final Contract Amount
- 16.5 Percentage Complete
- 16.6 Project Manager or Superintendent
- 16.7 Required Completion Date
- 16.8 Name, Address and Telephone Number of Owner
- 16.9 County Sponsoring Department

17. If General Contractor, list one or more of the following subcontractors who have been associated with you on any of the projects listed above:

SUBCONTRACTOR (Name and Address)

17.1 Mechanical Work \_\_\_\_\_  
\_\_\_\_\_

17.2 Plumbing \_\_\_\_\_  
\_\_\_\_\_

17.3 Electrical \_\_\_\_\_  
\_\_\_\_\_

17.4 Structural \_\_\_\_\_  
\_\_\_\_\_

17.5 Three other major subcontractors:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

18. List below the name of the bonding companies you use for construction project and the name, address and telephone number of your agent:

\_\_\_\_\_

19. List no less than three and preferably five financial references:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

20. What is the largest contract (dollar cost) ever performed by your organization?

\_\_\_\_\_

21. What is the dollar value of the largest project you consider your organization is qualified to undertake?

\_\_\_\_\_

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Name of Organization

BY: \_\_\_\_\_

\_\_\_\_\_  
Title of Person Signing

(if Corporation Affix Corporate Seal)

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

The foregoing instrument was signed and acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

By \_\_\_\_\_ who has produced  
(Print or Type Name)

\_\_\_\_\_ as identification.  
(Type of Identification and Number)

\_\_\_\_\_  
Notary Public Signature

\_\_\_\_\_  
Printed Name of Notary Public

\_\_\_\_\_  
Notary Commissioner Number/Expiration



**LEE COUNTY  
CONTRACTOR HISTORY**

Please answer the following four questions. Attach additional pages, if necessary.  
Failure to submit this form may be grounds to be declared non-responsive.

1. Has your company, corporation, partnership, enterprise or any of its principals, partners or officers been charged, convicted or plead guilty to criminal violations of any state, federal or local environmental laws within the past seven years? If yes, please describe in detail the nature of the charge and its status, or the nature of the conviction or guilty plea.

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2. Has your company, corporation, partnership, enterprise or any of its principals, partners or officers been cited or served notice of any civil violations of municipal, county, state or federal environmental laws, regulations or ordinances within the past seven years? If yes, please describe in detail the nature of the citation or notice of violation and the outcome or its current status.

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3. Has your company, corporation, partnership, enterprise or any of its principals, partners, officers been cited or served notice of any violations of the Occupational Safety and Health Act of 1970 (OSHA) within the past seven years? If yes, please describe in detail the nature of the citation or notice of violation and the outcome or its current status.

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4. Has your company, corporation, partnership, enterprise or any of its principals, partners or officers been a party in any litigation related to construction, contract or environmental laws within the past seven years? If yes, please describe the nature of the lawsuit(s), the names of the parties, the court and case number and the outcome or current status.

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**DISADVANTAGED BUSINESS ENTERPRISE PARTICIPATION**

**NOTE: This** form must be signed by the person who will sign, or has signed the Proposal/Quote Form. This form will become part of the contract documents.

DIVISION OF EQUAL OPPORTUNITY CERTIFIED DBE/ \_\_\_\_\_ MINORITY/ \_\_\_\_\_ WOMEN/ \_\_\_\_\_  
(Check appropriate designation)

DESCRIPTION OF WORK: \_\_\_\_\_

SUBCONTRACTOR'S NAME: \_\_\_\_\_

EST. DOLLAR VALE OF PROPOSED WORK: \_\_\_\_\_

DIVISION OF EQUAL OPPORTUNITY CERTIFIED DBE/ \_\_\_\_\_ MINORITY/ \_\_\_\_\_ WOMEN/ \_\_\_\_\_  
(Check appropriate designation)

DESCRIPTION OF WORK: \_\_\_\_\_

SUBCONTRACTOR'S NAME: \_\_\_\_\_

EST. DOLLAR VALE OF PROPOSED WORK: \_\_\_\_\_

DIVISION OF EQUAL OPPORTUNITY CERTIFIED DBE/ \_\_\_\_\_ MINORITY/ \_\_\_\_\_ WOMEN/ \_\_\_\_\_  
(Check appropriate designation)

DESCRIPTION OF WORK: \_\_\_\_\_

SUBCONTRACTOR'S NAME: \_\_\_\_\_

EST. DOLLAR VALE OF PROPOSED WORK: \_\_\_\_\_

DIVISION OF EQUAL OPPORTUNITY CERTIFIED DBE/ \_\_\_\_\_ MINORITY/ \_\_\_\_\_ WOMEN/ \_\_\_\_\_  
(Check appropriate designation)

DESCRIPTION OF WORK: \_\_\_\_\_

SUBCONTRACTOR'S NAME: \_\_\_\_\_

EST. DOLLAR VALE OF PROPOSED WORK: \_\_\_\_\_

TOTAL VALE OF ALL DBE/MINORITY/WOMEN SUBCONTRACT WORK: \$ \_\_\_\_\_

ESTIMATED TOTAL PERCENT (%) TO BE UTILIZIED: \_\_\_\_\_ %

\_\_\_\_\_  
CONTRACTOR NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

**LEE COUNTY, FLORIDA  
DETAILED SPECIFICATIONS  
FOR  
STORM WATER DRAINAGE PIPE LINING**

**SCOPE**

The purpose of this quote is for on-going repairs and replacement services to the County's Storm Water System to include but not limited to: Line Cleaning and Video Inspection of Storm water Systems, purchase and installation of Resin Impregnated Cured-In-Place Pipe (RICIPP). Slip Lining including the purchase and installation of Polyethylene, High Density Polyethylene, Polyvinyl Chloride, Fiberglass, Steel, or Aluminum Pipe.

The Contractor shall furnish all labor, materials, equipment and tools necessary for the installation of a deformed polyethylene line into existing lines.

Proposer is required to indicate whether the Firm and/or any proposed sub-consultants are Disadvantaged Business Enterprises (DBE). Lee County encourages the utilization and participation of DBEs in procurements, and evaluation proceedings will be conducted within the established guidelines regarding equal employment opportunity and nondiscriminatory action based upon the grounds of race, color, sex or national origin. Interested certified Disadvantaged Business Enterprise (DBE) firms as well as other minority-owned and women-owned firms are encouraged to respond.

**TERM OF AWARD**

If awarded, the terms of this solicitation shall be in effect for one year or until new quotes are taken and awarded. The County reserves the right to renew this quote (or any portion thereof) and to negotiate lower pricing as a condition for each renewal, for up to four additional one-year periods, upon mutual agreement of both parties and, except as to lower pricing, under the same terms and conditions.

**BASIS OF AWARD**

The basis of award for this quote may one vendor or multiple vendors meeting specifications whichever is deemed to be in the best interest for Lee County. The project may be awarded by an Individual Group Total or Grand Total (Groups 1 – 9).

**NOTE:** Lee County reserves the right, at the Procurement Director's discretion, not to award certain items on the Proposal Quote Form.

**NOTE:** Lee County reserves the right to reject unbalanced quotes (a quote where a normally low cost item is priced well out of the normal range).

**NOTE:** Lee County reserves the right to add or delete product as it becomes necessary through a mutually agreed price negotiated between the vendor and an authorized Lee County Representative.

**EMERGENCY REPAIRS**

In the event of an emergency repair the vendor needs to respond within 24 hours. If the vendor is unable to do this he must tell the department so they can move on to the next vendor.

**DAMAGES**

In the event that any property is damaged as a result of actions of the Contractor, the Contractor shall be responsible for cleanup, repair and property damage costs and claims. The contractor shall restore the damaged property to its pre-damaged condition.

SUBMITTALS

1. The Vendor shall have a minimum of three (3) years experience with the means and methods utilized in installing RICIPP and Polyethylene Pipelining to include 100,000 feet minimum installed of 15” to 108” liner in the State of Florida. Please provide proof.
2. Vendors should include a copy of their contractor’s license.
3. Vendors should include a copy of the intermediate MOT for the employees that will be working on our projects.
4. Bidders should submit three (3) copies of manufacturer’s technical literature and recommended installation procedures upon request.
5. The Vendor should supply a signed and notarized certification from the resin manufacturer (not the supplier / distributor) that the polyester resin to be furnished for this project shall not mix with storm water, lake water or moisture on inversion / insertion. Also, that it doesn’t contain fumed silica, fillers, or solid theology modifying agents. The statements shall include IR Spectrum fingerprint for each batch of resin and thickener along with a certification from the manufacturer that the detailed resin shall have a viscosity of 1.5 million centipoises or greater when the liner is installed.
6. Please provide a viscosity profile showing that the resins to be supplied for all projects shall not absorb / mix with water
7. Please provide a certification from the felt manufacturer that states the coating shall not be affected by styrene at 100 degrees F.
8. A statement by the Vendor that provides for Lee County to take a small sample of catalyzed resin from the saturated liner tube on site prior to installation. The County shall conduct a water mixing test (proof of the resin and water not mixing) and the Vendor shall receive and dispose of the sampling according to Federal, State, and Local Regulations

WARRANTY

- A. Installation: The Contractor shall provide a full labor and materials warranty for a period of twelve months from the date of acceptance by the County.
- B. Liner: The Contractor shall provide Manufacturer’s standard warranty.

SAFETY

The Contractor shall carry out operations in strict accordance with all OSHA regulations and the manufacturer’s safety requirements. Particular attention shall be paid to those safety requirements involving entering confined spaces. In addition, the Contractor shall be responsible for implementing traffic control procedures in accordance with County Standards.

AFFIDAVIT CERTIFICATION IMMIGRATION LAWS

The attached document, Affidavit Certification Immigration Laws, is required and should be submitted with your solicitation package. It must be signed and notarized. Failure to include this affidavit with your response will delay the consideration and review of your submission; and could result in your response being disqualified.

SUB-CONTRACTORS

The use of sub-contractors under this quote is not allowed without prior written authorization from the County representative.

AGREEMENTS/CONTRACTS

The awarded vendor will be required to execute an Agreement/Contract as a condition of award. A sample of this document may be viewed on-line at <http://sp.leegov.com/procurement/forms>

Any reference to lines in this Bid refers to storm water lines. All processes done as a result of this invitation to bid shall be the product of a manufacturer who is fully experienced, reputable and qualified in the processes requested. The Contractor shall be experienced with the means and methods of each process on which they are submitting a bid.

LOCAL BIDDER'S PREFERENCE

Note: In order for your firm to be considered for the local vendor preference, you must complete and return the attached "Local Vendor Preference Questionnaire" with your quotation.

The Lee County Local Bidder's Preference Ordinance No. 08-26 is being included as part of the award process for this project. As such, Lee County at its sole discretion, may choose to award a preference to any qualified "Local Contractor/Vendor" in an amount not to exceed 3 % of the total amount quoted by that firm.

"Local Contractor / Vendor" shall mean: a) any person, firm, partnership, company or corporation whose principal place of business in the sole opinion of the County, is located within the boundaries of Lee/Collier County, Florida; or b) any person, firm, partnership, company or corporation that has provided goods or services to Lee County on a regular basis for the preceding consecutive three (3) years, and that has the personnel, equipment and materials located within the boundaries of Lee/Collier County sufficient to constitute a present ability to perform the service or provide the goods.

The County reserves the exclusive right to compare, contrast and otherwise evaluate the qualifications, character, responsibility and fitness of all persons, firms, partnerships, companies or corporations submitting formal bids or formal quotes in any procurement for goods or services when making an award in the best interests of the County.

DEFINITIONS:

Cleaning refers to the removal of enough material to ensure that at least ninety-five (95%) of the pipe or basin capacity is restored.

Light Cleaning refers to the removal of  $\frac{1}{4}$  diameter of the pipe/basin or less of sediment or debris from a section of the pipe or basin. This item will be billed, at a minimum of a 10 foot increment and may be mixed with other types of cleaning. The Contractor will provide certification that at least ninety-five percent (95%) of the pipe capacity is restored. Video inspection may be requested by Project Manager.

Medium Cleaning refers to the removal of between  $\frac{1}{4}$  to  $\frac{1}{2}$  diameter of the pipe/basin of sediment or debris from a section of pipe or basin. This item will be billed, at a minimum of a 10 foot increment and may be mixed with other types of cleaning. The Contractor will provide certification that at least ninety-five percent (95%) of the pipe capacity is restored. Video inspection may be requested by Project Manager.

Heavy Cleaning refers to the removal of greater than  $\frac{1}{2}$  diameter of the pipe/basin of sediment or debris from a section of pipe or basin. This item will be billed, at a minimum of a 10 foot increment and may be mixed with other types of cleaning. The Contractor will provide certification that at least ninety-five percent (95%) of the pipe capacity is restored. Video inspection may be requested by Project Manager.

Specialty Cleaning such as the removal of masonry plugs, calcite/concrete deposits, roots or the use of special equipment such as bucket machines will be priced in addition to Light, Medium or Heavy Cleaning as described above. This item will be billed, at a minimum of a 10 foot increment and may be mixed with other types of cleaning.

Specialty Cleaning will only be charged for the footage for which the service was required with a 10 foot minimum for which the service was required and has authorization and written approval by the Project Manager. The Contractor will provide certification that at least ninety-five percent (95%) of the pipe or basin capacity is restored. Video inspection may be requested by Project Manager.

RESIN IMPREGNATED CURED-IN-PLACE PIPE (RICIPP)MATERIALS

1. The RICIPP shall be fabricated to a size that when installed will fit the internal circumference of the conduit specified. Allowance shall be made for circumference/radial stretching during insertion.
2. The finished RICIPP shall be fabricated from materials which, when cured, will be chemically resistant to withstand internal exposure to contaminants associated with storm water.
3. The outside layer of the tube (before inversion) shall be plastic coated with a transparent flexible material that is compatible with the resin system used. The plastic coating shall not be subject to delaminating in the cured pipe.
4. The tube shall contain no intermediate or encapsulated layers. No materials shall be included in the tubes that are subject to delaminating in the cured pipe.
5. The wall color of the interior pipe surface of the RICIPP after installation shall be a light reflective color so that a clear detail examination with closed circuit television inspection equipment may be made.
6. Hydraulic capacity calculations shall support the CIPP requirement for 100% of the full flow capacity of the original pipe as installed.
7. The minimum length shall be that deemed necessary to effectively span the footage that is requiring repair.

8. The resin system shall be a corrosion resistant polyester resin modified to contain no fumed silica, fillers or solid theology modifying agents, with a suitable catalyst system and thickening agent that when properly cured within the tube composites meets the requirements of American Society for Testing and Materials (ASTM) F-1216 and other requirements of this specification. The resin manufacturer shall certify that the resin described above will have viscosity 1.5 million centipoises or greater when installed or the manufacturer shall certify that the resin will not drain from slugs and mix with water.
9. The bidder shall submit liner thickness calculations to the County Project Manager for review to be signed and sealed by a professional Engineer in the State of Florida. The RICIPP shall be designed in accordance with the applicable provisions of ASTM F1216 and shall meet the following design conditions:
  - a. AASHTO H-20 Live Load with two trucks passing for RICIPP in streets.
  - b. A solid modulus of elasticity of 700 psi shall be used. A soil weight 120 lbs. per cubic foot and a coefficient of friction of  $K_u = 0.130$  shall be used for the installed depths.
  - c. The long-term flexural modulus used in the design calculations shall be estimated by multiplying the lowest short-term flexural modulus specified in the ASTM standards by a retention factor of 0.50.
  - d. Safety factor of 2.0 shall be used.
  - e. Groundwater levels shall be estimated to be at the ground surface.
  - f. Service temperature range shall be 40 to 140 degrees F.
  - g. Maximum long-term deflection shall be 5%

### EXECUTION

#### Prior to Liner Installation:

1. Cleaning of the lines: It shall be the responsibility of the contractor to remove all internal debris/sediments from the lines, unless the contractor is directed otherwise by the County Project Manager. The Contractor shall clear the line of obstruction such as solids, dropped joints or collapsed pipe that will prevent the insertion of RICIPP
2. Television Inspection: The Contractor shall perform video inspection of pipelines prior to lining. The interior of the pipeline shall be carefully inspected to determine the location of any conditions, which may prevent proper installation of the RICIPP into the pipelines and it shall be noted so that these conditions can be corrected. Video CD and a suitable log of inspection shall be provided to the County Project Manager.

