



City of North Port
FINANCE DEPARTMENT/PURCHASING DIVISION
4870 CITY HALL BLVD, STE 337
NORTH PORT, FLORIDA 34287
Office: 941.429.7170
Fax: 941.429.7173
Email: purchasing@cityofnorthport.com



December 12, 2019

ADDENDUM 3

TO: PROSPECTIVE BIDDERS

RE: RFB NO. 2020-29 Community Education Center Parking Lot Improvements

DUE DATE December 17, 2019

City Hall, Room 302 (Bids need to be delivered to Room 337 so they can be date and time stamped on or before 2:00 PM. Bid opening will commence in Room 302 shortly thereafter)

Bidders are hereby notified that this addendum shall be made part of the above-named bid and contract documents. The following changes to the above bid are issued to modify, and/or clarify the bid and contract documents (the deletions are as **strikethroughs** and additions as **underlined**). These items shall have the same force and effect as the original documents, and bids to be submitted on the specified date shall conform with the additions, deletions and revisions as listed herein.

Q1: Would you allow a new gazebo to be built and demo the existing instead of relocating the existing?
A1: **The City would prefer the relocation option, if it is deemed that this option is not available then we would ask that the contractor provide pricing to demo the existing gazebo and construct a new gazebo and place per plans.**

Q2: Do you have existing elevations for the project so we can determine out excavation and embankment?
A2: **All elevations available are on Plan Sheet 3.3.**

Q3: line item L-3 of the bid schedule lists irrigation allowance as (3) LS.
Are we installing irrigation for a unit price, or do you have a set allowance set aside? Why is there 3 LS?
A3: **It should be 1 lump sum. See attached REVISED bid form.**

Q4: Line item 570 of the bid schedule lists performance turf sod as (2) LS, please explain as it appears we are sodding twice. Addendum 2 revised technical provisions basis of payment state being paid SY and then state that payment shall be made LS.
A4: **It should be 1 lump sum. See attached REVISED bid form.**

Firms are required to acknowledge receipt of this addendum on their proposal forms. All other terms and conditions of the original proposal and contract documents remain the same.

Keith Raney

Keith Raney, CPPB, CPPO
Contract Administrator II
Finance Department/Purchasing Division
4970 City Hall Blvd.
North Port, Florida 34286
Tel: 941.429.7103
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E-mail: kraney@cityofnorthport.com

Receipt of Addendum No. 3 shall be noted within the Bid Form in the appropriate section.
End of Addendum No.3



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December 10, 2019

ADDENDUM 2

TO: PROSPECTIVE BIDDERS

RE: RFB NO. 2020-29 Community Education Center Parking Lot Improvements

DUE DATE December 17, 2019

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- Q1:** Q&A 7 of addendum one states that the sidewalk leading to the shuffleboard and gazebo is part of the alternative and may not be selected. With the gazebo and shuffleboard being two separate line items, how are we to determine how much sidewalk is included in each line item? If you award one item and not the other, all the necessary sidewalk may not be included in the selected item.
- A1:** The bid form has been revised, the shuffleboard has been removed as an alt and the concrete quantity has been increased. See attached Revised Bid Form and Revised Technical Provisions.
- Q2:** Q&A 8 of addendum one state that the specified benches for the shuffleboard should be coordinated with the City of North Port. Can Purchasing provide a contact for whom to speak with, or provide the exact specification for what the City requires?
- A2:** The City's Project manager can provide that information as needed.

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Keith Raney

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Contract Administrator II

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Receipt of Addendum No. 2 shall be noted within the Bid Form in the appropriate section.
End of Addendum No.2

**BID SCHEDULE FOR RFB 2020-29 COMMUNITY EDUCATION CENTER PARKING LOT IMPROVEMENTS
ESTIMATED SUMMARY OF PAY ITEMS**

| CITY OF NORTH PORT - COMMUNITY EDUCATION CENTER PARKING | | | | | |
|--|---|-------------|--------------|-------------------|-------------|
| BID FORM | | | | | |
| No. | Description | Qty. | Units | Unit Price | Amt. |
| I. GENERAL | | | | | |
| 101-1 | Mobilization | 1 | LS | | - |
| 102-1 | Maintenance of Traffic | 1 | LS | | - |
| 1001-1 | Surveying, Stakeout & Record Drawings | 1 | LS | | - |
| SUBTOTAL = | | | | | - |
| II. CLEARING, GRUBBING & EARTHWORK | | | | | |
| 104-1 | Erosion Control, including Silt Fence | 1 | LS | | - |
| 110-1 | Clearing & Grubbing (Includes Tree Removal & Existing Asphalt and Conc. Sidewalk Removal) | 1 | LS | | - |
| 120-1 | Grading | 1 | LS | | - |
| 327-70-1 | Milling of Existing Asphalt Pavement (1") | 1809 | SY | | - |
| SUBTOTAL = | | | | | - |
| III. DRAINAGE | | | | | |
| 425-1-529 | Type 'C' Drainage Inlet | 2 | EA | | - |
| 430-175-215 | 12"x18" ERCP | 259 | LF | | - |
| 430-982-623 | 12"x18" MES, CD | 2 | EA | | - |
| SUBTOTAL = | | | | | - |
| IV. PAVEMENT | | | | | |
| 160-4-8 | Type 'B' Stabilization (LBR 40) (8" Thick) | 3778 | SY | | - |
| 285-704 | Shell Rock Base (LBR 100) (6" Thick) | 3676 | SY | | - |
| 334-1-15A | 1" Asphalt Structure Course (Type SP12.5) | 102 | TN | | - |
| 334-1-15B | 2" Asphalt Structure Course (Type SP12.5) | 205 | TN | | - |
| 520-2-4 | Type D Curb | 791 | LF | | - |
| 520-2-2S | Concrete Bumper Guard (Wheel Stop) | 67 | EA | | - |
| 522-1 | Concrete Sidewalk, Driveways & Shuffleboard (4" Thick) | 558 | SY | | - |
| SUBTOTAL = | | | | | - |
| V. SIGNAGE & STRIPING | | | | | |
| 527-2 | Detectable Warning Devices (ADA Mats) | 8 | EA | | - |
| 700-1-40 | Single Sign & Post (Stop Signs, ADA Parking, No Right Turn, No Left Turn) | 12 | EA | | - |
| 710-11-111 | Painted Pavement Marking, 6" Wide (Black/White) | 2430 | LF | | - |
| 710-11-123 | 12" White Solid Stripe (Crosswalk) | 104 | LF | | - |
| 710-11-170 | Painted Pavement Marking, Standard, White, Arrows | 14 | EA | | - |
| 710-11-211 | 6" Yellow (Traffic Control Stripe) | 467 | LF | | - |
| 710-11-421 | 6" Blue Solid Stripe | 140 | LF | | - |
| 711-11-125 | 24" Solid White Stripe (Thermoplastic) | 84 | LF | | - |
| SUBTOTAL = | | | | | - |
| VI. MISCELLANEOUS | | | | | |
| M-1 | Dumpster Enclosure (w/Gates, Bollards, Signage, Containers, etc.) | 1.00 | LS | | - |
| SUBTOTAL = | | | | | - |

**BID SCHEDULE FOR RFB 2020-29 COMMUNITY EDUCATION CENTER PARKING LOT IMPROVEMENTS
ESTIMATED SUMMARY OF PAY ITEMS**

| CITY OF NORTH PORT - COMMUNITY EDUCATION CENTER PARKING | | | | | |
|---|--|------|-------|------------|------|
| BID FORM | | | | | |
| No. | Description | Qty. | Units | Unit Price | Amt. |
| VII. LANDSCAPING | | | | | |
| 570 | Performance Turf (Sod, Bahia) | 2 | LS | | - |
| LS-1 | Trees | 1 | LS | | - |
| LS-2 | Shrubs | 1 | LS | | - |
| LS-3 | Irrigation Allowance | 3 | LS | | - |
| 600-1 | Hydroseed and Mulch (Bahia Mix) | 550 | SY | | - |
| SUBTOTAL = | | | | | - |
| OPTIONS | | | | | |
| OPT 1 | Brick Paver Crosswalk (Pan American Blvd, includes all work within righ-of-way) | 1 | LS | | - |
| OPT 2 | Stamped Concrete Crosswalk (Pan American Blvd, includes all work within righ-of-way) | 1 | LS | | - |
| OPT 3 | Gazebo Relocation | 1 | LS | | - |
| SUBTOTAL = | | | | | - |
| SUMMARY | | | | | |
| I. GENERAL | | | | | \$ - |
| II. CLEARING, GRUBBING & EARTHWORK | | | | | \$ - |
| III. DRAINAGE | | | | | \$ - |
| IV. PAVEMENT | | | | | \$ - |
| V. SIGNAGE & STRIPING | | | | | \$ - |
| VI. MISCELLANEOUS | | | | | \$ - |
| VII. LANDSCAPING | | | | | \$ - |
| SUBTOTAL = | | | | | \$ - |
| TOTAL = | | | | | \$ - |
| OPTIONS | | | | | |
| TOTAL WITH OPTION 1 - Brick Paver Crosswalk | | | | | \$ - |
| TOTAL WITH OPTION 2 - Stamped Concrete Crosswalk | | | | | \$ - |
| TOTAL WITH OPTION 3 - Gazebo Relocation | | | | | \$ - |

Date:

Signed (Person authorized to bind the company):

Name (printed):



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November 26, 2019

ADDENDUM 1

TO: PROSPECTIVE BIDDERS

RE: RFB NO. 2020-29 Community Education Center Parking Lot Improvements

DUE DATE December 17, 2019

City Hall, Room 302 (Bids need to be delivered to Room 337 so they can be date and time stamped on or before 2:00 PM. Bid opening will commence in Room 302 shortly thereafter)

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Q1: What is the engineer's estimate for this project?

A1: **\$455,526.00**

Q2: Cover page of site plans list Landscape pages L-1, L-2, L-3. Pages listed are not attached to plans please advise.

A2: **Landscape Plans Sheets L-1, L-2 and L-3 were inadvertently excluded. They are provided with this Addendum.**

Q3: Plan Sheet 2.1 NE Section of existing pavement to remain is labeled to be overlaid. Sheet 3.0 Doesn't show this part of the asphalt to be milled and resurface.

A3: **Mill and overlay per Sheet 3.0**

Q4: There are issues with the Bid Schedule No allowance for Hydroseed, 2 allowances for sod, quantities and units don't match up throughout the form.

A4: **The City has requested the small area at the bottom of the existing dry retention pond to be scarified, lightly graded and hydroseeded. Please refer to plan and notes on Sheet 3.3. This is minor work incidental to the proposed parking lot drainage. Include the scarification and grading in Bid Item 120-1 (Grading) and include the hydroseed in the lump sum quantity for Bid Item 104-1 (for Erosion Control). Revised Bid Form Attached**

Q5: Are there any details available for the swing and gazebo? Is it lift it up and move it?

A5: **The intent is to relocate the existing swing and gazebo from their present location shown on Sheet 2.2 to the proposed location shown on Sheet 3.0. The means and method of relocation, whether pick up and move or disassemble and reconstruct, will be left up to the Contractor.**

Q6: Anticipated Notice to Proceed?

A6: **Anticipating Early February**

Q7: Is the sidewalk leading to the alternate gazebo and shuffleboard also an alternate?

A7: The sidewalk leading to the proposed shuffleboard and gazebo is part of the alternative. If the alternatives are not selected, the sidewalk is not necessary.

Q8: Are the shuffleboard benches something the vendors should put in pricing for?

A8: Yes, please include pricing as part of the alternative. This should be coordinated with the City of North Port for the exact specifications used within the City.

Q9: Is the base bid including the alternates that include the gazebo and the shuffle board.

A9: CRITERIA FOR AWARD: The award of this bid shall be to the lowest responsive, responsible bidder who meets or exceeds the minimum requirements of these specifications. The City reserves the right to add one or more options to the lowest responsive responsible bid. Other considerations of award are Local preference, favorable references, qualifications, similar project experience, and successfully completed projects.

The award of the bid is based on the base bid not the base bid plus alternates.

The City reserves the right to reject the bid proposal of any bidder who has previously failed to perform properly, or on time, contracts of similar nature; or who is not in a position to satisfactorily perform the contract.

Q10: There are two gazebos with the project one gazebo is listed as an alternate and the other the City will deal with, is this correct?

A10: Yes. The smaller gazebo north of the Education Center is to be removed by the City of North Port prior to construction.

Q11: Does the Contractor need to provide a phasing plan, correct?

A11: Yes. A project phasing will need to be provided by the Contractor to the City and Engineer prior to construction.

Q12: Do you have parameters to what needs to stay open at the facility?

A12: The entire facility shall remain open and accessible during construction.

Q13: Once milled will there any temporary striping?