### STRUCTURAL REQUIREMENTS

- The RICIPP shall be designed per ASTM-1216 with the following additional requirements:
  1. The design shall assume no bonding to the original pipe wall.
  2. External hydraulic design based on acceptable third party testing and verification of the enhancement factor, K, shall be submitted for review.
  3. The bond between the RICIPP layers shall be strong and uniform. All layers, after cure, shall form one homogeneous structural pipe wall with no part of the tube left unsaturated.
  4. The cured pipe material (RICIPP) shall conform to the following structural properties:

<b>Property Results</b>	<b>Test Method</b>	<b>Minimum Test Result</b>
Modulus of Elasticity	ASTM D-790	250,000 psi
Flexural Strength	ASTM D-790	4,500 psi

5. Design parameters shall be in accordance with ASTM F-1216. Design parameters shall be for a fully deteriorated pipe with a long term flexural modulus of 50% of the short –term modulus and the design safety factor for two (2) remaining unchanged.
- If required by the County, RICIPP field tube samples shall be cured in the hot water contained in the inversion column contained within steel plates and Mylar sheeting. These sample pieces shall be at least 20” in length with enough width for a test laboratory to run a minimum of three samples from each specimen. A testing laboratory acceptable to the County shall produce the tests, noting thickness and enough strength as specified without a laboratory post cure. Post cure shall be accomplished in the initial in-ground curing cycle.

### INSTALLATION

- A. The method of installation of the RICIPP shall be in accordance with design criteria supplied by the manufacturer and approved by the County Project Manager or designee.
- B. The finished RICIPP shall be continuous over the entire length of the repair and be as free as commercially practicable from visual defects such as foreign inclusions, dry spots, pinholes and delaminating.
- C. The County shall locate and designate all manhole access points for the work and provide rights of access to these points.
- D. The pipeline to be rehabilitated with the RICIPP liner shall be rendered free of accumulated debris. If cleaning of the pipe is required, the County shall provide a location for disposal. Any hazardous waste material encountered during this contract shall be considered as a changed condition.
- E. The Contractor, when required, shall provide for the flow around or through the section or sections of pipe designated for RICIPP rehabilitation. Plugging the line at an existing upstream manhole and pumping the flow into a downstream manhole or adjacent system shall make a bypass. The primary pump, standby pump and the piping shall be of adequate capacity and size to handle the maximum flow experienced in the line. The Contractor shall be responsible for the continuity of the system during the execution of the work of any resulting contract. In the event that backup occurs, the Contractor shall be responsible for cleanup, repair and property damage costs and claims.
- F. The pipe to be RICIPP lined shall be video inspected. The inspection shall verify that the pipe is ready to be lined and a copy of the CD of the pipe condition shall be retained for review and given to the County. If any condition is found to exist that prevents the lining of the pipe, or that can't be removed with conventional line cleaning equipment, the contractor shall notify the County of the condition and review the CD with the County Project Manager. If an excavated point repair is necessary the County shall make the appropriate repair or the County shall issue written authorization to the contractor to make the necessary repairs and the work shall be paid for as a separate item.
- G. Resin Impregnation: The quality of resin used for tube impregnation shall be sufficient to fill the volume of air voids in the tube assuring no resin loss through cracks and irregularities in the original pipe wall with viscosity control. A vacuum impregnation process shall be used. A roller system shall be used to uniformly distribute the resin throughout the tube.



- H. Reforming: After insertion is completed, the contractor shall supply a suitable heat source. The equipment shall be capable of delivering hot fluids throughout the section to uniformly raise the temperature of the liner mass to the temperature required to cure the liner. The heat source shall be fitted with monitors to gauge the temperature and pressure of the fluid injected.
- I. Cool down shall be accomplished by the introduction of cool water and air or another approved method.
- J. During the warranty period, any defects that will affect the integrity or strength of the liner shall be repaired at the Contractor's expense in a manner mutually agreed upon by the County and the Contractor.
- K. Thermocouples shall be placed between the RICIPP tube and the existing pipe wall at the inversion and discharge locations to monitor the liner temperature.
- L. At the County's request, the Contractor's representative shall remove a small amount of the catalyzed resin from the saturated liner prior to the inversion. The material shall exhibit the characteristic of an elastic gel. A water mix test shall be performed on site, catalyzed resin shall be placed in a jar and equal amounts of water added, the jar sealed and shaken vigorously. The material shall not mix or form an emulsion. If the resin material mixes, the saturated liner tube shall be rejected and shall be removed from the site. The rejected liner shall be disposed of in accordance with Federal, State, and Local requirements
- M. At the County's request, no more than five (5) times per 10 inversions, a video camera shall be inserted into the pipe to be lined and positioned within one to two (1-2) feet of the inverting tube in the presence of the County Project Manager. The County Project Manager shall view the inversion of the tube from the video monitor in the Contractor's CCTV truck. If resin discharge from the tube is observed, the Contractor shall immediately stop the inversion and remove the tube from the pipe. The rejected liner shall be removed from the site and disposed of in accordance with Federal, State, and local requirements.

SEALING RICIPP AT MANHOLES/INLETS

- A. If the RICIPP fails to make a leak tight seal, the Contractor shall apply a sealing material at that point. The seal shall be of a resin mixture compatible with the RICIPP.
- B. There shall be no visible leaks in the completed system. During the warranty period, any defects that will affect the integrity or strength of the RICIPP or any visible leaks shall be repaired at the Contractor's expense.

INSPECTION

- A. The contractor shall inspect all piping to ensure that the RICIPP is free from defects in materials and workmanship.
- B. A video CD shall be provided to the County showing the completed work. The video CD shall include the pre-installation footage, the inversion/installation footage (when required) and the post-installation footage. **NO INVOICE SHALL BE APPROVED FOR PAYMENT WITHOUT ACCOMPANYING VIDEO.**
- C. RICIPP samples shall meet or exceed the specified structural properties of:

<u>Property Results</u>	<u>Test Method</u>	<u>Minimum Test Result</u>
Modulus of Elasticity	ASTM D-790	250,000 psi
Flexural Strength	ASTM D-790	4,500 psi

PIPE LINER MATERIALS

- A. The liner pipe shall be fabricated from materials which are chemically resistant to withstand internal exposure to storm water.
- B. The following material is approved for installation in lines:  
The liner pipe and fittings shall be manufactured from polyethylene, high density polyethylene, polyvinyl chloride, fiberglass, steel, or aluminum pipe.
- C. The outside diameter shall be fabricated to a size that when installed will neatly fit the internal circumference of the conduit. The outside diameter of the liner shall be at least equal, preferably larger, than the inside diameter of the conduit. Allowance shall be made for misaligned and missing conduit. The standard dimension ration (SDR) of the liner pipe shall be based on the evaluation of the design considerations.
- D. These considerations normally include an evaluation of:
  - 1. Flow capacity
  - 2. External loads (hydrostatic pressure and/or static and dynamic earth loads)
  - 3. Internal pressure, if applicable. The Contractor shall recommend liner SDR based on an evaluation
- E. The contractor shall determine the minimum length for each section to provide at least five (5) feet excess at both ends of the liner pipe section to be processed. The Contractor shall verify the lengths in the field before insertion. Individual insertion runs can be made over one or more manhole sections as determined in the field by the Contractor and approved by the County Project Manager.

PREPARATION

- A. Prior to installation:
  - 1. Cleaning of line:  
Line sections shall be cleared of all debris, roots and other materials that would hinder proper insertion of the liner by the Contractor.
  - 2. Television Inspection:  
Line sections to be lined shall be TV inspected with a video recording by the Contractor noting locations of all obstructions.  
  
Any other obstructions encountered that will prevent proper liner installation or damage the liner during installation shall be called to the attention of the County so the County can determine the method for their removal or repair.  
  
No lining shall be performed until the line has been properly prepared. If the line is unacceptable for lining, the Contractor shall review the TV inspection report and determine the location(s) where spot repairs or additional cleaning is required.

INSTALLATION

- A. Pipe Lining shall be installed in accordance with the requirements of FDOT Technical

Specification 431.

- B. The liner pipe shall be inserted into the existing line with a power winch and steel cable connected to the end of the liner by use of an appropriate pulling header or other approved pulling method. A second pulling head may be attached to the other end of the liner for attachment of a tag line to pull the liner back out of the line, if necessary. Length of the liner pipe to be inserted at any one time shall be governed by the winch drum capacity and winching power available and consideration of the size and condition of the sewer.
- C. The finished pipe liner shall be continuous over the entire length of the insertion and be as free as practicable from visual defects such as splits, creases or foreign inclusions. It shall all meet the pressure test specified below.
- D. During the warranty period all defects which will affect the integrity or strength of liner shall be repaired at the Contractor's expense in a manor mutually agreed upon by the County and the Contractor.

**SEALING LINER AT MANHOLES/SECURING LINER AT MANHOLES**

- A. For a leak tight seal between the liner and the manhole wall the Contractor shall apply a sealing material at that point. The sealing materials and methods shall be approved by the County prior to installation and shall be performed at no additional cost.
- B. All liner ends in manholes shall be secured to help eliminated contraction, expansion and other movement of liner pipe.

**INSPECTION**

- A. The contractor shall inspect all piping to ensure that the RICIPP is free from defects in materials and workmanship.
- B. A video CD shall be provided to the County showing the completed work. The video CD shall include the pre-installation footage, the inversion/installation footage (when required) and the post-installation footage.

**NO INVOICE SHALL BE APPROVED FOR PAYMENT WITHOUT ACCOMPANYING VIDEO.**

**AUTHORITY OF THE PROJECT MANAGER**

The Contractor will perform all work to the satisfaction to the Project Manager. The Project Manager will manage all questions, difficulties, and disputes, of whatever nature, that may arise relative to the interpretation of the plans, prosecution, and fulfillment of this Contract. Also, to the character, quality, amount, and value of any work done, and materials furnished.

**ACCESS OR STAGING TO PROJECT WORK AREA**

Access to the work site may be limited or restricted. It will be the Contractor's responsibility to inspect the work site prior to the NTP issuance to ensure there will be no ingress and egress issues. In addition, should access to an offsite staging area be necessary other than indicated on the plans or as discussed, the Contractor must be granted and the fee owner must provide written authorization. A copy of the authorization letter must be provided to the Project Manager for the Project file. Any and all related costs to gain access to or for staging purposes for the work site shall be included in the Project Proposal.

**DAILY LOGS**

The Contractor shall complete and submit to the Project Manager on a weekly basis a Daily Log documenting the Contractor's activities at the Project site such as:

- Soil or weather conditions which adversely affect the work;
- Daily job site hours of operation;
- Number of Contractor's and Sub-Contractor's personnel present and working at the project site;
- Equipment on the project site;
- Work description being performed;
- Materials received;
- List of visitors;
- Any problems that might impact either the cost or quality of the work or the time of performance.
- Location of any temporary plugs (inflatable or brick and mortar).

#### MISCELLANEOUS RESPONSIBILITIES

The Contractor shall make every effort to protect existing facilities. It shall be the Contractor's responsibility to notify in writing the Project Manager of any construction problems or additional project needs. Should additional costs be involved which are not covered within the Contract Unit Costs, a Unit Cost shall be agreed upon, a Modification to the Purchase Order completed by the Contractor and Project Manager prior to performing additional services.

The Contractor shall communicate frequently with the Project Manager and provide a working schedule after the Notice To Proceed (NTP) has been issued. The written schedule is required to be kept current with the progress of the work. Should the schedule be changed, it shall be immediately up-dated.

The Contractor shall provide all materials, labor, equipment, mobilization/ demobilization, any other necessary effort, element and/or component(s) needed to complete the work in its entirety per plans and/or as instructed by the Project Manager and at the Unit Pricing submitted

#### RESPONSE TIMES

On a twenty-four (24) hour basis, the Contractor may be required to travel to the site immediately to meet with the Project Manager, law enforcement or emergency personnel to resolve an emergency. The Contractor shall respond to a telephone, beeper, or radio call within one (1) hour. There shall be no additional charge for these responses. If awarded vendor cannot perform these services, it may be cause for termination. **Awarded vendor must have staffed office ready to respond within one hundred (100) miles of Fort Myers, Florida**

#### SANITARY FACILITIES

If the duration of the work is estimated to extend beyond five (5) days, the Contractor shall provide and have serviced portable toilet(s) within the work site area limits as approved by the Project Manager. Each toilet shall be located no further apart within the work area than one-quarter (1/4) mile.

#### SITE MAINTENANCE

The work site areas shall be kept clean and neatly maintained during the progression of the work. Any debris on the roadway shall be swept daily or as directed by the Project Manager. The disposal of all debris and project litter must be at a proper landfill or disposal site. All disposal fees, tipping or charges are to be included in the Bid Schedule Unit Price. Upon completion, leftover materials are to be collected, hauled away, and disposed of by the Contractor leaving the work site in a restored order.

#### SITE PROTECTION

Improved landscape areas containing landscaping, irrigation systems and mailboxes shall be noted and maintained wherever possible. If removed or destroyed during the accomplishment of the work, the Contractor shall replace or restore to the original condition or better as part of Project completion. The cost of these items shall be considered incidental to the Project unless discussed and addressed with the Project Manager prior to Project commencement. The Contractor shall make every effort to preserve stakes/laths, monuments, bench marks, and other control points. A Florida Registered P.S.M. is responsible for the replacement of any & all survey control or boundary corners damaged or destroyed during construction at the Contractor's expense.

### UTILITY CONFLICTS

Utility locates may be conducted prior to commencement of work. Soft digging, pot holing and/or any commonly approved method at the Contractor's discretion may be used to locate existing utilities. In the event that utility conflict(s) arise, the Contractor will be principally responsible for coordinating with the pertinent utility company/companies in order to resolve such conflict(s). Any and all costs associated with utility conflict(s) would be incidental and should be included in the pricing provided in the Bid Response Form. The Project Manager may make exceptions pending justifications by the Contractor.

### WATER SUPPLY

The Contractor shall supply his own water for cleaning/flushing of the storm drain pipe and or box culvert. It may be necessary to have an account with Lee County Utilities for a temporary 2" water meter with an approved and inspected RPZ device as a source for the storm drain pipe cleaning process

### MAINTENANCE OF TRAFFIC (MOT)

For all projects that are conducted within Lee County Right-of-Way, the Vendor shall provide and erect Traffic Control Devices as prescribed in the current edition of the Manual On Uniform Traffic Control Devices (MUTCD), where applicable on local roadways and as prescribed in the Florida Department of Transportation's Design Standards (DS) on state roadways.

The Vendor will be responsible for obtaining copies of all required manuals, MUTCD, FDOT Roadway & Traffic Design Standards Indexes, or other related documents, so to become familiar with their requirements. Strict adherence to the requirements of the Maintenance of Traffic ("MOT") policy will be enforced under this Contract.

All costs associated with the Maintenance of Traffic shall be at unit price, each, and only allowed one for each project throughout the duration. If MOT is required, MOT certification is to be provided within ten (10) days of receipt of Notice of Award.

### MOBILIZATION

All costs associated with Mobilization shall be at unit price, each, and only allowed one for each project throughout the duration.

### SUPPLEMENTAL INFORMATION

#### **Administration**

1. The Consultant is the initial interpreter of the Contract Documents but is not the Judge between the COUNTY and the CONTRACTOR. The COUNTY reserves the right to make final decisions considering the Consultant's recommendations or interpretations of the Contract Documents. The Consultant does not have authority to obligate or commit the COUNTY to fund additional expenditures or approve extensions of time over the approved Contract time or price. However, the CONSULTANT'S interpretation as to the intent of his design shall be final and not subject to interpretation by the COUNTY'S staff.

## **Copies of Documents**

1.1 The COUNTY shall furnish to the CONTRACTOR the number of copies specified in the Supplemental Information of the Contract Documents as are reasonably necessary for the execution of the Work. Additional copies will be furnished, upon request, at the cost of reproduction which shall be paid by the CONTRACTOR.

## **Before Starting Construction**

1.2 Before undertaking each phase of the Work, the CONTRACTOR shall carefully study and compare the Contract Documents and check and verify pertinent figures shown thereon and all applicable field measurements. The CONTRACTOR shall promptly report in writing to the OWNER'S REPRESENTATIVE any conflict, error or discrepancy which the CONTRACTOR may discover or other information known to the CONTRACTOR and shall obtain a written interpretation or clarification from the OWNER'S REPRESENTATIVE before proceeding with any Work affected thereby. If the CONTRACTOR performs any construction activity knowing it involves a recognized error, inconsistency or omission in the Contract Documents without such notice to the OWNER'S REPRESENTATIVE, the CONTRACTOR shall assume responsibility for such performance and shall share in costs associated with correction; however, the CONTRACTOR shall not be liable to the COUNTY for failure to report any conflict, error or discrepancy in the Contract Documents, unless the CONTRACTOR had actual knowledge thereof or should reasonably have known thereof.

1.3 Within ten calendar days after the Effective Date of the Agreement (unless otherwise specified in the Contract Documents), the CONTRACTOR shall submit to the OWNER'S REPRESENTATIVE for review:

1.3.1 An estimated progress schedule indicating the starting and completion dates of the various stages of the Work:

1.3.1.1 Long lead item shall be identified and scheduled accordingly

1.3.2 A preliminary schedule of Shop Drawing submission; and

1.3.3 A preliminary schedule of values for all of the Work which will include quantities and prices of items aggregating the Contract Price and will subdivide the Work into component parts in sufficient detail to serve as the basis for progress payments during construction on form No. CMO:013. Such prices will include an appropriate amount of overhead and profit applicable to each item of Work which will be confirmed in writing by the CONTRACTOR at the time of submission; and specify times for Application for Payment.

1.3.4 A plan of work for maintenance of traffic, when the Contract Documents require maintenance of traffic.

1.3.5 For informational purposes, a proposed listing of subcontractors to be used for the project,

## **Pre-Construction Conference**

1.4 Within fifteen calendar days after the Effective Date of the Agreement, but before the CONTRACTOR starts the Work at the site, a conference attended by the CONTRACTOR, the OWNER'S REPRESENTATIVE, the COUNTY, and Others as appropriate, will be held to discuss the items, to discuss procedures for handling Shop Drawings and other submittals and for processing Applications for Payment, and to establish an understanding among the parties as to the Work.

## **Finalizing Schedules**

1.5 At least ten calendar days before submission of the first Application for payment, a conference attended by the CONTRACTOR, the OWNER'S REPRESENTATIVE, the COUNTY, and Others as appropriate, will be held to finalize the schedules submitted. The finalized progress schedule will be acceptable to the OWNER'S REPRESENTATIVE and the COUNTY as providing an orderly progression of the Work to completion within the Contract Time, but such acceptance will neither impose on the OWNER'S REPRESENTATIVE or the COUNTY responsibility for the progress or scheduling of the Work nor relieve the CONTRACTOR from full responsibility therefor. The finalized schedule of Shop Drawing submissions will be acceptable to the OWNER'S

REPRESENTATIVE as providing a workable arrangement for processing the submissions. The finalized schedule of values will be acceptable to the OWNER'S REPRESENTATIVE and the COUNTY as to form and substance.

## **Definitions**

The following definition of terms associated with this Contract is provided to establish a common understanding between both parties to this Contract as to the intended usage, application and interpretation of such terms pertaining to this Contract.

ADDENDUM means any additional Contract provisions in writing signed and sealed by the CONSULTANT, if applicable, issued by the COUNTY prior to the receipt of Bid which clarify, correct, change or interpret the Bidding Documents or the Contract Documents.

AGREEMENT means the written agreement between the COUNTY and the CONTRACTOR covering the Work to be performed; the Agreement is a part of the Contract Documents.

BIDDER is any individual, firm, partnership, joint venture, or corporation submitting a bid for this project, acting directly or through an authorized representative.

BID is a complete and properly signed proposal to do the Work or designated portion thereof for the sums stipulated therein, submitted in accordance with the Bidding Documents.

BID BOND is a security in the form and amount required by the COUNTY pledging that the BIDDER will enter into a Contract with the COUNTY on the terms stated in his Bid.

BIDDING DOCUMENTS are the Request for Bids, the Notice to Bidders, the Instructions to Bidders, sample forms, the Bid Proposal Form and the proposed Contract Documents (including all Addenda issued prior to receipt of Bids).

CHANGE ORDERS are written order to the CONTRACTOR signed by the COUNTY, issued after execution of the Contract, authorizing a change in the Work or an adjustment in the Contract price or the Contract Time. The Contract Price and the Contract Time may be changed only by a Change Order. A Change Order signed by the CONTRACTOR indicates his agreement therewith, including the adjustment in the Contract Price or the Contract Time.

COMPLETION (FINAL) means acceptance of the Project by the COUNTY as evidenced by its signature upon a final payment Certification and approval thereof by the Board of County Commissioners or their designee. The final payment Certification shall be signed only after the COUNTY has assured itself by tests, inspections, or otherwise that all of the provisions of the Contract have been carried out as required.

COMPLETION (SUBSTANTIAL) shall mean an acceptance of the Work by the COUNTY when construction is sufficiently complete in accordance with the Contract Documents so the COUNTY can occupy or utilize the Work or designated portion thereof for the use applicable, issued by the Building Official is required concurrent with or prior to issuance of the Certificate of Substantial Completion.

CONSTRUCTION is the erection, fabrication, assembly, remodeling, renovation, addition, modification, repair or demolition of any building or structure or any appurtenances connected or attached to such buildings or structures. The term applies but is not limited to the repair, replacement modification or construction of roads, bridges, sidewalks, traffic devices, parking lots, drainage, underground and overhead utilities.

CONSULTANT is the person lawfully licensed to practice Architecture or Engineering and registered in the State of Florida, or an entity lawfully practicing Architecture or Engineering, identified as such in the Construction Contract, and is referred to throughout the Contract Documents as if singular in number and masculine in genre. The term CONSULTANT means the Architect or Engineer or his authorized representative.

CONTRACT DOCUMENTS consist of the Construction Contract, Conditions of the Contract, the Plans, the Project Manual, Addenda issued prior to execution of the Contract, all written modifications issued after execution of the Contract, all provisions required by law to be inserted in this Contract whether actually inserted or not, and a Contract Number issued by the COUNTY.

A Modification is:

- (1) A written Amendment to the Contract.
- (2) A Change Order.
- (3) A written interpretation necessary for the proper execution or progress of the Work issued by the OWNER'S Representative.
- (4) A Field Change Order.
- (5) A Field Directive Change.

CONTRACT PRICE means the total monies payable to the CONTRACTOR under the Contract Documents.

CONTRACT TIME means the number of Calendar days stated in the Agreement for the purpose of establishing Substantial Completion and Final Completion dates.

CONTRACTOR is the person, firm, joint venture, or corporation with whom the COUNTY has contracted and who has the primary responsibility for performance of the work.

COUNTY means the Board of County Commissioners of Lee County, Florida, a political subdivision of the State of Florida, its successors and assigns. Also hereinafter referred to as OWNER.

DAYS - The term "day" as used in the Contract Documents shall mean calendar day unless otherwise specifically designated. A calendar day constitutes twenty four hours measured from midnight to the next midnight.

DEFECTIVE - An adjective which when modifying the word "Work" refers to Work that is unsatisfactory, faulty or deficient, or does not conform to the Contract Documents, or does not meet the requirements of any inspection, reference standard, test or approval referred to in the Contract Documents, or has been damaged prior to the OWNER'S REPRESENTATIVE recommendation of final payment.

EFFECTIVE DATE OF THE AGREEMENT means the date on which the agreement is signed and delivered by the latter of the two parties.

FIELD CHANGE ORDER is a written change order requested by the OWNER'S Representative, accepted by the CONTRACTOR, and approved by the PROJECT MANAGER for minor changes in the Work, not involving adjustments in the Contract Sum or an extension of Time, and not inconsistent with the overall intent of the Contract Documents.

FIELD DIRECTIVE CHANGE - A written directive to the CONTRACT, issued on or after the effective date of the Agreement ordering an addition, deletion, or revision in the Work, or responding to differing or unforeseen physical conditions under which the Work is to be performed as defined elsewhere in these documents. A Field Directive Change may not change the Contract Price or the Contract Time, but is evidence that the parties expect that the change directed or documented by a Field Directive Change will be incorporated in a subsequently issued Change Order following negotiations by the parties as to its effect, if any, on the Contract Price or the Contract Time.

FINAL ACCEPTANCE means acceptance of the Work by the COUNTY upon the expiration of the warranty period as stated in the Contract Documents.

MATERIALS - Anything used in the process of, but not limited to, constructing, demolishing, renovating or remodeling of any building, structure, road, bridge, recreational facility, transportation element and utility or any addition thereto utilized for this project.



NOTICE means written notice. Notice shall be served upon the CONTRACTOR either personally or by leaving the said Notice at his residence or with his agency in charge of the Work, or addressed to the CONTRACTOR at the residence or place of business stated in the Bid Proposal and deposited in a postpaid wrapper in any United States Mailbox.

NOTICE TO PROCEED is a written instrument issued by the COUNTY to the CONTRACTOR, authorizing the CONTRACTOR to commence Work on the Project. The NOTICE TO PROCEED shall include the effective date of Commencement.

NOTICE OF AWARD means the written Notice given by the COUNTY to the successful Bidder.

NOTICE OF TERMINATION is a written instrument issued in accordance with the Contract Documents by the COUNTY to the CONTRACTOR or by the CONTRACTOR to the COUNTY notifying the receiving party that the Contract is being terminated. The NOTICE shall clearly identify the effective date the Contract is to be terminated.

OWNER'S REPRESENTATIVE is the CONSULTANT contracted by the COUNTY for Professional Services during the construction phase of this project or a qualified person authorized as his official representative, or in the absence of such a contract, the project Manager will be considered the OWNER'S REPRESENTATIVE for the purpose of this Contract Document. The OWNER'S REPRESENTATIVE is not authorized to issue change orders to the contract sum, contract time or scope of work without express approval of the Board of County Commissioners.

PLANS AND/OR DRAWINGS are a graphic representation of the arrangement of the materials or parts of the construction of the project and are a portion of the Contract Documents.

PROJECT shall mean the entire improvement of which this contract forms a part.

PROJECT MANAGER is an employee of the Department or the COUNTY which requested the Contract and is a designee authorized by or for that Department who is the representative of the Board of County Commissioners in matters concerning the contractor of this project. The project manager will act as the OWNER'S REPRESENTATIVE in the absence of a contract with a CONSULTANT. The PROJECT MANAGER is not authorized to issue changes to the Contract Sum, Contract Time, or Scope of Work without express approval by the Department Director, County Manager, or Board of County Commissioners.

The PROJECT MANAGER, within the authority conferred by the Board of County Commissioners, acting as the COUNTY'S designated representative shall initiate written Change Orders, and notification to the CONTRACTOR of any and all changes approved by the COUNTY in the CONTRACTOR'S (1) compensation (2) time and/or schedule of service delivery; (3) any Amendment (s) or other change(s) relative to the WORK and ADDITIONAL SERVICES pursuant to this Contract, or AMENDMENTS, or CHANGE ORDERS pertaining thereto. Following COUNTY approval, the Project Manager shall coordinate assurance of any such documents. The PROJECT MANAGER or his designee shall be responsible for acting on the COUNTY'S behalf to administer, coordinate, interpret and otherwise manage the contractual provisions and requirements set forth in this Contract, or any AMENDMENT(S), or CHANGE ORDER(S) issued there under.

SPECIFICATIONS are written documents organized into divisions, sections, and articles which provide detailed instructions to the CONTRACTOR pertaining, but not limited to, materials, style, workmanship, fabrication, dimensions, colors, warranties, finishes, quality, manufacturer, grade and operational data of all components to be provided by the CONTRACTOR and incorporated into the Project.

SUBCONTRACTOR is a person, firm, partnership, corporation, or entity who has a direct contract with the CONTRACTOR to perform any of the Work at the site. The term Subcontractor does not include those whose sole purpose is that of a supplier of materials. A supplier of materials shall be classified as a Subcontractor if it enters into any agreement, whether written or verbal, for the installation of said materials. The term Subcontractor means a Subcontractor or its authorized representative.

SUB-Subcontractor is a person, firm, partnership, corporation, or entity who has a direct or indirect Contract with a Subcontractor to perform any of the Work at the site. The term Sub-Subcontractor means a Sub-Subcontractor or its authorized representative.

SUPPLIER - A manufacturer, fabricator, distributor, materialmen or vendor.

SURETY is the surety company or individual that is bound by Contract bond with and for the CONTRACTOR who is primarily liable, and is responsible for CONTRACTOR'S acceptable performance of the Project and payment of all debts pertaining to the Contract Documents in accordance with Section 255.05, Florida Statutes.

UNDERGROUND FACILITIES - All pipeline, conduits, ducts, cables, wires, manholes, vaults, tanks, tunnels or other such facilities or attachments, and any encasements containing such facilities which have been installed underground to furnish any of the following services or materials: electricity, gases, steam, liquid petroleum products, telephone or other communications, cable television, sewage and drainage removal, traffic or other control systems or water.

WORK is the construction required by the Contract Documents and includes all labor necessary to produce such construction, and all materials and equipment incorporated or to be incorporated in such construction.

### **Starting the Work**

2. Written Notice to Proceed is contingent upon and will be done subsequent to the CONTRACTOR fully satisfying the COUNTY'S stated insurance and Bond submittal requirements. Until the CONTRACTOR receives the COUNTY'S written Notice to Proceed, the CONTRACTOR is advised that the COUNTY will not be liable for any expenses which the CONTRACTOR may incur relative to this Contract before the written Notice to Proceed is issued.

2.1 The Contract time shall commence to run from the date specified in the "Notice to Proceed".

2.3 The CONTRACTOR is required, before commencing the Work, to deliver to the COUNTY the Public Payment and Performance Bond issued by a surety insurer authorized to do business in the State of Florida as Surety. The Bond must state the name and principal business address of both the principal and the Surety and must contain a description of the project sufficient to identify it and post in conspicuous place at the project site.

2.4 The COUNTY will forward to the CONTRACTOR a Notice of Commencement along with a copy of the recorded Public Payment and Performance Bond with instructions to post in a conspicuous spot on the project site.

### **Interpretation Intent, Amending and Reuse of Contract Documents**

3. It is the intent of the Specifications and Plans to describe a complete Project to be constructed in accordance with the Contract Documents.

3.1 The Contract Documents are complementary; what is called for by one is as binding as if called for by all. If the CONTRACTOR finds a conflict, error or discrepancy in the Contract Documents, he shall immediately call it to the attention of the OWNER'S REPRESENTATIVE in writing before proceeding with the Work affected thereby.

3.2 Any Work that may be reasonably inferred from the specifications or Drawings as being required to produce the intended result shall be supplied whether or not it is specifically called for.

3.3 Work, materials or equipment described in words which have a well-known technical or trade meaning, shall be deemed to refer to such recognized standards.

3.4 In resolving conflicts, errors, and discrepancies, the order of precedence of the Contract Document is as follows:

1. Change Order
2. Standard Form of Agreement
3. Addenda
4. Supplemental Information
5. General Conditions
6. Specifications
7. Drawings
8. Figure Dimensions
9. Scale Dimensions (Large Scale Drawings supersede Small Scale Drawings)

### **Amending and Supplementing Contract Documents**

3.5 The Contract Documents may be amended to provide for additions, deletions and revisions in the Work or to modify the terms and conditions thereof in one or more of the following ways:

- 3.5.1 A formal Written Amendment,
- 3.5.2 A Change Order.
- 3.5.3 A Field Directive Change.

The Contract Price and the Contract Time may only be changed by a Change Order or Written Amendment.

3.6 In addition, the requirements of the Contract Documents may be supplemented and minor variations and deviations of the Work may be authorized, in one or more of the following ways:

- 3.6.1 A Field Change Order,
- 3.6.2 The OWNER'S REPRESENTATIVE approval of a Shop Drawing or sample, or
- 3.6.3 The OWNER'S REPRESENTATIVE written interpretation or clarification.