A13: Temporary striping is only required for the Stop Bar and in the public right-of-way for Pan American Boulevard if MOT is not provided.

Q14: What will be an acceptable type of temporary sidewalk?

A14: Compacted, stabilized millings may be a suitable material for temporary sidewalks. Temporary sidewalks shall be compacted, stabilized (rolled) and maintained in a firm and unyielding condition. Any rutting, ponding or trip hazards shall be avoided at all times. Temporary sidewalk shall be 5 feet in width (minimum) and have a cross slope no steeper than 2%. Temporary sidewalk shall be removed and restored as soon as possible.

Q15: With there be a City employee or whomever be there to help with the facility?

A15: The City's Project Manager will be available as needed. It is important to note that the building itself is not staffed by City employees.

Q16: Will there be any CEI?

A16: On behalf of the City, the design engineer will attend the pre-construction meeting, conduct site visits as necessary to assess that construction in general is progressing according to bid plans, review shop drawings and respond to RFIs from the contractor. Using record information certified by a licensed professional surveyor provided by the Contractor, the Engineer will prepare record drawings and certifications to the permitting agencies.

The testing of materials, densities and compaction tests shall be provided by the Contractor to the Engineer and the City.

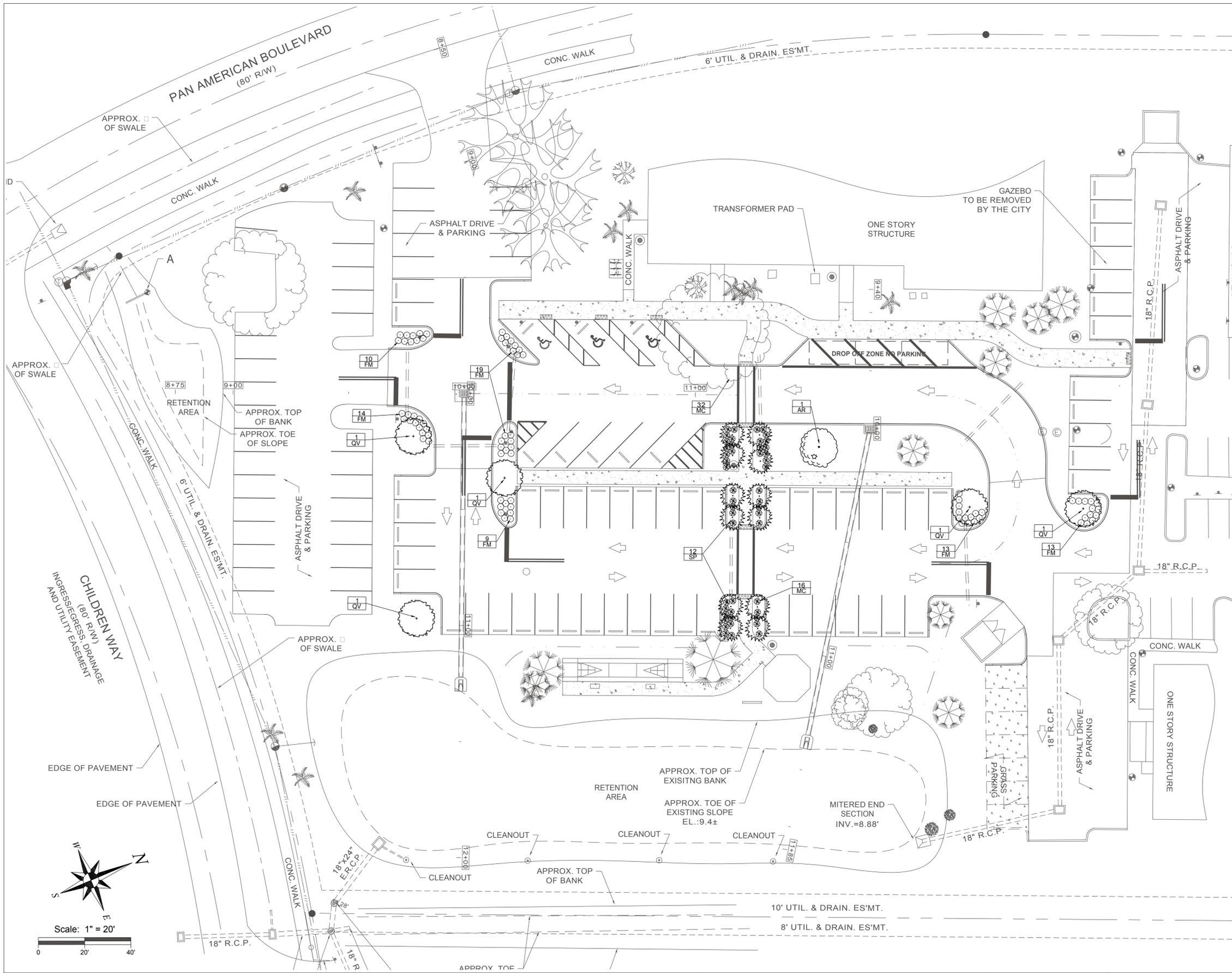
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Keith Raney

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Receipt of Addendum No. 1 shall be noted within the Bid Form in the appropriate section.
End of Addendum No.1



| PROPOSED PLANTING LIST | | | | |
|------------------------|---------------------------------|----------------------|--------------------------------------|------|
| KEY | BOTANICAL NAME | COMMON NAME | SPECIFICATION | QTY. |
| CANOPY TREES | | | | |
| AR | ACER RUBRUM * | RED MAPLE | 3" CAL., 8' HT. x 4" SPR. | 1 |
| QV | QUERCUS VIRGINIANA * | LIVE OAK | | 5 |
| PALMS | | | | |
| SP | SABAL PALMETTO * | CABBAGE PALM | 14" C.T., NO BOOTS | 12 |
| SHRUBS | | | | |
| FM | FICUS MICROCARPA 'GREEN ISLAND' | 'GREEN ISLAND' FICUS | 3 GAL., 16" HT x 16" SPR., 36" O.C. | 78 |
| MC | MUHLENBERGIA CAPILLARIS | MUHLY GRASS | 3 GAL., 20" HT. x 18" SPR., 36" O.C. | 48 |

* DENOTES NATIVE SPECIES. 50% REQ'D., 100% PROPOSED

LANDSCAPE NOTES:

- ALL PROPOSED PLANT MATERIAL SHALL BE FLORIDA #1 OR BETTER, AS DEFINED IN GRADES AND STANDARDS FOR NURSERY PLANTS, STATE PLANT BOARD OF FLORIDA, LATEST EDITION. ALL PROPOSED TREES SHALL BE NATIVE SPECIES.
- SIZES SHOWN FOR PLANT MATERIAL ON THE PLAN ARE CONSIDERED MINIMUM. PLANT MATERIAL SHALL MEET OR EXCEED THESE MINIMUM REQUIREMENTS FOR BOTH HEIGHT AND SPREAD. ANY OTHER REQUIREMENTS FOR SPECIFIC SHAPE OR EFFECT AS NOTED ON THE PLAN SHALL ALSO BE REQUIRED FOR ACCEPTANCE. TREES SHALL BE SINGLE TRUNKED, UNLESS NOTED ON PLANS.
- ALL PLANT BEDS SHALL BE MULCHED WITH 3" DEPTH OF 'FLORIMULCH' OR APPROVED EQUAL.
- TOP 12" OF SOIL WITHIN PLANT BEDS SHALL BE 'FIRST CUT' AND BE SUITABLE FOR PROPOSED PLANT MATERIAL WITH REGARDS TO PH, SOIL TEXTURE, SOIL STRUCTURE, AND SEASONAL HIGH WATER TABLE.
- ALL DELETERIOUS MATERIALS SHALL BE REMOVED FROM LANDSCAPE AREAS AND THEN BACKFILLED WITH SUITABLE SOILS.
- ALL OPEN DISTURBED LANDSCAPE AREAS SHALL BE SODDED WITH BAHIA PASPALUM 'ARGENTINE'.
- ALL REQUIRED PLANT MATERIAL SHALL BE IRRIGATED WITH AN AUTOMATIC IRRIGATION SYSTEM. REFER TO IRRIGATION PLAN.
- MAINTAIN REQUIRED CLEARANCES AT ALL REQUIRED VISIBILITY TRIANGLES, HYDRANTS, UTILITIES, TRANSFORMERS, ETC.
- EXISTING NATIVE PLANT MATERIAL TO REMAIN WHERE POSSIBLE AND SHALL COUNT TOWARDS THE LANDSCAPE REQUIREMENTS IF COMPLIANT. REFER TO DMK SHT 2.0 FOR ALL EXISTING TREE INFORMATION. ALL EXISTING TREES SHOWN ON LANDSCAPE PLAN ARE TO REMAIN AND BE BARRICADED DURING CONSTRUCTION PER DETAIL ON SHT L-2.
- A TREE PERMIT IS REQUIRED PRIOR TO CONSTRUCTION.

IRRIGATION NOTES:

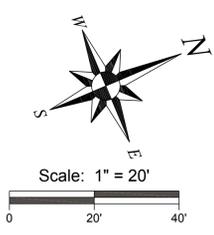
1. ALL PROPOSED TREES AND SHRUBS SHALL BE IRRIGATED BY A 100% AUTOMATIC SYSTEM.
2. IRRIGATION SYSTEM SHALL BE CAPABLE OF SUPPLYING AN AVERAGE OF 1" OF WATER PER WEEK WITHIN WATERING RESTRICTIONS AS APPLICABLE.
3. IRRIGATION SYSTEM SHALL NOT BE INSTALLED THROUGH EXISTING PLANT COMMUNITIES.
4. IRRIGATION SPRINKLER ZONES SHALL BE SEPARATED FOR HIGH AND LOW WATER REQUIREMENTS AND OPERATING ON DIFFERENT WATERING CYCLES.
5. IRRIGATION OVERTHROW TO IMPERVIOUS AND NATURAL AREAS TO BE MINIMIZED.
6. A RAIN SENSOR SHALL BE INSTALLED WITH THE IRRIGATION CONTROL SYSTEM.
7. IRRIGATION PIPING INSTALLED UNDER ROADS AND SIDEWALKS SHALL BE IN SCHEDULE 40 PVC SLEEVING AT 2X THE PIPE SIZE.
8. IRRIGATED AREAS SHALL BE FULLY IRRIGATED WITH DRIP TUBE TO PROVIDE 100% COVERAGE. ALL PROPOSED TREES AND PALMS SHALL BE IRRIGATED WITH TREE BUBBLERS.
9. SOD IRRIGATION WILL NOT BE REQUIRED IF BAHIA SOD IS INSTALLED. WATER BY HAND TO ESTABLISH. ALL OTHER TYPES OF PROPOSED SOD WILL REQUIRE 100% IRRIGATION.

ZONING:
REQ'D.: GOVERNMENT USE SHALL REQUIRE (5) TREES PER AC. & (10) SHRUBS PER 2,000 S.F. OF AREA NOT UTILIZED FOR STRUCTURES OR PLAY AREAS. FOR 53,780 S.F. OF IMPROVEMENT AREA, (7) TREES & (27) SHRUBS ARE REQ'D.

PROPOSED: A MINIMUM OF (7) TREES & (27) SHRUBS ARE PROPOSED WITHIN THE IMPROVEMENT AREA.

OFF STREET PARKING LANDSCAPE:
REQ'D.: A MIN. OF 10 S.F. OF LANDSCAPE FOR EACH PARKING SPACE WITH ONE CANOPY TREE PER ISLAND (75 S.F. OR GREATER), FOR (67) PROPOSED PARKING SPACES, 670 S.F. OF LANDSCAPE IS REQ'D.

PROPOSED: A MINIMUM OF (75) SHRUBS ARE PROPOSED WITHIN THE PARKING ISLANDS (75 SHRUBS @ 9 S.F. EA. = 675 S.F. OF LANDSCAPE AREA).



| REVISIONS | |
|-----------|-------------|
| DATE | DESCRIPTION |
| | |

PREPARED FOR:




PREPARED BY:

Peter F. Keenan, R.L.A.
Landscape Architect Certified Arborist LEED AP
12260 Longview Lake Cir, Bradenton, Florida 34211
Ph: (941) 356-2746 Email: keenanp33@yahoo.com