### **Reuse of Documents**

3.7 Neither the CONTRACTOR nor any SUBCONTRACTOR or Supplier or other person or organization performing or furnishing any of the Work under a direct or indirect contract with the COUNTY shall have or acquire any title to or ownership rights in any of the Drawings, Specifications or other documents (or copies of any thereof) prepared by or bearing the seal of the CONSULTANT; and they shall not reuse any of them on extensions of the Project or any other project without written consent of the COUNTY or their CONSULTANT and the specific written verification or adaptation by the CONSULTANT.

### **Availability of Lands**

4. The COUNTY will furnish, as indicated in the Contract Documents and not later than the date when needed by the CONTRACTOR, the lands upon which the Work is to be done, Work is to be done, rights-of-way for access thereto, and such other lands which are designated for the use of the CONTRACTOR. Easements for permanent structures or permanent changes in existing facilities will be obtained by the COUNTY unless otherwise specified in the Contract Documents. If the CONTRACTOR believes that any delay in the COUNTY'S furnishing these lands or easements entitles him to an extension of the Contract Time, he may make a claim there for. The CONTRACTOR will provide for all additional lands and access thereto that may be required for temporary construction facilities or storage of materials and equipment unless designated otherwise. The OWNER'S REPRESENTATIVE will, upon request, furnish to the CONTRACTOR copies of all available boundary and topographic surveys as required and sub-surface tests.

## Physical Conditions

4.1 Explorations and Reports: Reference is made to the Supplemental Information for identification of those reports of explorations and tests of subsurface conditions at the site that have been utilized by the CONSULTANT and/or the COUNTY in preparation of the Contract Documents. These reports are not part of the contract Documents. The CONTRACTOR may rely upon the accuracy of the technical data contained in such reports but not upon the non-technical data, interpretations or opinions contained therein for the completeness or accuracy thereof for the CONTRACTOR'S purposes of preparing or submitting a bid. Except as indicated in the immediately preceding sentence, the CONTRACTOR shall have full responsibility with respect to subsurface conditions at the site. The technical data which will be made available only at the CONTRACTOR'S request may not be sufficient for construction purposes. Additional investigations may be necessary for the purposes of carrying out the construction project.

4.2 Existing Structures: Reference is made to the Supplemental Information for identification of those drawings of physical conditions in or relating to existing surface and subsurface structures (except Underground Facilities) which are at or contiguous to the site that have been utilized by the CONSULTANT and/or the COUNTY in preparation of the Contract Documents. The CONTRACTOR may rely upon the accuracy of the technical data contained in such drawings but not for the completeness thereof for the purposes of preparing or submitting a bid. Except as indicated in the immediately preceding sentence, the CONTRACTOR shall have full responsibility with respect to physical conditions in or relating to such structures.

4.3 Unless otherwise stated, the CONTRACTOR shall be fully responsible for the removal of any materials, debris, garbage, vehicles or other such items which would interfere with the undertaking and completion of the project. By submission of a bid, the CONTRACTOR assumes full responsibility for the expenses associated with such removal. There shall not be an increase in time or price associated with such removal.

4.4 Report of Differing Conditions: If the CONTRACTOR believes that:

4.4.1 Any technical data on which the CONTRACTOR is entitled to is inaccurate, or

4.4.2 Any physical condition uncovered or revealed at the site differs materially from that indicated, reflected or referred to in the Contract Documents.

The CONTRACTOR shall, promptly after becoming aware thereof and before performing any Work in connection therewith (except in an emergency as permitted) notify the OWNER'S REPRESENTATIVE in writing about the inaccuracy or difference.

4.5 OWNER'S REPRESENTATIVE Review: The OWNER'S REPRESENTATIVE will promptly review the pertinent conditions, determine the necessity of obtaining additional explorations or tests with respect thereto and advise the COUNTY in writing (with a copy to the CONTRACTOR) of the OWNER'S REPRESENTATIVE'S findings and conclusions.

4.6 Possible Document Change: If the OWNER'S REPRESENTATIVE and the COUNTY conclude that there is a material error in the Contract Documents and a change in the Contract Documents is required, a Field Directive Change, a Field Change or a Change Order will be issued as to reflect and document the consequences of the inaccuracy or difference.

4.7 Possible Price and Time Adjustments: In each case of a material error in the Contract Documents, an increase or decrease in the Contract Price or an extension or shortening of the Contract Time, or any combination thereof, will be allowable to the extent that they are attributable to any such inaccuracy or difference.

## Physical Conditions - Underground Facilities

4.8 Shown or Indicated: The information and data shown or indicated in the Contract Documents with respect to existing Underground Facilities at or contiguous to the site is based on information and data furnished to the COUNTY or the CONSULTANT by the owners of such Underground facilities or by others. Unless it is otherwise expressly provided in the Supplemental Information:

4.8.1 The CONTRACTOR shall have full responsibility for reviewing and checking all such information and data, for locating all Underground Facilities shown or indicated in the Contract Documents, for coordination of the Work with the owners of such Underground Facilities during construction, for the safety and protection thereof and for repairing any damage thereto resulting from the Work, the cost of all of which will be considered as having been included in the Contract Price.

4.9 Not Shown or Indicated: If an Underground Facility is uncovered or revealed at or contiguous to the site which was not shown or indicated in the Contract Documents and which the CONTRACTOR could not reasonably have been expected to be aware of, the CONTRACTOR shall, promptly after becoming aware thereof and before performing any Work affected thereby (except in an emergency as permitted) identify the owner of such Underground Facility and give written notice thereof to that owner and to the OWNER'S REPRESENTATIVE. The OWNER'S REPRESENTATIVE will promptly review the Underground Facility to determine the extent to which the Contract Documents should be modified to reflect and document the consequences of the existence of the Underground Facility, and with the COUNTY'S approval, the Contract Documents will be amended or supplemented to the extent necessary. During such time, the CONTRACTOR shall be responsible for the safety and protection of such Underground Facility. The CONTRACTOR shall be allowed an increase in the Contract Price or an extension of the Contract Time, or both, to the extent that they are attributable to the existence of any Underground Facility that was not shown or indicated in the Contract Documents and which the CONTRACTOR could not reasonably have been expected to be aware of.

### **Reference Points**

4.10 The COUNTY shall provide engineering surveys to establish reference points, as specified in the Supplemental Information, for construction which in the judgment of the COUNTY and the CONSULTANT are necessary to enable CONTRACTOR to proceed with the Work. The CONTRACTOR shall be responsible for laying out the Work (unless otherwise specified in the Technical Specifications), shall protect and preserve the established reference points and shall make no changes or relocations without the prior written approval of the COUNTY. The CONTRACTOR shall report to the OWNER'S REPRESENTATIVE whenever any reference point is lost or destroyed or requires relocation because of necessary changes in grades or locations, and shall be responsible for the accurate replacement or relocation of such reference points by professionally qualified personnel.

### **Bonds and Insurance**

#### **Public Payment and Performance Bond**

5. The CONTRACTOR will execute the Public Payment and Performance Bonds included herein as security for the faithful performance and payment of all his obligations under the Contract Documents. This Bond shall be in amounts at least equal to the Contract Price and in such form and with such securities as are acceptable to the COUNTY. Prior to execution of the Contract Documents, the COUNTY may require the CONTRACTOR to furnish such other bonds, in such form and with such sureties as it may require. If such bonds are required by written instructions given prior to opening of Bids, the Premiums shall be paid by the CONTRACTOR. If the Contract is increased by a Change Order, it shall be the CONTRACTOR'S responsibility to insure that the Public Payment and Performance Bond be amended accordingly and a copy of the amendment forwarded to the PROCUREMENT MANAGEMENT.

5.1 If the surety on any bond furnished by the CONTRACTOR is declared bankrupt or becomes insolvent or its right to do business is terminated in the State of Florida or it ceases to meet the requirements imposed by the Contract Documents, the CONTRACTOR shall within five calendar days thereafter substitute another Bond and Surety, both of which shall be acceptable to the COUNTY.

5.1.1 If the CONTRACTOR cannot obtain another bond and surety within five calendar days the COUNTY will accept and the CONTRACTOR shall submit an irrevocable letter of credit drawn on a Lee County, Florida bank until the bond and surety can be obtained.

## Qualifications of Surety Companies

5.2 In order to be acceptable to the COUNTY, a surety company issuing Bid Guaranty Bonds or 100% Public Payment and Performance Bonds, called for in these specifications, shall meet and comply with the following minimum standards:

### General

5.3 All Sureties for Lee County projects must be admitted to do business in the State of Florida and shall comply with the provisions of Florida Statute 255.05.

5.3.1 Attorneys-in-Fact who sign bid bonds or Public Payment and Performance Bonds for Lee County projects must file with such bond a certified copy of their Power of Attorney to sign such bond.

5.3.2 Agents of surety companies must list their name, address, and telephone number on all bonds.

5.3.3 The life of all bonds provided to Lee County shall extend twelve months beyond the date of final payment and shall contain a waiver of alternation to the terms of the Contract, extensions of time and/or forbearance on the part of the COUNTY.

5.3.4 The amount of the bond shall automatically be reduced from 100% of the contract price to 100 % upon final completion and acceptance by the COUNTY.

5.4 To be acceptable to the OWNER AS Surety on projects not in excess of \$500,000.00, Surety shall comply with these minimum provisions of State Statute 287.0935 as follows:

5.4.1 Surety must have twice the minimum surplus and capital required by Florida Insurance Code at the time of bid solicitation.

5.4.2 Surety must be in compliance with all provisions of the Florida Insurance Code and hold a currently valid certificate of authority issued by the United States Department of the Treasury under SS.31 U.S.C. 9404-9308.

5.4.3 Sureties on projects in excess of \$500,000.00 shall comply with the above minimum provisions as well as being rated thru A.M. Best shall comply with the following provisions:

5.4.4 The Surety shall be rated as "A-" or better as to General Policyholders Rating and Class VII or better as to financial category by the most current Best's Key Rating Guide, published by A.M. Best Company.

5.4.5 Surety must have fulfilled all of its obligations on all other bonds previously given to the COUNTY.

5.4.6 Surety must have a minimum underwriting limitation of \$5,000,000 published in the latest edition of the Federal Register for Federal Bonds (U.S. Dept. of Treasury).

### Letter of Credit

5.5 At any time during the life of the letter of credit, should the rating of financial institution fall below both of the minimum ratings as indicated in the Contract Documents, or should the financial institution become insolvent, the CONTRACTOR must, within five calendar days after notification by the COUNTY:

5.5.1 Replace the existing letter of credit with a replacement letter of credit from a financial institution with either of the minimum ratings as specified in the Contract Documents, or

5.5.2 Have the existing letter of credit confirmed by a financial institution with either of the minimum ratings as specified in the Contract Documents.

5.5.3 At the COUNTY'S option, the letter of credit may be replaced by a Public Payment and Performance Bond in accordance with the COUNTY'S existing bond policies.

5.6 Failure to comply with this provision may result in any or all of the following actions by the COUNTY:

- 5.6.1 Suspension of the CONTRACTOR'S right to pull building permits and schedule inspections;
- 5.6.2 A stop work order; and/or
- 5.6.3 Revocation of the Land Development Permit.

**Financial Institutions/Letters of Credit**

5.7 In order to be acceptable to the COUNTY, a financial institution issuing 100% Letters of Credit, called for in these specifications, shall meet and comply with the following minimum standards:

**General**

5.7.1 The face of the letter of credit must be in a format utilizing Lee County Standard Form and indicate the following:

- 5.7.1.1 The letter of credit is "clean" and "irrevocable";
- 5.7.1.2 An exact expiration date. The life of all letters of credit provided to Lee County shall extend twelve months beyond the date of final payment;
- 5.7.1.3 Statement of the purpose or project for which the letter of credit is issued;
- 5.7.1.4 A specific amount of the letter of credit, in U.S. dollars;
- 5.7.1.5 The method of disbursement of draws against the letter of credit;
- 5.7.1.6 The street address where draws against the letter of credit may be made; and
- 5.7.1.7 Venue in Lee County.
- 5.7.1.8 Verification of the status or certification of any financial institution may be made with:

Department of Insurance and Treasurer  
Bureau of Collateral Securities  
200 East Gaines Street  
Tallahassee, FL 32377-0345  
Phone (850) 922-3167

or

Lee County Procurement Management  
1825 Hendry Street, 3rd Floor  
Fort Myers, FL 33901  
Phone (239) 533-5450

or

Lee County Risk Management  
2115 Second Street  
Fort Myers, FL 33901  
Phone (239) 533-2221

5.7.2 At the time of issuance of the letter of credit, the financial institution must have a minimum “peer group” rating of 50 in the latest Sheshunoff Quarterly Listing or a minimum rating of 125 in the latest IDC Bank Financial Quarterly Listing.

5.7.3 Letters of Credit from financial institutions which do not meet either of the minimum ratings indicated above must be confirmed by a financial institution with either of the minimum ratings indicated above.

5.7.4 All financial institutions which issue or confirm any Letter of Credit must be authorized by the Secretary of State to do business in the State of Florida, shall show proof of same upon request by COUNTY staff, and agree to venue in Lee County.

5.7.5 In addition to the institutions meeting the aforementioned requirements, the Federal Home Loan Bank of Atlanta is authorized to issue and confirm letters of credit which are in accordance with the provisions above and all subsequent sub-paragraphs.

5.8 These actions shall be in effect until a satisfactory replacement bond or letter of credit is accepted by the COUNTY. The CONTRACTOR agreement shall so provide for replacement or confirmation in accordance with this policy.

### **Contractor’s Liability Insurance**

5.9 The CONTRACTOR will purchase and maintain such insurance as will protect him from claims under Worker’s Compensation laws, disability benefit laws or other similar employee benefit laws; from claims for damages because of bodily injury, occupational sickness or disease, or death of his employees including claims insured by usual personal injury, sickness and disease, or death of any person other than his employees including claims insured by usual personal injury liability coverage; and from claims for injury to or destruction of tangible property including loss of use resulting there from any or all of which may arise out of or result from the CONTRACTOR’S operations under the Contract Documents, whether such operations be by himself or any Subcontractor or anyone directly or indirectly employed by any of them or for whose acts any of them may be legally liable. This insurance shall be written for no less than the limits of liability specified in the Contract Documents or required by law, whichever is greater, and shall include contractual liability insurance. As a prerequisite to the COUNTY signing the Contract, the CONTRACTOR will file with the COUNTY certificates of such insurance, acceptable to the COUNTY; these certificates shall contain a provision for cancellation.

### **Insurance Requirements**

5.10 Before final execution of the Agreement and until acceptance of the Work by the COUNTY, the CONTRACTOR shall procure and maintain insurance of the types and the limits specified below.

5.11 All CONTRACTOR’S Certificates of Insurance must be approved by the Lee County Risk Manager (or designee) before the final execution of the agreement by the COUNTY.

5.12 An Insurance Certificate shall be required from the successful BIDDER. Such form must be properly executed and submitted by an authorized representative of the insurance company and successful BIDDER within seven calendar days after notification by Lee County of the Board of County Commissioners’ approval to award the contract. Such certificate of insurance state that the coverage is primary, and shall be in the types and amounts stated in the Contract Documents. Certificate should include producers’ phone number and reference the name of the project.

### **Contractor’s Responsibilities**

#### **Supervision and Superintendence**

6. The CONTRACTOR will supervise and direct the Work efficiently. He will be solely responsible for the means, methods, techniques, sequences, safety, and procedure of construction, unless otherwise specified. The CONTRACTOR will be responsible to see that the finished Work complies with the Contract Documents.



6.1 The CONTRACTOR will keep on the site at all times when work is being performed, a competent, resident superintendent who shall not be replaced without prior written notice to the OWNER'S REPRESENTATIVE. The superintendent will be the CONTRACTOR'S representative at the site and shall have authority to act on behalf of the CONTRACTOR. All communications given to the superintendent shall be binding as if given to the CONTRACTOR.

### **Labor Material and Equipment**

6.2 The CONTRACTOR will provide competent, suitable, qualified personnel to lay out the Work and perform construction as required by the Contract Documents. He will at all times maintain good discipline and order at the site.

6.3 The CONTRACTOR will furnish all materials, equipment, labor, transportation, construction equipment and machinery, tools, appliances, fuel, power, heat, light, telephone, water and sanitary facilities and incidentals necessary for the execution, testing, initial operation and completion of the Work unless otherwise specified.