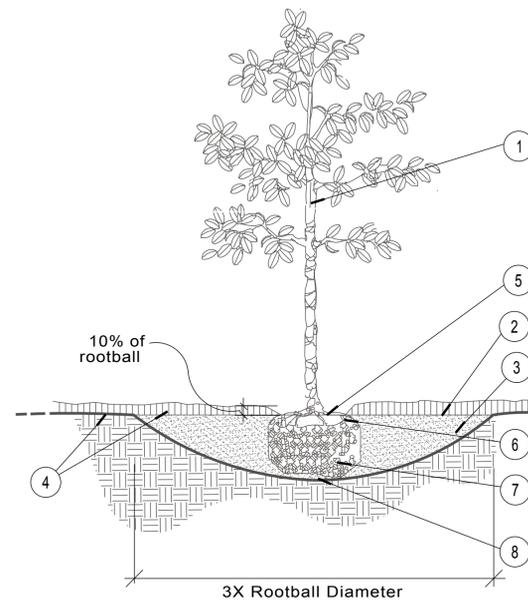
Date 07.15.19

Peter F. Keenan, R.L.A.
FL Registration No. LA0001755

LANDSCAPE PLAN

COMMUNITY EDUCATION CENTER PARKING
CITY OF NORTH PORT - PUBLIC WORKS DIVISION

Sheet
L-1



1. TRUNK
2. 3" MINIMUM OF MULCH AS SPECIFIED. WHERE TREES ARE PLACED IN SOD, MULCH RING FOR TREES COVER ROOTBALL SIDES AND EXTEND 18" BEYOND ON ALL SIDES. NO MULCH SHALL BE PLACED OVER TRUNK.
3. SHALLOW/ WIDE PLANT HOLE; TOP SHALL BE 3X THE SIZE OF ROOTBALL.
4. FINISHED GRADE - LANDSCAPE SOIL
5. FIND TOP-MOST ROOT ON ROOTBALL; POSITION ROOTBALL SO THIS TOP ROOT IS 1-2" ABOVE LANDSCAPE SOIL. (APPROX. 10" OF ROOTBALL SHALL BE ABOVE LANDSCAPE SOIL)
6. B & B OR CONTAINER (SEE SPECIFICATIONS FOR ROOT BALL REQUIREMENTS).
7. REMOVE ALL SYNTHETIC MATERIALS FROM ROOTBALL.
8. ROOTBALLS SHALL BE PLACED ON UNDISTURBED SOIL TO PREVENT SETTLING.

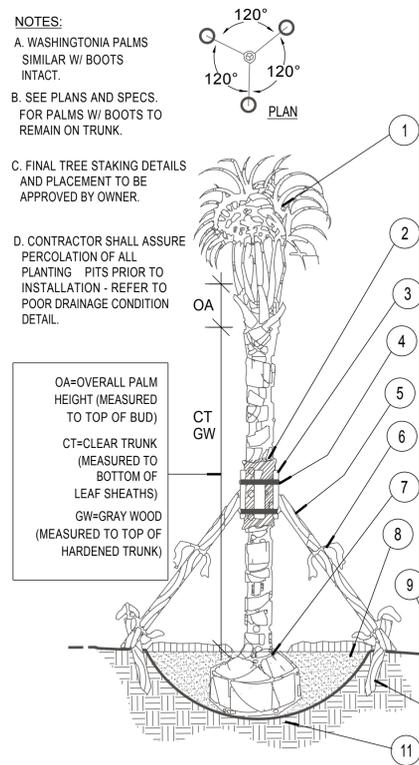
- NOTES:**
- A. CONTRACTOR SHALL ASSURE PERCOLATION OF ALL PLANTING PITS PRIOR TO INSTALLATION.
 - B. FINAL TREE STAKING DETAILS AND PLACEMENT TO BE APPROVED BY OWNER.
 - C. SEE PRE-APPROVED STAKING METHODS, THIS SHEET

* ALL TREES SHALL BE PLUMB VERTICALLY WITHIN A TOLERANCE OF THREE DEGREES, UNLESS OTHERWISE DIRECTED BY OWNER'S REPRESENTATIVE.

Tree Planting

SECTION

NTS



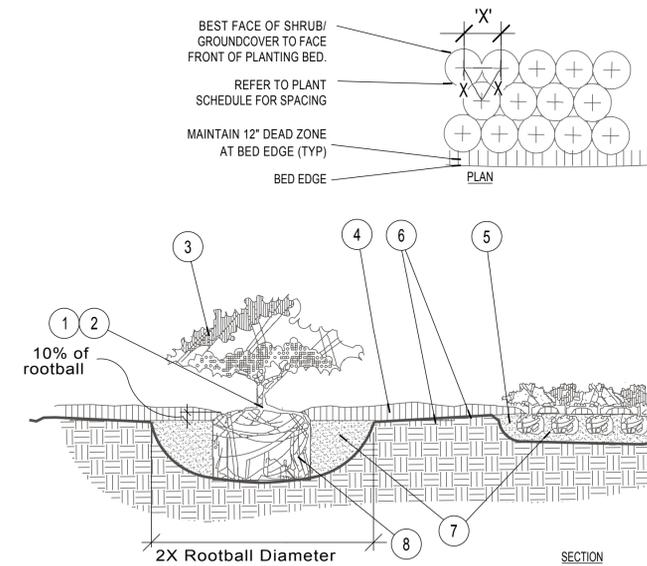
1. MINIMUM OF NINE (9) GOOD PALM FRONDS; PRUNE AND TIE FRONDS WITH HEMP TWINE. SABAL PALMS TO BE SELECTIVELY "HURRICANE CUT", LEAVING ONLY NEWLY-EMERGING GROWTH.
2. 5 LAYERS OF BURLAP TO PROTECT TRUNK.
3. FIVE (5) 18"L, 2X4 WOOD BATTENS, UNTREATED, #2
4. SECURE BATTENS WITH TWO (2) 3/4" CARBON STEEL BANDS TO HOLD BATTENS IN PLACE. NO NAILS SHALL BE DRIVEN INTO PALM. HEIGHT OF BATTENS SHALL BE LOCATED PROPORTIONATELY TO THE HEIGHT OF THE PALM FOR ADEQUATE BRACING.
5. THREE (3) 8'L 2X4 SUPPORTS. NAIL (DRILL AND NAIL IF NECESSARY) TO BATTENS AND 2" X 4" STAKES. PALMS SHALL BE PLUMB VERTICALLY UNLESS OTHERWISE NOTED.
6. PROVIDE FLAGGING AT MIDPOINT AND BASE OF SUPPORTS.
7. TOP-MOST ROOT SHALL BE VISIBLE AT THE SURFACE OF THE ROOTBALL, SLIGHTLY ABOVE SURROUNDING GRADE.
8. 3" SPECIFIED MULCH
9. FINISH GRADE
10. 24"L (MIN.) 2X4 P.T. WOOD STAKES, NAIL TO SUPPORT POLES
11. PREPARED PLANTING SOIL AS SPECIFIED

OA=OVERALL PALM HEIGHT (MEASURED TO TOP OF BUD)
 CT=CLEAR TRUNK (MEASURED TO BOTTOM OF LEAF SHEATHS)
 GW=GRAY WOOD (MEASURED TO TOP OF HARDENED TRUNK)

Palm Planting and Staking

SECTION

NTS

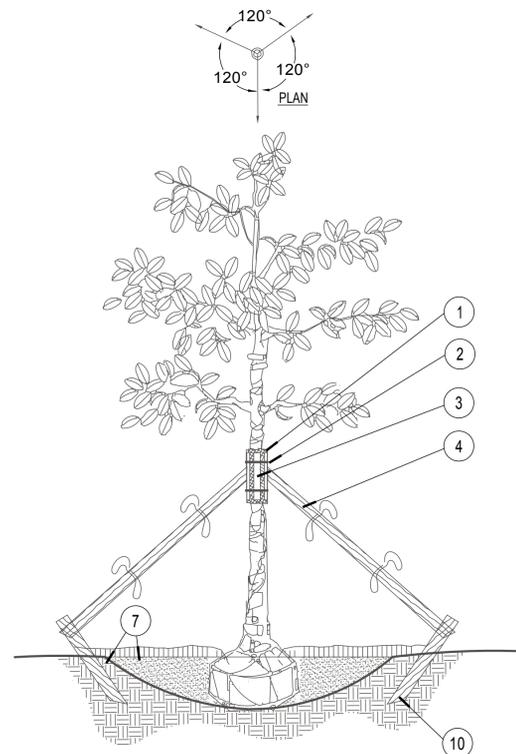


- NOTES:**
1. FIND POINT WHERE TOPMOST ROOT EMERGES FROM TRUNK WITHIN 2" OF SURFACE. CLEAR EXCESS SOIL IF NECESSARY.
 2. TOP 10% OF SHRUB AND GROUNDCOVER ROOTBALLS TO BE PLANTED ABOVE THE LANDSCAPE GRADE. DO NOT COVER EXPOSED 10% ON SIDES WITH SOIL.
 3. PRUNE ALL LIKE SHRUBS WITHIN A PLANTED MASS TO ACHIEVE A UNIFORM MASS/HEIGHT.
 4. 3" MINIMUM MULCH AS SPECIFIED - DO NOT COVER ENTIRE SHRUB ROOTBALL OR CREATE "WATER RINGS" ONLY COVER SIDES OF ROOTBALL WITH MULCH
 5. EXCAVATE ENTIRE BED SPECIFIED FOR GROUNDCOVER BED.
 6. FINISHED GRADE (SEE GRADING PLAN).
 7. PREPARED PLANTING SOIL AS SPECIFIED. NOTE: WHEN GROUND-COVERS AND SHRUBS USED IN MASSES, ENTIRE BED TO BE AMENDED WITH PLANTING SOIL MIX AS SPECIFIED.
 8. SCARIFY ROOTBALL SIDES AND BOTTOM.

Shrub / Groundcover Planting

PLAN/SECTION

NTS



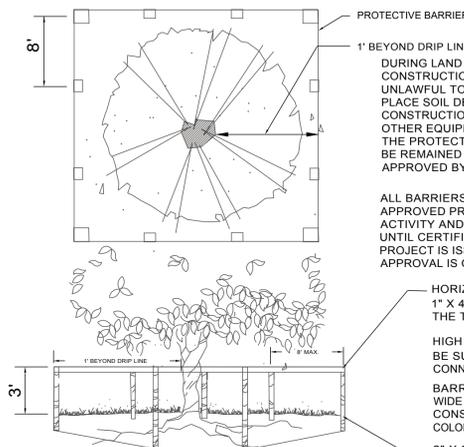
1. FIVE (5) LAYERS OF BURLAP TO PROTECT TRUNK
2. TWO STEEL BANDS TO SECURE BATTENS
3. FIVE 2 X 4 X 18"L WOOD BATTENS
4. THREE (3) 2" X 8" LODGE POLES, DRILL, USING GALVANIZED SCREWS, TO BATTENS AND 2" X 4" STAKES. NO SCREWS SHALL PENETRATE TREE. FLAG AT MIDPOINT AND AT BASE.
10. 2" X 4" X 3' (MIN), P.T. WOOD STAKES BURIED 3" BELOW FINISHED GRADE.
7. FINISHED GRADE (SEE GRADING PLAN)

- NOTES:**
- A. ALL TREES SHALL BE PLUMB VERTICALLY WITHIN A TOLERANCE OF THREE DEGREES, UNLESS OTHERWISE DIRECTED BY OWNER'S REPRESENTATIVE.
 - B. FINAL TREE STAKING DETAILS AND PLACEMENT TO BE APPROVED BY OWNER.
 - C. ALTERNATE TREE ANCHORING SYSTEMS MAY BE SUBSTITUTED FOR WOOD STAKING SYSTEM UPON APPROVAL BY OWNER OR OWNER'S REPRESENTATIVE
- PRE-APPROVED SYSTEMS:
 *BROOKS TREE BRACE SYSTEM
 *ARBOR TIE TREE BRACING
- D. RUBBER HOSE/WIRE SYSTEMS ARE NOT ALLOWED.