6.4 All materials and equipment will be new except as otherwise provided in the Contract Documents. If required by the OWNER'S REPRESENTATIVE, the CONTRACTOR will furnish satisfactory evidence as to the kind and quality of materials and equipment furnished.

6.5 All materials and equipment shall be applied, installed, connected, erected, used, cleaned and conditioned in accordance with the instructions of the applicable manufacturers, fabricator or processors except as otherwise provided in the Contract Documents.

6.6 In instances where the act is applicable due to the nature of the bid matter with which this bid package is concerned, all material, equipment, etc., as proposed and offered by CONTRACTOR must meet and conform to all O.S.H.A. requirements; the CONTRACTOR'S signature upon the bid proposal form being by this reference considered a certification of such fact.

### **Adjusting the Progress Schedule**

6.7 The CONTRACTOR shall submit to the OWNER'S REPRESENTATIVE for acceptance of adjustments in the progress schedule to reflect the impact thereon of new developments; these will conform generally to the progress schedule then in effect and additionally will comply with any provisions of the Contract Documents applicable thereto. The COUNTY reserves the right to reject the progress schedule from the CONTRACTOR which in its judgment does not appear to devote sufficient resources of manpower to enable the timely completion of the project. If the COUNTY requests the progress schedule to be adjusted, the CONTRACTOR shall do so and perform the work according to the adjusted schedule at no additional cost to the COUNTY.

### **Substitute Materials or Equipment**

6.8 If it is indicated in the specifications that the CONTRACTOR may furnish or use a substitute that is equal to any material or equipment specified, and if the CONTRACTOR wishes to furnish or use a proposed substitute, he will, within thirty calendar days after the award of the Contract, make written application to the OWNER'S REPRESENTATIVE for approval of such a substitute, certifying in writing that the proposed substitute will perform adequately the duties imposed by the general design, be similar and of equal substance to that specified and be suited to the same use and capable of performing the same function as that specified. No substitute shall be ordered or installed without the written approval of the COUNTY who shall be the judge of quality. Whether or not the COUNTY accepts a proposed substitute, the CONTRACTOR shall reimburse the COUNTY for any charges or cost for evaluating any proposed substitute.

### **Concerning Subcontractors**

6.9 The CONTRACTOR will be fully responsible for all acts and omissions of his SUBCONTRACTORS and of persons directly or indirectly employed by them and of persons for whose acts they may be liable to the same extent that they are employed by him. Nothing in the Contract Documents shall create any contractual relationship

between any SUBCONTRACTOR and the COUNTY. The COUNTY may, upon request, furnish to any SUBCONTRACTOR, to the extent practicable, evidence of amounts paid to the CONTRACTOR on account of specific Work done.

6.9.1 The divisions and sections of the specifications and the identifications of any Drawings shall not control the CONTRACTOR in dividing the Work among SUBCONTRACTORS or delineating the Work to be performed by any specific trade.

6.9.2 The CONTRACTOR agrees to bind specifically every SUBCONTRACTOR to the applicable terms and conditions of these Contract Documents for the benefit of the COUNTY.

6.9.3 All Work performed for the CONTRACTOR by a SUBCONTRACTOR shall be pursuant to an appropriate agreement between the CONTRACTOR and the SUBCONTRACTOR which shall contain provisions that waive all rights the contracting parties may have against one another for damages caused by fire or perils covered by insurance, except such rights as they may have to the proceeds of such insurance held by the COUNTY as trustee.

**Patent Fees and Royalties**

6.10 The costs involved in fees, royalties, or claims for any patented invention, article, process or method that may be used upon, or in a manner connected with the work under this contract, shall be paid by the CONTRACTOR. The CONTRACTOR and his sureties, together with his officers, agents, and employees, shall protect and hold the COUNTY harmless against any and all demands made for such fees or claims brought or made by holder of any invention or patent. Before final payment is made on the account of this Contract, the CONTRACTOR shall, if requested by the COUNTY, furnish acceptable proof of a proper release from all such fees or claims.

6.11 Should the CONTRACTOR, his agent, employee, or any of them be enjoined from furnishing or using any invention, article, material or plans supplied or required to be supplied or used under this contract, the CONTRACTOR shall promptly pay such royalties and secure the requisite licenses; or, subject to acceptance by the COUNTY, substitute other articles, materials or appliances in lieu thereof which are of equal efficiency, quality, finish, suitability and market value to those planned or required under the contract. Descriptive information of these substitutions shall be submitted to the OWNER'S REPRESENTATIVE for determination of general conformance to the design concept and the construction contract. Should the COUNTY elect to use the substitution, the CONTRACTOR agrees to pay such royalties and secure such valid licenses as may be requisite for the COUNTY, his officers, agents, and employees, or any of them, to use such invention, article, material, or appliance without being disturbed or in any way interfered with by any proceeding in law or equity on account thereof.

**Permits**

6.12 Unless otherwise specified herein, the CONTRACTOR will secure and pay for all permits, impact fees, and licenses and will pay all governmental charges and inspections' fees necessary for the prosecution of the Work which are applicable at the time of his bid. The CONTRACTOR will also pay all public utility charges and connection fees except as provided for in the Contract Documents. Permits and licenses of regulatory agencies which are necessary to be maintained after completion of the guarantee period shall be secured and paid for by the COUNTY.

6.12.1 Pursuant to the requirements of F.S. 218.80, the following County permits and fees are required to be obtained and paid for by the CONTRACTOR.

<u>Permit or Fee</u>	<u>Dollar Amount/Percentage Method/ Unit Method of Computation</u>
N/A	

This is a disclosure of permits and fees required by Lee County for this project and does not relieve the contractor of its responsibility to obtain and pay for permits required by other governmental entities as specified elsewhere in this document.

6.13 The CONTRACTOR will give all notices and comply with all laws, ordinances, rules and regulations applicable to the Work. If the CONTRACTOR observes that the Specifications or Drawings are at a variance therewith, he will give the OWNER'S REPRESENTATIVE prompt written notice thereof, and any necessary changes shall be adjusted by an appropriate modification. If the CONTRACTOR performs any Work knowing it to be contrary to such laws, ordinances, rules and regulations and without such notice to the OWNER'S REPRESENTATIVE, he will bear all cost arising there from; however, it shall not be his primary responsibility to make certain that the Drawings and Specifications are in accordance with such laws, ordinances, rules and regulations.

### **Licenses**

6.14 The CONTRACTOR must be properly licensed, within the jurisdiction where the project is to be constructed, to perform the work specified in the Scope of Work at the time of bid submittal.

### **Use of Premises**

6.15 The CONTRACTOR will confine his equipment, the storage of materials and equipment, and the operations of his workmen to the areas permitted by law, ordinances, permits or the requirements of the Contract Documents and shall not unreasonably encumber the premises with materials or equipment.

### **Record Drawings**

6.16 The CONTRACTOR will keep one record copy of all Specifications, Drawings, Addenda, Modifications and Shop Drawings at the site in good order, and annotated to show all changes made during the construction process or addition and exact location of underground or otherwise concealed components such as, but not limited to, plumbing, air conditioning, electric, and conduit which were not installed exactly as shown on the contract drawings. These shall be available to the OWNER'S REPRESENTATIVE and shall be verified by the OWNER'S REPRESENTATIVE at 30%, 60%, and 100% completion of the Project. The CONTRACTOR shall submit to the OWNER'S REPRESENTATIVE one complete set of all recorded changes made during Construction entitled "As-Builts", and dated. Submittals shall be made in accordance with the above and shall be submitted at the time of substantial completion.

### **Safety and Protection**

6.17 The CONTRACTOR will be responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the Work. He will take all necessary precautions for the safety of and will provide the necessary protection to prevent damage, injury or loss to:

6.17.1 All employees on the Project and other persons who may be affected thereby;

6.17.2 All the Work and all materials or equipment to be incorporated therein, whether in storage on or off the site; and

6.17.3 Other property at the site or adjacent thereto including trees, shrubs, lawns, walks, pavements, roadways, structures and utilities not designated for removal, relocation or replacement in the course of construction.

6.18 The CONTRACTOR will comply with all applicable laws, ordinances, rules, regulations and orders of any public body having jurisdiction for the safety of persons or property or to protect them from damage, injury or loss. He will erect and maintain, as required by the conditions and progress of the Work, all necessary safeguards for safety and protection and, in addition, he will comply with all applicable recommendations of the "Manual of Accident Prevention in Construction" published by the Associated General Contractors of America, Inc.;

and Traffic Design Standards" latest edition published by the Florida Department of Transportation, specifically Index 600-650; and Occupational Safety and Health Administration published by the United States Department of Labor. He will notify owners of adjacent utilities when prosecution of the Work may affect them. All damage, injury or loss to any property caused directly or indirectly, in whole or in part by the CONTRACTOR, any SUBCONTRACTOR, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable will be remedied by the CONTRACTOR; except any damage or loss attributable to the fault of the Drawings or the Specifications or to the acts or omissions of the COUNTY, and not attributable, directly or indirectly, in whole or in part, to the fault of negligence of the CONTRACTOR.

6.17 The CONTRACTOR will designate a member of his organization whose responsibility will be to plan for the prevention of accidents at the site. This person shall be the CONTRACTOR'S Superintendent unless otherwise designated in writing by the CONTRACTOR to the OWNER'S REPRESENTATIVE.

### **Emergencies**

6.20 In emergencies affecting the safety of persons, the Work or property at the site or adjacent thereto, the CONTRACTOR, without special instruction or authorization from the COUNTY, is obligated to act at his discretion to prevent threatened damage, injury or loss. He will give the OWNER'S REPRESENTATIVE prompt written notice of any significant changes in the Work or deviations from the Contract Documents caused thereby. If the COUNTY and the OWNER'S REPRESENTATIVE determine that a change to the Contract Documents is required because of the action taken in response to an emergency, a Field Directive Change or Change Order shall thereupon be issued covering the changes and deviations involved.

### **Shop Drawings and Samples**

6.21 After checking and verifying all field measurements, the CONTRACTOR will submit to the OWNER'S REPRESENTATIVE for approval, in accordance with the acceptable schedule of Shop Drawing submission, five copies (or at the option of the OWNER'S REPRESENTATIVE, one reproducible copy) of all Shop Drawings, which shall have been checked by and stamped with the approval of the CONTRACTOR and identified as the OWNER'S REPRESENTATIVE may require. The data shown on the Shop Drawings will be complete with respect to dimensions, design criteria, materials of construction and the like to enable the OWNER'S REPRESENTATIVE to review the information as required.

6.22 The CONTRACTOR will also submit to the OWNER'S REPRESENTATIVE for approval with such promptness as to cause no delay in the Work, all samples required by the Contract Documents. All samples will have been checked by and stamped with the approval of the CONTRACTOR, identified clearly as to material, manufacturer, any pertinent numbers and the use for which intended.

6.22.1 At the time of each submission, the CONTRACTOR will in writing call the OWNER'S REPRESENTATIVE'S attention to any deviations that the Shop Drawing or sample may have from the requirements of the Contract Documents and, in addition, shall cause a specific notation to be made on each shop drawing submitted for review and approval of each such variation.

6.23 The OWNER'S REPRESENTATIVE will review and approve with reasonable promptness Shop Drawings and Samples, but its review and approval shall be only for conformance with the design concept of the Project and for compliance with the information given in the Contract Documents. The approval of a separate item as such will not indicate approval of the assembly in which the item functions. The CONTRACTOR will make any corrections required by the OWNER'S REPRESENTATIVE and will return the required number of corrected copies of Shop Drawings and re-submit new samples until approved. All cost incurred by the COUNTY for the review of a shop drawing in excess of two reviews shall be the CONTRACTORS responsibility. The CONTRACTOR'S stamp of approval on any Shop Drawing or sample shall constitute a representation to the OWNER'S REPRESENTATIVE that the CONTRACTOR has either determined and verified all quantities, dimensions, field construction criteria, materials, catalog numbers and similar data or he assumes full responsibility for doing so, and that he has reviewed or coordinated each Shop Drawing or sample with the requirements of the Work and the Contract Document.

6.24 No work requiring a Shop Drawing or sample submissions shall be commenced until the submission has been approved by the OWNER'S REPRESENTATIVE. Any related Work performed prior to review and approval by the COUNTY of the pertinent submission will be the sole expense and responsibility of the CONTRACTOR. A

copy of each approved Shop Drawing and each approved sample shall be kept in good order by the CONTRACTOR at the site and shall be available to the OWNER'S REPRESENTATIVE.

6.25 The OWNER'S REPRESENTATIVE approval of Shop Drawings or samples shall not relieve the CONTRACTOR from his responsibility for any deviations from the requirements of the Contract Documents, unless the CONTRACTOR has in writing called the OWNER'S REPRESENTATIVE attention to such deviation at the time of submission and the COUNTY and the OWNER'S REPRESENTATIVE have given written approval to the specific deviation; nor shall any approval by the OWNER'S REPRESENTATIVE relieve the CONTRACTOR from responsibility for errors or omissions in the Shop Drawings.

### **Indemnification**

6.26 The CONTRACTOR shall indemnify, save harmless and defend the COUNTY and all of its officers, agents, consultants and employees from and against all losses, claims, demands, payments, suits, actions, recoveries and judgments of every nature and description brought or recoverable against it or them by reason of any act or omission of the CONTRACTOR, his agent, consultants, employees, subcontractors etc., in the execution of the work or in consequence of any negligence or carelessness in guarding the same and agrees to assume any related cost.

6.27 The CONTRACTOR shall assume all risk and bear any loss or injury to property or persons occasioned by neglect or accident during the progress of work until the same shall have been completed and accepted. The CONTRACTOR agrees to repair, restore or rebuild any damages he causes to any property of the COUNTY. He shall also assume all blame or loss by reason of neglect or violation of any state or federal law or municipal rule, regulation or order. The CONTRACTOR shall give to the proper authorities all required notices relating to the work, obtain all official permits and licenses and pay all proper fees. He shall repair any damage that may have occurred to any adjoining building, structure, utility or private property in the course of this work.

### **Cleaning Up**

6.28 The CONTRACTOR will keep the premises free from accumulations of waste materials, rubbish and other debris resulting from the Work; at the completion of the Work he will remove all waste materials, rubbish and debris from and about the premises as well as all tools, construction equipment and machinery, and surplus materials, and will leave the site clean and ready for occupancy by the COUNTY. The CONTRACTOR will restore to their original condition those portions of the site not designated for alteration by the Contract Documents.

6.28.1 If the CONTRACTOR fails to clean up as provided in the Contract Documents, the COUNTY may do so and the cost thereof shall be deducted from the final retainage due the CONTRACTOR.

### **Continuing the Work**

6.29 The CONTRACTOR shall carry on the Work and adhere to the progress schedule during all disputes and disagreements with the COUNTY. No work shall be delayed or postponed pending resolution of any disputes or disagreements, except as permitted (The COUNTY May Stop Work) or as the CONTRACTOR and the COUNTY may otherwise agree in writing.

### **Anti-Discrimination**

6.30 The CONTRACTOR for itself, its successors in interest, and assignees, as part of the consideration thereof covenant and agree that:

6.30.1 In the furnishing of services to the COUNTY hereunder, no person on the grounds of race, religion, color, age, sex, national origin, handicap or marital status shall be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination.

6.30.2 The CONTRACTOR will not discriminate against any employee or applicant for employment because of race, religion, color, age, sex, national origin, handicap or marital status. The CONTRACTOR will make affirmative efforts to insure that applicants are employed and that employees are treated during employment without regard to their race, religion, color, age, sex, national origin, handicap or marital status. Such action shall include,

but not be limited to, acts of employment, upgrading, demotion or transfer; recruitment advertising; layoff or termination, rates of pay or other forms of compensation and selection for training, including apprenticeships.

6.30.3 CONTRACTOR agrees to post in a conspicuous place, available to employees and applicants for employment, notices setting forth the provisions of this anti-discrimination clause.

6.30.4 CONTRACTOR will provide all information and reports required by relevant regulations and/or applicable directives. In addition, the CONTRACTOR shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the COUNTY to be pertinent to ascertain compliance. The CONTRACTOR shall maintain and make available relevant data showing the extent to which members of minority groups are beneficiaries under these contracts.

Where any information required of the CONTRACTOR is in the exclusive possession of another who fails or refuses to furnish this information, the CONTRACTOR shall so certify to the COUNTY its efforts made toward obtaining said information. The CONTRACTOR shall remain obligated under this paragraph until the expiration of three years after the termination of this CONTRACT.

6.30.5 In the event of breach of any of the above anti-discrimination covenants, the COUNTY shall have the right to impose sanctions as it may determine to be appropriate, including withholding payment to the CONTRACTOR or canceling, terminating or suspending this CONTRACT, in whole or in part. Additionally, the CONTRACTOR may be declared ineligible for further COUNTY contracts by rule, regulation or order of the Board of County Commissioners of Lee County, or as otherwise provided by law.

6.30.6 The CONTRACTOR will send to each labor union, or representative of workers with which the CONTRACTOR has a collective bargaining agreement or other contract of understanding, a notice informing the labor union or worker's representative of the CONTRACTOR'S commitments under this assurance, and shall post copies of the notice in conspicuous places available to the employees and the applicants for employment.

6.30.7 The CONTRACTOR will include the provisions in every sub-contract under this contract to insure its provisions will be binding upon each Subcontractor. The CONTRACTOR will take such action with respect to any Subcontractor, as the contracting agency may direct, as a means of enforcing such provisions, including sanctions for non-compliance.

### **Work by Others**

7. The COUNTY may perform additional Work related to the Project by itself, or it may let other direct contracts which shall contain General Conditions similar to these.

7.1 The CONTRACTOR will afford the other Contractors who are parties to such direct contracts (or the COUNTY, if it is performing the additional Work itself), reasonable opportunity for the introduction and storage of materials and equipment and the execution of the Work, and shall properly connect and coordinate his work with theirs. Should the Contract entail relocation of facilities not a part of this Contract, the CONTRACTOR will coordinate and cooperate with the applicable entity responsible for this portion of the Work.

7.2 Water lines, gas lines, wire lines, service connections, water and gas meter boxes, water and gas valve boxes, light standards, cableways, signals, and all other utility appurtenances within the limits of the proposed construction which are to be relocated or adjusted are to be moved by the owners at their expense, unless otherwise provided in the Contract. It is understood and agreed that the CONTRACTOR has considered in his bid all of the permanent and temporary utility appurtenances in their present or relocated positions as shown on the plans and that no additional compensation will be allowed for any delays, inconveniences, or damage sustained to him due to any interference from the said utility appurtenances or the operation of moving them. If any part of the CONTRACTOR'S work depends (for proper execution) upon the Work of any such other Contractor (or the COUNTY), the CONTRACTOR will inspect and promptly report to the OWNER'S REPRESENTATIVE in writing, any defects, deficiencies or delays in such Work that render it unsuitable for such proper execution and results. His failure to report shall constitute an acceptance of the Work, except as to defects, deficiencies and delays which may appear in the other Work after the execution of his Work.

7.3 The CONTRACTOR will do all cutting, fitting and patching of his Work, which is consistent with the Contract Documents that may be required to make its several parts come together properly and fit it to receive or be received by such other Work. The CONTRACTOR will not endanger any Work of others by cutting, excavating or otherwise altering such other Work and will only cut or alter such other work with the written consent of the OWNER'S REPRESENTATIVE.

7.4 If the performance of additional Work by other Contractors or the COUNTY is not noted in the Contract Documents prior to the execution of the Contract, written notice thereof shall be given to the CONTRACTOR prior to starting any such additional Work.

**Owner's Representative Status During Construction**

**County's Representatives**

- 9. The COUNTY shall issue all communications to the CONTRACTOR through the OWNER'S REPRESENTATIVE.

**Clarifications and Interpretations**

8.1 The OWNER'S REPRESENTATIVE will issue with reasonable promptness, through the COUNTY, such written clarifications or interpretations of the requirements of the Contract Documents (in the form of Drawings or otherwise) as the COUNTY may determine necessary, which shall be consistent with or reasonably inferable from the overall intent of the Contract Documents. If the CONTRACTOR believes that a written clarification or interpretation justifies an increase in the Contract Price or an extension of the Contract Time and the parties are unable to agree to the amount or extent thereof, the CONTRACTOR may make a claim.

**Authorized Variations in Work**

8.2 The OWNER'S REPRESENTATIVE may authorize, with prior approval from the COUNTY minor variations in the Work from the requirements of the Contract Documents which do not involve an adjustment in the Contract Price or the Contract Time and are consistent with the overall intent of the Contract Documents. These may be accomplished by a Field Change Order and the CONTRACTOR shall perform the Work involved promptly. If the CONTRACTOR believes that a Field Change Order justifies an increase in the Contract Price or an extension of the Contract Time and the parties are unable to agree as to the amount or extent thereof, the CONTRACTOR may make a claim.

**Changes in Work**

8.3 Without invalidating the Agreement, the COUNTY may unilaterally and at any time or from time to time order additions, deletions or revisions in the Work; these will be authorized by Change Orders or Field Directive Change. Upon receipt of a Change Order or Field Directive Change, the CONTRACTOR will proceed with the Work involved.

8.3.1 All such Work shall be executed under the applicable conditions of the Contract Documents.

8.3.2 If any Change Order or Field Directive Change causes an increase or decrease in the Contract Price or any extension or shortening of the Contract Time, an equitable adjustment will be made.

8.4 Additional Work performed by the CONTRACTOR without written authorization of a change in the form of an approved Change Order will not entitle him to an increase in the Contract Price or any extension of the Contract Time, except in the case of an emergency.

8.5 It is the CONTRACTOR'S responsibility to notify the Surety of any changes affecting the general scope of the Work or change of the Contract Price and the amount of the applicable Bonds shall be adjusted accordingly. The Surety's Acceptance must be submitted to the OWNER'S REPRESENTATIVE, by the CONTRACTOR, within ten calendar days of the initiation of the change.

## **Change of Contract Price**

9. The Contract Price constitutes the total compensation payable to the CONTRACTOR for performing the Work. All duties, responsibilities and obligations assigned to or undertaken by the CONTRACTOR shall be at his expense without change in the Contract Price.

9.1 The Contract Price may only be changed by a Change Order. Any claim for an increase or decrease in the Contract Price shall be in writing and delivered to the OWNER'S REPRESENTATIVE within fifteen calendar days of the occurrence of the event giving rise to the claim and stating the general nature of the claim. Notice of the amount of the claim with supporting data shall be delivered within sixty calendar days after such occurrence (unless COUNTY allows an additional period of time to ascertain more accurate data in support of the claim) and shall be accompanied by the CONTRACTOR'S written statement that the amount claimed covers all known amounts (direct, indirect, and consequential) to which the CONTRACTOR has reason to believe it is entitled as a result of the occurrence of said event. No claim for an adjustment in the Contract Price will be valid if not submitted in accordance. All claims for adjustment in the Contract Price shall be reviewed by the OWNER'S REPRESENTATIVE. Any change in the Contract Price shall be incorporated in a Change Order and approved by the COUNTY. No claim by the CONTRACTOR for an equitable adjustment hereunder shall be allowed if asserted after final payment under this Contract.

9.2 The value of any Work covered by a Change Order or of any claim for an increase or decrease in the Contract Price shall be determined in one of the following ways:

9.2.1 Where the Work involved is covered by unit prices contained in the Contract Documents or subsequently agreed upon, by application of unit prices to the quantities of the items involved.

9.2.2 By mutual acceptance of a lump sum properly itemized and supported by sufficient substantiating data to permit evaluation.

9.2.3 By cost of the Work and mutually acceptable fixed amount for overhead and profit agreed upon by the parties.

9.2.4 If none of the above methods is agreed upon, the value shall be determined by the COUNTY on the basis of cost of the Work and a percentage for overhead and profit. Cost shall only include labor (payroll, payroll taxes, fringe benefits, worker's compensation, etc.), materials, equipment, and other incidentals directly related to the Work involved.

In such cases the CONTRACTOR will submit in the form prescribed by the COUNTY an itemized cost breakdown together with supporting data. The amount of credit to be allowed by the CONTRACTOR to the COUNTY for any such change which results in a net decrease in cost will be the amount of the actual net decrease as determined by the COUNTY. When both additions and credits are involved in any one change, the combined overhead and profit shall be figured on the basis of the net decrease, if any.

## **Cash Allowances**

9.3 It is understood that the CONTRACTOR has included in the Contract Price any allowances so named in the Contract Documents and shall cause the Work so covered to be done by such materialmen, suppliers, or SUBCONTRACTORS and for such sums within the limit of the allowances as the COUNTY may approve. Upon final payment, the Contract Price shall be adjusted as required and an appropriate Change Order issued. The CONTRACTOR agrees that the original Contract Price includes such sums as he deems proper for cost and profit on account of cash allowances. No demand for an additional sum for overhead or profit in connection therewith will be allowed.

## **Unit Price Work**

9.4 Where the Contract Documents provide that all or part of the Work is to be Unit Price Work, the Contract Price will be deemed to include for all Unit Price Work an amount equal to the sum of the established unit prices for each separately identified item of Unit Price Work times the estimated quantity of each item as indicated in the



Agreement. The estimated quantities of items of Unit Price Work are not guaranteed and are solely for the purpose of comparison of Bids and determining an initial Contract Price.

9.5 Each unit price will be deemed to include an amount considered by the CONTRACTOR to be adequate to cover the CONTRACTOR'S overhead and profit for each separately identified item.

9.6 The unit price of an item of Unit Price Work shall be subject to revaluation and adjustment under the following conditions:

9.6.1 If the total cost of a particular item of Unit Price Work amounts to 5% or more of the Contract Price and the variation in the quantity of that particular item of Unit Price Work performed by the CONTRACTOR differs by more than 15% from the estimated quantity of such item indicated in the Agreement; and

9.6.2 If there is no corresponding adjustment with respect to any other item of Work; and

9.6.3 If the CONTRACTOR believes that it has incurred additional expense as a result thereof; or

9.6.4 If the COUNTY believes that the quantity variation entitles it to an adjustment in the unit price, either the COUNTY or the CONTRACTOR may make a claim for an adjustment in the Contract Price if the parties are unable to agree as to the effect of any such variations in the quantity of Unit Price Work performed.

### **Change of Contract Time**

10. The Contract Time may only be changed by a Change Order. Any claim for an extension in the Contract Time shall be in writing and delivered to the OWNER'S REPRESENTATIVE within fifteen calendar days of the occurrence of the event giving rise to the claim and stating general nature of the claim. Notice of the extent of the claim with supporting data (analysis and documentation) shall be delivered within sixty calendar days after such occurrence (unless the OWNER'S REPRESENTATIVE allows an additional period of time to ascertain more accurate data in support of the claim) and shall be accompanied by the CONTRACTOR'S written statement that the adjustment claimed is the entire adjustment to which the CONTRACTOR has reason to believe it is entitled as a result of the occurrence of said event. If adverse weather conditions are the basis for a claim for additional time, such claim shall be documented by data substantiating that weather conditions were abnormal for the period of time and could not have been reasonably anticipated, and that the weather conditions had an adverse effect on the scheduled construction. No claim by the CONTRACTOR under this provision shall be allowed unless the CONTRACTOR has given the notice and the analysis and documentation required in this paragraph. All claims for adjustment in the Contract Time shall be determined by the OWNER'S REPRESENTATIVE. Any change in the Contract Time resulting from any such claim shall be incorporated in a Change Order.

10.1 The COUNTY shall not be responsible for any delay in the completion of the project where the delay is beyond the control or without fault or negligence on behalf of the COUNTY. The COUNTY shall not be held accountable for extra compensation or an extension of time due to default by the CONTRACTOR, SUBCONTRACTORS, or suppliers in the furnishing of labor or materials for the project, or having to replace defective materials.

10.2 The CONTRACTOR shall be entitled to a claim for an extension of time when a delay or hindrance is caused by an act of God, or any act or omission on the part of the COUNTY, provided the CONTRACTOR gives notice to the OWNER'S REPRESENTATIVE within fifteen calendar days of the occurrence of the event giving rise to the claim and having stated the general nature of the claim. The CONTRACTOR'S sole remedy shall be an extension of Contract Time.

10.3 No extension of Contract Time or increases in Contract Price shall be granted for any delay caused either by (1) inadequate crewing, default or bankruptcy of lower tier contract, slow submittals, etc., or (2) by severe though not unusual weather conditions (other than hurricanes and tornadoes) or (3) any delay impacting a portion of the Work within the available total float or slack time and not necessarily preventing completion of the Work within the Contract Time unless otherwise agreed to by the COUNTY in its sole discretion or (4) for any delay which is

caused by the CONTRACTOR having to replace defective material or equipment or (5) delays attributable to the lack of performance by Subcontractors regardless of the reasons.

10.4 All time limits stated in the Contract Documents are of the essence of the Agreement. Shall not exclude recovery for damages (including but not limited to fees and charges of engineers, architects, attorneys and other professionals and court cost) for delay by either party.

### **Warranty and Guarantee: Acceptance of Defective Work**

#### **Warranty and Guarantee**

11. The CONTRACTOR warrants and guarantees to the COUNTY that all materials and equipment will be new unless otherwise specified and that all Work will be of good quality, free from faults or defects and in accordance with the requirements of the Contract Documents and any inspections, test or approvals referred to in this Article. All unsatisfactory Work, all faulty Work, and all Work not conforming to the requirements of the Contract Documents or such inspections, tests or approvals shall be considered defective. Prompt notice of all defects shall be given to the CONTRACTOR. All defective Work, whether or not in place, may be rejected, corrected or accepted as provided herein. Contractor is to assign any and all warranties or guarantees on equipment, materials, etc. to the COUNTY.

#### **Test and Inspections**

11.1 If the Contract Documents, laws, ordinances, rules, regulations or order of any public authority having jurisdiction require any Work to specifically be inspected, tested or approved by someone other than the CONTRACTOR, the CONTRACTOR will give the OWNER'S REPRESENTATIVE timely notice of readiness therefore. The CONTRACTOR will furnish the OWNER'S REPRESENTATIVE with the required certificates of inspection, testing or approval. All such tests will be in accordance with the methods prescribed by the American Society for Testing and Materials or such other applicable organizations as may be required by law or the Contract Documents. If any such Work required to be inspected, tested or approved is covered without written approval of the OWNER'S REPRESENTATIVE, it shall, if requested by the OWNER'S REPRESENTATIVE, be uncovered for observation at the CONTRACTOR'S expense. The cost of all such inspections, tests and approvals shall be borne by the CONTRACTOR unless otherwise provided.

11.2 Neither observations by the OWNER'S REPRESENTATIVE, nor inspections, tests or approvals by persons other than the CONTRACTOR shall relieve the CONTRACTOR from his obligations to perform the Work in accordance with the requirements of the Contract Documents.

#### **Close Out Procedure**

#### **General Operating/Maintenance Instructions & Manuals**

11.3 The CONTRACTOR shall organize maintenance operating manual information into four suitable sets of manageable size, and bind into individual binders properly identified and indexed (thumb-tabbed). Emergency instructions, spare parts listing, warranties, wiring diagrams, recommended "turn around" cycles, inspection procedures, shop drawings, product data, and similar acceptable information shall be included. The CONTRACTOR shall bind each manual of each set in a heavy duty, 3-ring vinyl covered binder, and include pocket folders for folded sheet information. Mark identification on both front and spine of each binder.

11.4 Arrange for each installer of work requiring continuing maintenance (by the OWNER) or operation, to meet with the OWNER'S personnel, at the project site, to provide basic instructions needed for proper operation and maintenance of the entire work. Include instructions by manufacturer's representatives where installers are not expert in the required procedures. Review maintenance manuals, record documentation, tools, spare parts and materials, lubricants, fuels, identification system, control sequences, hazards, cleaning and similar procedures and facilities. For operational equipment, demonstrate start-up, shut-down, emergency operations, noise and vibration adjustments, safety, economy/efficiency adjustments, and similar operations. Review maintenance and operations in relation with applicable guaranties, warranties, agreements to maintain, bonds, and similar continuing commitments.

**Access to the Work**

11.5 The COUNTY and the OWNER'S REPRESENTATIVE shall at all times have access to the Work. The CONTRACTOR shall provide proper facilities for such access and observation of the Work and also for any inspection or testing thereof by others.