Tree Staking

SECTION

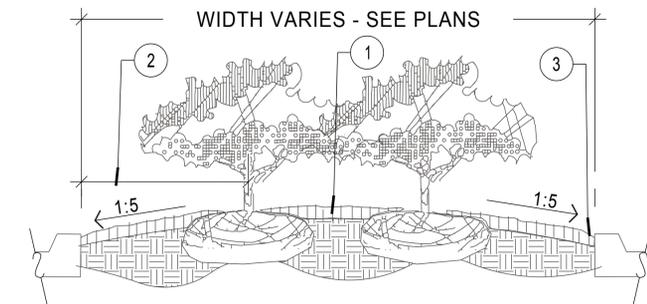
NTS



- PROTECTIVE BARRIER
1. 1" BEYOND DRIP LINE
- DURING LAND ALTERATION AND CONSTRUCTION ACTIVITIES, IT SHALL BE UNLAWFUL TO REMOVE BY GRUBBING OR TO PLACE SOIL DEPOSITS, DEBRIS, SOLVENTS, CONSTRUCTION MATERIAL, MACHINERY OR OTHER EQUIPMENT OF ANY KIND WITHIN THE PROTECTIVE BARRIER OF A TREE TO BE REMAINED ON SITE UNLESS OTHERWISE APPROVED BY THE CITY.
- ALL BARRIERS SHALL BE INSPECTED AND APPROVED PRIOR TO ANY CLEARING ACTIVITY AND SHALL REMAIN IN PLACE UNTIL CERTIFICATE OF USE FOR THE PROJECT IS ISSUED OR ADMINISTRATIVE APPROVAL IS GRANTED.
3. HORIZONTAL RAILS TO BE NO LESS THAN 1" X 4" LUMBER SECURELY ATTACHED TO THE TOP OF THE UPRIGHT POSTS.
 4. HIGH VISIBILITY, HEAVY GAUGE TAPE MAY BE SUBSTITUTED FOR THE 2"X4" CONNECTING BOARDS.
- BARRICADE TAPE MUST BE A MIN. OF 3" WIDE AND 7 MIL THICK POLYETHYLENE CONSTRUCTION AND BE A HIGH VISIBILITY COLOR.
2. 2" X 2" UPRIGHT WOOD POSTS 4' IN LENGTH WITH A MIN. OF 1" ANCHORED IN THE GROUND AND 3' ABOVE GROUND. CONTRACTOR MAY SUBSTITUTE OTHER BARRIER TYPES WITH CITY APPROVAL.

Tree Protection Detail

NTS



PLANTER ISLAND NOTES

1. CROWN ISLANDS @ 5:1 SLOPES (OR AS SPECIFIED ON THE LANDSCAPE PLANS).
 2. CLEAR ZONE: 36" MIN. FROM BACK OF CURB TO CENTER OF NEAREST SHRUB. CLEAR ZONE SHALL CONTAIN 3" CONTINUOUS MULCH OR TURF, SEE PLANS.
 3. 1" MIN VERTICAL CLEARANCE, TOP OF CURB TO TOP OF MULCH.
- EXCAVATE CONTINUOUS 36" DEEP (FROM TOP OF CURB) FOR ENTIRE LENGTH AND WIDTH OF ISLAND & BACKFILL WITH APPROVED PLANTING MIX.
 - PROTECT AND RETAIN ALL CURBS AND BASE. COMPACTED SUBGRADE TO REMAIN FOR STRUCTURAL SUPPORT OF CURB SYSTEM (TYP).
 - ALL ISLANDS SHALL UTILIZE POOR DRAINAGE DETAIL WHEN PERCOLATION RATES ARE 2" PER HOUR OR LESS.

Planted Parking Lot Islands / Medians

SECTION

NTS

REVISIONS

| DATE | DESCRIPTION |
|------|-------------|
| | |

PREPARED FOR:



PREPARED BY:

Peter F. Keenan, R.L.A.
 Landscape Architect Certified Arborist LEED AP
 12260 Longview Lake Cir, Bradenton, Florida 34211
 Ph: (941) 356-2746 Email: keenanp33@yahoo.com

Date 07.15.19

Peter F. Keenan, R.L.A.
 FL Registration No. LA0001755

LANDSCAPE DETAILS

COMMUNITY EDUCATION CENTER PARKING
 CITY OF NORTH PORT - PUBLIC WORKS DIVISION

Sheet

L-2

GENERAL LANDSCAPE SPECIFICATIONS AND NOTES

A. Scope of Work

- The work consists of furnishing all labor, materials, equipment, tools, transportation, and any other appurtenances necessary for the completion of this project as shown on the Drawings, as included in the Plant List, and as herein specified.
- Work shall include maintenance and watering of all planting areas of this Contract until Certification of Acceptability by the Owner.

B. Protection of Existing Structures

All existing buildings, walks, walls, paving, piping, and other items of construction and planting already completed or established shall be protected from damage by this Contractor unless otherwise specified. All damage resulting from negligence shall be repaired or replaced to the satisfaction of the Owner.

C. Protection of Existing Plant Materials Outside Limit of Work

The Contractor shall be responsible for all unauthorized cutting or damage to trees and shrubs existing or otherwise, caused by careless operation of equipment, stockpiling of materials, etc. This shall include compaction by driving or parking inside the drip-line or the spilling of oil, gasoline, or other deleterious materials within the drip-line. No materials shall be burned where the heat will damage any plant. Trees killed or damaged so that they are misshapen and/ or unsightly shall be replaced at the cost of the Contractor and agreed liquidated damages.

D. Materials

1. General

Samples of materials as listed below shall be submitted for approval, on the site or as otherwise determined by the Owner. Upon approval of samples, delivery of materials may begin.

| MATERIALS | SAMPLES |
|-----------|-------------------------|
| Mulch | one (1) cubic foot |
| Topsoil | one (1) cubic yard |
| Plants | one (1) of each variety |

2. Plant Materials

a. Plant species and size shall conform to those indicated on the drawings. Nomenclature shall conform to STANDARDIZED PLANT NAMES, 1942 Edition. All nursery stock shall be in accordance with GRADES AND STANDARDS FOR NURSERY PLANTS Parts I and II, latest edition published by the Florida Department of Agriculture and Consumer Services. All plants shall be Florida Grade No. 1 or better as determined by the Florida Division of Plant Industry. All plants shall be freshly dug, sound, healthy, vigorous, well-branched and free of disease and insects, insect eggs and larvae and shall have adequate root systems. Trees for planting in rows shall be uniform in size and shape. All materials shall be subject to approval by the Owner. Where any requirements are omitted from the Plant List, the plants furnished shall be normal for the variety. Plants shall be pruned prior to delivery only upon the approval of the Owner.

b. Measurements: The height and/or width of trees shall be measured from the ground or across the normal spread of branches with the plants in their normal position. This measurement shall not include the immediate terminal growth. Plants larger in size than those specified in the Plant List may be used if approved by the Owner. If the use of larger plants is approved, the ball of earth or spread of roots shall be increased in proportion to the size of the plant.

c. Inspection: Plants shall be subject to inspection and approval at the place of growth, or upon delivery to the site, as determined by the Owner, for quality, size, and variety; such approval shall not impair the right of inspection and rejection at the site during progress of the work or after completion for size and condition of balls or roots, latent defects or injuries. Rejected plants shall be removed immediately from the site. Notice requesting inspection shall be submitted in writing by the Contractor at least one (1) week prior to anticipated date.