**Uncovering the Work**

11.6 If any work has been covered which the OWNER'S REPRESENTATIVE has not specifically requested to observe prior to its being covered, or if the OWNER'S REPRESENTATIVE considers it necessary or advisable that covered Work be inspected or tested by others, the CONTRACTOR, at the OWNER'S REPRESENTATIVE'S request, will uncover, expose or otherwise make available for observation, inspection or testing as the OWNER'S REPRESENTATIVE may require, that portion of the Work in question, furnishing all necessary labor, material and equipment. If it is found that such Work is defective, the CONTRACTOR will bear all the expense of such uncovering, exposure, observation, inspection and testing, and of satisfactory reconstruction. If, however, such Work is not found to be defective, the CONTRACTOR will be allowed an increase in the Contract Price or an extension of the Contract Time, or both, directly attributable to such uncovering, exposure, observation, inspection, testing and reconstruction, if he makes a claim therefor.

**County May Stop the Work**

11.7 If the Work is defective, if the CONTRACTOR fails to supply sufficient skilled workmen or suitable materials or equipment, or if the CONTRACTOR fails to make prompt payments to SUBCONTRACTORS for labor, materials or equipment: the COUNTY may order the CONTRACTOR to stop the Work, or any portion thereof, until the cause for such order has been eliminated: however, this right of the COUNTY to stop the work shall not give rise to any duty on the part of the COUNTY to exercise this right for the benefit of the CONTRACTOR or any other party.

**Correction or Removal of Defective Work**

11.8 If required by the OWNER'S REPRESENTATIVE prior to approval of final payment, the CONTRACTOR will, promptly, without cost to the COUNTY and as specified by the OWNER'S REPRESENTATIVE, either correct any defective Work whether or not fabricated, installed or completed or, if the Work has been rejected by the OWNER'S REPRESENTATIVE, remove it from the site and replace it with non-defective Work. If the CONTRACTOR does not correct such defective Work or remove and replace such rejected Work within ten calendar days, all as specified in a written notice from the OWNER'S REPRESENTATIVE, the OWNER'S REPRESENTATIVE may have the deficiency corrected or the rejected Work removed and replaced. All direct or indirect costs of such correction or removal and replacement shall be paid by the CONTRACTOR. The CONTRACTOR will also bear the expense of making good all Work of others destroyed or damaged by his correction, removal or replacement of his defective Work.

**One Year Correction Period**

11.9 If, after the approval of the final payment and prior to the expiration of one year after the date of Final Completion or such longer period of time as may be prescribed by law or by the terms of any applicable special guarantee required by the Contract Documents, any Work is found to be defective, the CONTRACTOR will promptly, without cost to the COUNTY, and in accordance with the OWNER'S REPRESENTATIVE'S written instructions, either correct such defective Work or, if it has been rejected by the OWNER'S REPRESENTATIVE, remove it from the site and replace it with non-defective Work. If, within seven calendar days, the CONTRACTOR does not comply with the terms of such instructions, the Bonding Company shall be notified of default and requested to make repairs or replacement, the COUNTY may have the defective Work corrected or the rejected Work removed and replaced. All direct and indirect costs of such removal and replacement shall be paid by the CONTRACTOR.

**Acceptance of Defective Work**

11.10 If, instead of requiring correction or removal and replacement of defective Work, the COUNTY prefers to accept it, the COUNTY may do so. In such case, if acceptance occurs prior to approval of final payment, a Change Order shall be issued incorporating the appropriate revisions to the Contract Documents including an appropriate reduction in the Contract Price. If the acceptance occurs after approval of the final payment, an appropriate amount shall be paid by the CONTRACTOR to the COUNTY.

**Neglected Work By Contractor**

11.11 If the CONTRACTOR should neglect to prosecute the Work in accordance with the Contract Documents, including any requirements of the progress schedule, the COUNTY may, after three calendar days written notice to the CONTRACTOR and without prejudice to any other remedy it may have, make good such deficiency and the cost thereof shall be charged against the CONTRACTOR. A Change Order shall be issued incorporating the appropriate revision to the Contract Documents including an appropriate reduction in the Contract Price. If the payments then or thereafter due the CONTRACTOR are not sufficient to cover such amount, the CONTRACTOR shall pay the difference to the COUNTY.

**Payment and Completion****Schedule of Values**

12. Within ten calendar days after the effective date of the Agreement, the CONTRACTOR will submit a schedule of values of the Work including quantities and unit prices totaling to the Contract Price. This schedule shall be satisfactory in form and substance to the COUNTY and shall subdivide the Work into sufficient detail to serve as the basis for progress payments during construction. Upon approval of the schedule of values by the OWNER'S REPRESENTATIVE, it shall be incorporated into the Estimate and Requisition for Payment prescribed by the COUNTY. Unit Price Contracts shall have the bid proposal prices incorporated into the Estimate and Requisition for Payment.

**Application for Progress Payment**

12.1 Not more often than once a month, nor less often than specified in the approved payment schedule, and on a date established at the Project Pre-Construction Conference, the CONTRACTOR will submit to the OWNER'S REPRESENTATIVE for review the Estimate and Requisition for Payment form filled out and signed by the CONTRACTOR covering the Work completed as of the date of the Application and supported by such data as the OWNER'S REPRESENTATIVE may reasonably require. Also, if payment is requested on the basis of materials and equipment not incorporated in the Work but delivered and suitably stored at the site or at another location agreed to in writing, the Application for Payment shall also be accompanied by such supporting data, satisfactory to the OWNER'S REPRESENTATIVE, as will establish the COUNTY'S title to the material and equipment and protect its interest therein, including applicable insurance. All progress payments will be subject to the retainage percentage specified in the Contract Documents. Such retainage shall be paid and will be issued in the final payment after acceptance by the COUNTY of the Work.

**Contractor's Warranty of Title**

12.2 The CONTRACTOR warrants and guarantees that title to all Work, materials and equipment covered by an application for progress payment, whether incorporated in the Project or not, will be passed to the COUNTY prior to the next making of application for progress payment, free and clear of all liens, claims, security interest and encumbrances; and that no Work, materials or equipment covered by an Application for Payment will have been acquired by the CONTRACTOR or by any other person performing the Work at the site or furnishing materials and equipment for the Project subject to an agreement under which an interest therein or encumbrance thereon is retained by the seller or otherwise imposed by the CONTRACTOR or such other person.

## Approval of Payments

12.3 The OWNER'S REPRESENTATIVE will, within ten calendar days after receipt of each Application for Payment, either indicate his approval of payment and deliver the application to the COUNTY or return the Application to the CONTRACTOR indicating in writing the reason for refusing to approve payment. In the latter case, the CONTRACTOR may make the necessary corrections and re-submit the Application. The COUNTY will, within five calendar days after receipt of each approved application for payment, either indicate their approval of payment and within fifteen calendar days pay the CONTRACTOR the amount approved or return the application to the CONTRACTOR thru the OWNER'S REPRESENTATIVE indicating in writing the reason for refusing to approve payment. In the latter case, the CONTRACTOR may make the necessary corrections and resubmit the application to the OWNER'S REPRESENTATIVE.

12.3.1 The OWNER'S REPRESENTATIVE'S approval of any payment requested in an Application for Payment shall constitute a representation by him to the COUNTY, based on the OWNER'S REPRESENTATIVE'S on-site observations of the Work in progress and on his review of the Application for Payment and the supporting data that the CONTRACTOR is entitled to payment of the amount approved.

12.3.2 The OWNER'S REPRESENTATIVE'S approval of final payment shall constitute an additional representation by him to the COUNTY that the conditions precedent to the CONTRACTOR'S being entitled to final payment as set forth have been fulfilled.

12.3.3 The OWNER'S REPRESENTATIVE may refuse to approve the whole or any part of any payment if in his opinion; he is unable to make such representations to the COUNTY. He may then refuse to approve any such payment because of subsequently discovered evidence or the results of subsequent inspections or test, nullify any such payment previously approved, to such extent as may be necessary in his opinion to protect the COUNTY from loss because:

12.3.3.1 The Work is defective;

12.3.3.2 A portion of such payment is the subject of a dispute or claim that has been filed.

12.3.3.3 The Contract Price has been reduced because of Modifications;

12.3.3.4 The COUNTY has been required to correct defective Work or complete the Work, or

12.3.3.5 Of unsatisfactory prosecution of the Work, including failure to clean up as required

## Substantial Completion

12.4 Prior to final payment, the CONTRACTOR shall, in writing to the OWNER'S REPRESENTATIVE, certify that the entire Project is substantially complete and request that the OWNER'S REPRESENTATIVE issue a Certificate of Substantial Completion. Within fourteen calendar days thereafter, the OWNER'S REPRESENTATIVE and the CONTRACTOR will make an inspection of the Project to determine the status of completion. If the COUNTY does not consider the Project substantially complete, it will notify the CONTRACTOR in writing giving the reasons therefore. If the COUNTY considers the Project substantially complete, a Certificate of Substantial Completion will be issued. This certificate shall fix the date of Substantial Completion and the responsibilities between the COUNTY and the CONTRACTOR for maintenance, heat and utilities. The Certificate of Substantial Completion will also include a punch list of items to be completed or corrected, said time to be within the Contract Time. The COUNTY shall have the right to exclude the CONTRACTOR from the Project after the date of Substantial Completion but the COUNTY will allow the CONTRACTOR reasonable access to complete items on the punch list.

## Partial Utilization

12.5 Prior to final payment, the OWNER'S REPRESENTATIVE may request the CONTRACTOR to permit the use of a specified part of the Project which the COUNTY believes it may use without significant interference with construction of the other parts of the Project. If the CONTRACTOR agrees, he will certify to the OWNER'S

REPRESENTATIVE that said part of the Project is substantially complete and request the OWNER'S REPRESENTATIVE to issue a Certificate of Substantial Completion for that part of the Project. Within fourteen calendar days thereafter, the OWNER'S REPRESENTATIVE and the CONTRACTOR will make an inspection of that part of the Project to determine its status of completion. If the COUNTY considers that part of the Project to be substantially complete, the OWNER'S REPRESENTATIVE will deliver to the CONTRACTOR a certificate to that effect, fixing the date of Substantial Completion as to that part of the Project, and listing the punch list of items to be completed or corrected before final payment and fixing the responsibility between the COUNTY and the CONTRACTOR for maintenance, heat and utilities as to that part of the Project. The COUNTY shall have the right to exclude the CONTRACTOR from any part of the Project which is so certified to be substantially complete but the COUNTY will allow the CONTRACTOR reasonable access to complete or correct items on the punch list.

### **Final Inspection**

12.6 Upon written notice from the CONTRACTOR that the Project is complete, the OWNER'S REPRESENTATIVE will make a final inspection with the CONTRACTOR and will notify the CONTRACTOR in writing of any particulars which this inspection reveals that the Work is defective. The CONTRACTOR shall immediately make such corrections as are necessary to remedy the defects within a reasonable time.

### **Final Inspection for Payment**

12.7 After the CONTRACTOR has completed any such corrections to the satisfaction of the OWNER'S REPRESENTATIVE and delivered all maintenance and operating instructions, schedules, guarantees, bonds, Certificates of Inspection and other documents as required by the Contract Documents, he may make application for final payment following the procedure for progress payments. The final Application for Payment shall be accompanied by legally effective final releases or waivers of liens from the CONTRACTOR and all SUBCONTRACTORS which performed services for the CONTRACTOR pursuant to the Contract Documents and the consent of surety, if applicable to final payment.

### **Approval of Final Payment**

12.8 If, on the basis of its observations and review of the Work during construction, its final inspection and its review of the final Estimate and Requisition for Payment, all as required by the Contract Documents, the OWNER'S REPRESENTATIVE is satisfied that the Work has been completed and the CONTRACTOR has fulfilled all of his obligations under the Contract Documents, it will, within ten calendar days after receipt of the final Application for Payment, indicate in writing its approval of payment and deliver the application to the COUNTY. Otherwise, it will return the Application to the CONTRACTOR, indicating in writing its reason for refusing to approve final payment, in which case the CONTRACTOR will make the necessary corrections and re-submit the Application. The COUNTY will, within fifteen calendar days after receipt of approved application for final payment, either indicate their approval of the estimate and requisition application for payment and within fifteen calendar days pay the CONTRACTOR the amount approved by the COUNTY and issue a Certificate of Final Completion or return the application thru the OWNER'S REPRESENTATIVE indicating in writing the reason for refusing to approve payment. In the latter case, the CONTRACTOR may make the necessary corrections and resubmit the application to the OWNER'S REPRESENTATIVE.

12.9 If, after substantial Completion of the Work, final completion is materially delayed through no fault of the CONTRACTOR, and the OWNER'S REPRESENTATIVE so confirms, the COUNTY shall and without terminating the Agreement, make payment of the balance due for that portion of the Work fully completed and accepted. If the remaining balance for Work not fully completed or corrected is less than the retainage stipulated in the Agreement, and if bonds have been furnished as required, the written consent of the Surety to the payment of the balance due for that portion of the Work fully completed and accepted shall be submitted by the CONTRACTOR to the OWNER'S REPRESENTATIVE, prior to certification of such payment. Such payment shall be made under the terms and conditions governing final payment, except that it shall not constitute a waiver of claims.

12.10 If liquidated damages are to be deducted from the final payment, the COUNTY shall so notify the CONTRACTOR in writing at least seven calendar days prior to the COUNTY'S submittal to Finance.

12.11 The Contractor will be required to submit with his final payment documents a DBE Participation Certification, indicating all DBE sub-contractor(s) and amount(s) utilized for the project.

12.12 If the CONTRACTOR did not utilize the DBE firm(s) listed on the Bid Proposal, a letter of justification, as to why shall be submitted along with the DBE Participation Certification.

12.13 At the final completion of the construction project if the county project manager experienced problems with the CONTRACTOR the project manager will prepare a Contractor Performance Evaluation, and forward to the Contractor for review, comment and signature.

12.14 Upon receipt of the Contractor Performance Evaluation the CONTRACTOR will have seven calendar days, from the date received, to review, comment, sign and return back to the project manager. If the evaluation has not been received back from the CONTRACTOR within the seven calendar days, the COUNTY will assume the CONTRACTOR fully agrees with and has no comments to the evaluation. The evaluation will then be placed on file with Lee County Procurement Management.

**Contractor's Continuing Obligation**

12.15 The CONTRACTOR'S obligation to perform the Work and complete the Project in accordance with the Contract Documents shall be absolute. Neither approval of any progress or final payment by the COUNTY, the issuance of the Certificates of Completion, any payment by the COUNTY to the CONTRACTOR under the Contract Documents, any use or occupancy of the Project or any part thereof by the COUNTY, any act of acceptance by the COUNTY, any failure to do so, nor any correction of defective Work by the COUNTY shall constitute an acceptance of Work not in accordance with the Contract Documents.

**Waiver of Claims**

12.16 The making and acceptance of final payment shall constitute:

12.16.1 A waiver of all claims by the COUNTY against the CONTRACTOR other than those arising from unsettled liens, from defective Work appearing after final payment or from failure to comply with the requirements of the Contract Documents, or from the terms of any special guarantees specified therein, and,

12.16.2 A waiver of all claims by the CONTRACTOR against the COUNTY other than those previously made in writing and still unsettled.

**Suspension of Work and Termination**

**County May Suspend Work**

13.The COUNTY may at any time and without cause suspend the Work or any portion thereof for a period of not more than ninety calendar days by notice in writing to the CONTRACTOR. The COUNTY shall fix the date on which Work shall be resumed and the CONTRACTOR will resume the Work on the date so fixed. The CONTRACTOR will be allowed an increase in the Contract Price, an extension of the Contract Time or both, if such increases are justified and directly attributable to any COUNTY suspension and if he makes a claim thereof.

**County May Terminate**

13.1 If the CONTRACTOR is adjudged bankrupt or insolvent, if he makes a general assignment for the benefit of his creditors, if a trustee or receiver is appointed for the CONTRACTOR or for any of his property, if he files a petition to take advantage of any debtor's act or reorganizes under the bankruptcy or similar laws, if he repeatedly fails to supply sufficient skilled workmen or suitable materials or equipment, if he repeatedly fails to make prompt payments to SUBCONTRACTORS for labor, materials or equipment, if he disregards laws, ordinances, rules, regulations or orders of any public body having jurisdiction, if he disregards the authority of the OWNER'S REPRESENTATIVE, or if he otherwise substantially violates any provisions of the Contract Documents, then the COUNTY may, without prejudice to any other right or remedy and after giving the CONTRACTOR and his surety seven calendar days written notice, terminate the services of the CONTRACTOR and take possession of the Project and all materials, equipment, tools, construction equipment and machinery thereon owned by the CONTRACTOR and finish the Work by whatever method the COUNTY may deem expedient or arrange with the Surety to complete

the project. The CONTRACTOR, if notified by the COUNTY to do so, shall promptly remove any part of his equipment and supplies from the property of the COUNTY; failing, the COUNTY shall have the right to remove such equipment and supplies at the expense of the CONTRACTOR.

13.1.1 In such case the CONTRACTOR shall not be entitled to receive any further payment until the Work is finished. If the unpaid balance of the Contract Price exceeds the direct and indirect cost of completing the Project, including compensation for additional professional services, such excess shall be paid to the CONTRACTOR. If such cost exceeds such unpaid balance, the CONTRACTOR will pay the difference to the COUNTY. Such cost incurred by the COUNTY will be determined by the COUNTY and incorporated in a Change Order.

13.1.2 Where the CONTRACTOR'S services have been so terminated by the COUNTY, said termination shall not affect any rights of the COUNTY against the CONTRACTOR then existing or which may thereafter accrue.

13.1.3 If so terminated, any retention or payment of monies by the COUNTY due the CONTRACTOR will not release the CONTRACTOR from liability accruing under this Contract.

13.1.4 If after notice of termination of the CONTRACTOR'S right to proceed under the provisions of this clause, it is determined for any reason that the CONTRACTOR was not in default under the provisions or that the delay was excusable, the rights and obligations of the parties shall be the same as if the notice of termination had been issued.

13.2 Upon seven calendar day's written notice to the CONTRACTOR, the COUNTY may without cause and without prejudice to any other right or remedy elect to abandon the Project and terminate the Agreement. In such case the CONTRACTOR shall be paid for all Work executed and any expense sustained plus a reasonable profit.

### **Contractor May Stop Work or Terminate The Contract**

13.3 If through no fault of the CONTRACTOR, or a Subcontractor, Sub-Sub-Contractor or their agents or employees or any other persons performing portions of the Work under Contract with the CONTRACTOR, the WORK is suspended for a period of more than ninety calendar days by the COUNTY or under an order of court or other public authority, or the OWNER'S REPRESENTATIVE has not issued a certificate for payment and has not notified the CONTRACTOR of the reason for withholding certification or because the COUNTY has not made payment on a certificate for payment within the time stated in the Contract Documents, than the CONTRACTOR may, upon seven calendar days written notice to the COUNTY and the OWNER'S REPRESENTATIVE, terminate the Agreement and recover from the COUNTY payment for all Work executed and proven loss with respect to materials, equipment, tools and construction equipment and machinery, including reasonable overhead, profit and damages.

13.4 In addition and in lieu of terminating the Agreement, if the OWNER'S REPRESENTATIVE has failed to act on an application for payment or the COUNTY has failed to make any payment as aforesaid, the CONTRACTOR may upon seven calendar days written notice to the COUNTY and the OWNER'S REPRESENTATIVE stop the Work until payment of all amounts then due. The provisions of this paragraph shall not relieve the CONTRACTOR of the obligation to carry on the Work in accordance with the progress schedule and without delay during disputes and disagreements with the COUNTY.

### **Miscellaneous**

#### **General**

14. All Specifications, Drawings and copies thereof furnished by the COUNTY, to the CONTRACTOR, shall remain the COUNTY'S property. They shall not be used on another Project.

14.1 The duties and obligations imposed by these General Conditions and the rights and remedies available hereunder, and, in particular but without limitation, the warrants, guarantees and obligations imposed upon the CONTRACTOR and the rights and remedies available to the COUNTY thereunder shall be in addition to and not a limitation of any otherwise imposed or available by law, by special guarantee or other provisions of the Contract Documents.

14.2 Should the COUNTY or the CONTRACTOR suffer injury or damage to its person or property because of any error, omission or act of the other or any of his employees, agents, or others for whose acts he is legally liable,



claim should be made in writing to the other party within seven calendar days of the first observance of such injury or damage.

14.3 The Contract Documents shall be governed by the laws of the State of Florida, the County of Lee, and the municipality in which the project is being done.

#### **Computation of Time**

14.4 When any period of time is referred to in the Contract Documents by days, it will be computed to exclude the first and include the last day of such period. If the last day of any such period falls on a Saturday or Sunday or on a day made a legal holiday by the law of the applicable jurisdiction, such day will be omitted from the computation.

#### **Maintenance of Records**

14.5 The CONTRACTOR shall keep adequate records and supporting documents applicable to this contractual matter. Said records and documentation will be retained by the CONTRACTOR for a minimum of five years from the date of termination of this Contract. The COUNTY and its authorized agents shall have the right to audit, inspect and copy records and documentation as often as the COUNTY deems necessary during the period of this Contract and during the period of five years thereafter; provided, however, such activity shall be conducted only during normal business hours. The COUNTY, during the period of time expressed by the preceding sentence, shall also have the right to obtain a copy of and otherwise inspect any audit made at the direction of the CONTRACTOR as concerns the aforesaid records and documentation.

#### **Federal Requirements**

15. In the event this Contract is paid in whole or in part from any Federal Governmental agency or source, the specific terms, regulations and requirements governing the disbursement of these funds are incorporated by reference and made a part of this Contract as if attached hereto and become a part of this clause.

#### **Supplemental Information**

The Supplemental Information amend or supplement the Supplemental Conditions of the Construction Contract and other provisions of the Contract Documents as indicated below. All provisions, which are not so amended or supplemented, remain in full force and effect.

**ADDITIONAL FORMS & DOCUMENTATION**

On a project specific basis, the following forms may require completion and execution by the awarded contractor:

Lee County Construction Contract Agreement Form

Lee County Construction Contract Public Payment and Performance Bond

Lee County Proposal Request

Lee County Construction Contract Field Change Order

Lee County Construction Contract Field Directive Change Order

Lee County Construction Contract Change Order

Lee County Construction Contract Estimate and Requisition for Payment

Lee County Construction Contract Progress Payment Certification

Lee County Construction Contract Final Payment Certification and Contractors Affidavit

Lee County Construction Contract Estimate and Requisition for Payment

Lee County Construction Contract Certificate of Substantial Completion

Warranty

Lee County Board of County Commissioners Owner's Representative Certificate of Final Completion

Lee County Board of County Commissioners Disadvantaged Business Enterprise Participation Certification

Contractor Performance Evaluation

Contractor Performance Evaluation Rating Scale

Samples of these documents may be viewed and download on-line at <http://www.lee-county.com/gov/dept/ProcurementManagement/contracts/Pages/Forms.aspx> .

## Major Insurance Requirements

**Minimum Insurance Requirements:** *Risk Management in no way represents that the insurance required is sufficient or adequate to protect the vendors' interest or liabilities. The following are the required minimums the vendor must maintain throughout the duration of this contract. The County reserves the right to request additional documentation regarding insurance provided*

- a. **Commercial General Liability** - Coverage shall apply to premises and/or operations, products and completed operations, independent contractors, contractual liability exposures with minimum limits of:

\$1,000,000 per occurrence  
 \$2,000,000 general aggregate  
 \$1,000,000 products and completed operations  
 \$1,000,000 personal and advertising injury

- b. **Business Auto Liability** - The following Automobile Liability will be required and coverage shall apply to all owned, hired and non-owned vehicles use with minimum limits of:

\$1,000,000 combined single limit (CSL)  
 \$500,000 bodily injury per person  
 \$1,000,000 bodily injury per accident  
 \$500,000 property damage per accident

- c. **Workers' Compensation** - Statutory benefits as defined by FS 440 encompassing all operations contemplated by this contract or agreement to apply to all owners, officers, and employees regardless of the number of employees. Workers Compensation exemptions may be accepted with written proof of the State of Florida's approval of such exemption. Employers' liability will have minimum limits of:

\$500,000 per accident  
 \$500,000 disease limit  
 \$500,000 disease – policy limit

\*The required minimum limit of liability shown in a and b may be provided in the form of "Excess Insurance" or "Commercial Umbrella Policies." In which case, a "Following Form Endorsement" will be required on the "Excess Insurance Policy" or "Commercial Umbrella Policy."

**Verification of Coverage:**

1. Coverage shall be in place prior to the commencement of any work and throughout the duration of the contract. A certificate of insurance will be provided to the Risk Manager for review and approval. The certificate shall provide for the following:

- a. **The certificate holder shall read as follows:**

**Lee County Board of County Commissioners  
P.O. Box 398  
Fort Myers, Florida 33902**

- b. ***“Lee County, a political subdivision and Charter County of the State of Florida, its agents, employees, and public officials” will be named as an "Additional Insured" on the General Liability policy, including Products and Completed Operations coverage.***

**Special Requirements:**

1. An appropriate "Indemnification" clause shall be made a provision of the contract.
2. It is the responsibility of the general contractor to insure that all subcontractors comply with all insurance requirements.

**ATTACHMENT A**  
**LOCAL VENDOR PREFERENCE QUESTIONNAIRE**  
**(LEE COUNTY ORDINANCE NO. 08-26)**

Instructions: Please complete either Part A or B whichever is applicable to your firm

**PART A: VENDOR’S PRINCIPAL PLACE OF BUSINESS IS LOCATED WITHIN LEE/COLLIER COUNTY** (Only complete Part A if your principal place of business is located within the boundaries of Lee/Collier County)

**1. What is the physical location of your principal place of business that is located within the boundaries of Lee/Collier County, Florida?**

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**2. What is the size of this facility (i.e. sales area size, warehouse, storage yard, etc.)**

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**PART B: VENDOR’S PRINCIPAL PLACE OF BUSINESS IS NOT LOCATED WITHIN LEE/COLLIER COUNTY OR DOES NOT HAVE A PHYSICAL LOCATION WITHIN LEE/COLLIER COUNTY** (Please complete this section.)

1. How many employees are available to service this contract? \_\_\_\_\_

2. Describe the types, amount and location of equipment you have available to service this contract.

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**LOCAL VENDOR PREFERENCE QUESTIONNAIRE CONTINUED**

3. Describe the types, amount and location of material stock that you have available to service this contract.

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4. Have you provided goods or services to Lee County on a regular basis for the preceding, consecutive three years?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please provide your contractual history with Lee County for the past three, consecutive years. Attach additional pages if necessary.

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# LEE COUNTY

S O U T H W E S T F L O R I D A

Lee County Ordinance No. 08-26

Local Bidder's Preference

## AFFIDAVIT PRINCIPAL PLACE OF BUSINESS

**Principal place of business is located within the boundaries of Lee County.**

Company Name: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

The foregoing instrument was signed and acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,

by \_\_\_\_\_ who has produced

(Print or Type Name)

\_\_\_\_\_ as identification.

(Type of Identification and Number)

\_\_\_\_\_  
Notary Public Signature

\_\_\_\_\_  
Printed Name of Notary Public

\_\_\_\_\_  
Notary Commission Number/Expiration

The signee of this Affidavit guarantees, as evidenced by the sworn affidavit required herein, the truth and accuracy of this affidavit to interrogatories hereinafter made. **LEE COUNTY RESERVES THE RIGHT TO REQUEST SUPPORTING DOCUMENTATION, AS EVIDENCE OF SERVICES PROVIDED, AT ANY TIME.**

AFFIDAVIT CERTIFICATION  
IMMIGRATION LAWS

SOLICITATION NO.: \_\_\_\_\_ PROJECT NAME: \_\_\_\_\_

LEE COUNTY WILL NOT INTENTIONALLY AWARD COUNTY CONTRACTS TO ANY CONTRACTOR WHO KNOWINGLY EMPLOYS UNAUTHORIZED ALIEN WORKERS, CONSTITUTING A VIOLATION OF THE EMPLOYMENT PROVISIONS CONTAINED IN 8 U.S.C. SECTION 1324 a(e) {SECTION 274A(e) OF THE IMMIGRATION AND NATIONALITY ACT (“INA”).

LEE COUNTY MAY CONSIDER THE EMPLOYMENT BY ANY CONTRACTOR OF UNAUTHORIZED ALIENS A VIOLATION OF SECTION 274A(e) OF THE INA. **SUCH VIOLATION BY THE RECIPIENT OF THE EMPLOYMENT PROVISIONS CONTAINED IN SECTION 274A(e) OF THE INA SHALL BE GROUNDS FOR UNILATERAL CANCELLATION OF THE CONTRACT BY LEE COUNTY.**

BIDDER ATTESTS THAT THEY ARE FULLY COMPLIANT WITH ALL APPLICABLE IMMIGRATION LAWS (SPECIFICALLY TO THE 1986 IMMIGRATION ACT AND SUBSEQUENT AMENDMENTS).

Company Name: \_\_\_\_\_

\_\_\_\_\_  
Signature Title Date

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

The foregoing instrument was signed and acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, by \_\_\_\_\_ who has produced

(Print or Type Name)

\_\_\_\_\_ as identification.

(Type of Identification and Number)

\_\_\_\_\_  
Notary Public Signature

\_\_\_\_\_  
Printed Name of Notary Public

\_\_\_\_\_  
Notary Commission Number/Expiration

The signee of this Affidavit guarantee, as evidenced by the sworn affidavit required herein, the truth and accuracy of this affidavit to interrogatories hereinafter made. **LEE COUNTY RESERVES THE RIGHT TO REQUEST SUPPORTING DOCUMENTATION, AS EVIDENCE OF SERVICES PROVIDED, AT ANY TIME.**



LEE COUNTY PROCUREMENT MANAGEMENT - BIDDERS CHECK LIST

**IMPORTANT:** Please check off each of the following items as the necessary action is completed:

- \_\_\_\_\_ 1. The Solicitation has been signed and with corporate seal (if applicable).
- \_\_\_\_\_ 2. The Solicitation prices offered have been reviewed (if applicable).
- \_\_\_\_\_ 3. The price extensions and totals have been checked (if applicable).
- \_\_\_\_\_ 4. Substantial and final completion days inserted (if applicable).
- \_\_\_\_\_ 5. The original (must be manually signed) and 1 hard copy original and others as specified of the Solicitation has been submitted.
- \_\_\_\_\_ 6. Two (2) identical sets of descriptive literature, brochures and/or data (if required) have been submitted under separate cover.
- \_\_\_\_\_ 7. All modifications have been acknowledged in the space provided.
- \_\_\_\_\_ 8. All addendums issued, if any, have been acknowledged in the space provided.
- \_\_\_\_\_ 9. Licenses (if applicable) have been inserted.
- \_\_\_\_\_ 10. Erasures or other changes made to the Solicitation document have been initialed by the person signing the Solicitation.
- \_\_\_\_\_ 11. Contractor's Qualification Questionnaire and Lee County Contractor History (if applicable).
- \_\_\_\_\_ 12. DBE Participation form completed and/or signed or good faith documentation.
- \_\_\_\_\_ 13. Bid Bond and/or certified Check, (if required) have been submitted with the Solicitation in amounts indicated.
- \_\_\_\_\_ 14. Any Delivery information required is included.
- \_\_\_\_\_ 15. Affidavit Certification Immigration Signed and Notarized
- \_\_\_\_\_ 16. Local Bidder Preference Affidavit (if applicable)
- \_\_\_\_\_ 17. The mailing envelope has been addressed to:  
  

Lee County Procurement Mgmt.  
 1825 Hendry St 3<sup>rd</sup> Floor  
 Ft. Myers, FL 33901
- \_\_\_\_\_ 18. The mailing envelope **MUST** be sealed and marked with:  
 Solicitation Number  
 Opening Date and/or Receiving Date
- \_\_\_\_\_ 19. The Solicitation will be mailed or delivered in time to be received no later than the specified opening date and time. (Otherwise Solicitation cannot be considered or accepted.)

**\*\*This form is not required to be returned with your solicitation, but used as a tool when responding to the solicitation.**