E. Topsoil and Sand

Topsoil for use in preparing soil for backfilling plant pits shall be thirty percent (30%) muck and seventy percent (70%) sand and be fertile, friable, and of a loamy character, without mixture of subsoil materials, and obtained from a well-drained, arable site. It shall contain three (3) to five (5) percent decomposed organic matter and shall be free from heavy clay, coarse sand, stones, lime, lumps, plants, roots or other foreign materials, or noxious weeds. It shall not contain toxic substances which may be harmful to plant growth. pH range shall be 5.0 to 7.0 inclusive.

Sand shall be coarse, clean, well draining native sand. Contractor shall submit results of soil tests for topsoil and sand proposed for use under this Contract for approval by the Owner.

Trees shall be planted in the existing native soil onsite unless determined to be unsuitable at which point the contractor shall contact Landscape Architect to discuss alternate recommendation prior to planting.

F. Water

Water necessary for planting and maintenance shall be of satisfactory quality to sustain an adequate growth of plants and shall not contain harmful, natural or man-made elements detrimental to plants. Water meeting the above standard shall be obtained on the site from the Owner, if available, and the Contractor shall be responsible to make arrangements for its use by his tanks, hoses, sprinklers, etc. If such water is not available at the site, the Contractor shall provide such satisfactory water from sources off the site at no additional cost to the Owner.

G. Commercial Fertilizer

Commercial fertilizer shall be a complete formula; it shall be uniform in composition, dry and free flowing. This fertilizer shall be delivered to the site in the original unopened containers, each bearing the manufacturer's guaranteed statement of analysis.

Fifty percent (50%) of the nitrogen shall be derived from natural organic sources. The following fertilizers shall be used and applied at rates as suggested by manufacturer's specifications:

- Shrubs and Trees - Milorganite, or approved equal
- Annuals and groundcovers - Osmocote/Sierra Blend 14-14-14
- Sod - 8-8-8 Fertilizer

In addition to surface applied fertilizers, all container grown and field grown plant material shall receive "Agriform" planting tablets 24-10-5 formula, 21 gram or equal. These tablets shall be placed at a depth of root ball at the rate as specified by manufacturer.

H. Mulch

Mulch material shall be moistened at the time of application to prevent wind displacement, and applied at a depth of 3 inches. See plant list notes for type of material and grade.

I. Digging and Handling

1. Protect roots or balls of plants at all times from sun and drying winds, water and freezing, as necessary until planting. Plant materials shall be adequately packed to prevent breakage and drying out during transit. Trees transported more than ten (10) miles or which are not planted within three (3) days of delivery to site shall be sprayed with an antitranspirant product ("Wiltpruf" or equal) to minimize transpirational water loss.

2. Balled and burlapped plants (B&B) shall be dug with firm, natural balls of soil of sufficient size to encompass the fibrous and feeding roots of the plants. No plants moved with a ball shall be planted if the ball is cracked or broken. Plants balled and burlapped or container grown shall not be handled by stems.

3. Protection of Palms (if applicable): Only a minimum of fronds shall be removed from the crown of the palm trees to facilitate moving and handling. Clear Trunk (CT) shall be as specified after the minimum of fronds have been removed. All palms shall be braced per detail.

4. Excavation of tree pits shall be done using extreme care to avoid damage to surface and subsurface elements such as utilities or hardscape elements, foundations and prepared bases.

J. Container Grown Stock

1. All container grown material shall be healthy, vigorous, well-rooted plants and established in the container in which they are sold. The plants shall have tops which are of good quality and are in a healthy growing condition.

2. An established container grown plant shall be transplanted into a container and grown in that container sufficiently long for the new fibrous roots to have developed so that the root mass will retain its shape and hold together when removed from the container. Container grown stock shall not be handled by their stems.

3. Plant roots bound in containers shall not be acceptable.

4. Substitution of non-container grown material for material explicitly specified to be container grown will not be permitted unless written approval is obtained from the owner and Landscape Architect.

K. Collected Stock

When the use of collected stock is permitted as indicated on the Plant List Schedule, the minimum sizes of rootballs shall be equal to that specified for the next larger size of nursery grown stock of the same variety.

L. Native Stock

Plants collected from wild or native stands shall be considered nursery grown when they have been successfully re-established in a nursery row and grown under regular nursery cultural practices for a minimum of two (2) growing seasons and have attained adequate root and top growth to indicate full recovery from transplanting into the nursery row.

M. Materials List

Quantities necessary to complete the work on the Drawings shall be furnished by the contractor. Quantity estimates have been made carefully, but the Landscape Architect or owner assumes no liability for omissions or errors. Should a discrepancy occur between the bidders take off and the plant list quantity, the Landscape Architect shall be notified for clarification prior to the submissions of bids.

All dimensions and/or sizes specified shall be the minimum acceptable size.

N. Fine Grading

1. Fine grading under this Contract shall consist of final finished grading of lawn and planting areas that have been rough graded by others. Berming as shown on the drawings shall be the responsibility of the Landscape Contractor, unless otherwise noted.

2. The Landscape Contractor shall fine grade the lawn and planting areas to bring the rough grade up to final finished grade allowing for thickness of sod and/or mulch depth. This Contractor shall fine grade by hand and/or with all equipment necessary including a grading tractor with front-end loader for transporting soil within the site.

3. All planting areas shall be graded and maintained to allow free flow of surface water. Areas adjacent to buildings shall slope away from the buildings.

O. Planting Procedures

1. Cleaning up before commencing work: The Contractor shall clean up work and surrounding areas of all rubbish or objectionable matter. All mortar, cement, and toxic material shall be removed from the surface of all plant beds. These materials shall not be mixed with the soil. Should the Contractor find such soil conditions beneath the soil which will in any way adversely affect the plant growth, he shall immediately call it to the attention of the Landscape Architect or Owner. Failure to do so before planting shall make the corrective measures the responsibility of the Contractor.

2. Verify locations of all utilities, conduits, supply lines and cables, including but not limited to: electric, gas (lines and tanks), water, sanitary sewer, stormwater lines, cable and telephone. Properly maintain and protect existing utilities.

3. Subgrade Excavation: Site Contractor is responsible to remove all existing and imported limerock and limerock sub-base from all landscape planting areas to a minimum depth of 36". Site Contractor is responsible to backfill these planting areas to rough finished grade with clean topsoil from an on-site source or an imported source. If limerock or other adverse conditions occur in planted areas after 36" deep excavation by Site Contractor, and positive drainage can not be achieved, Landscape Contractor shall utilize planting detail that addresses poor drainage.

4. Furnish nursery's certificate of compliance with all requirements as herein specified and required. Inspect and select plant materials before plants are dug at nursery or growing site.

5. General: Comply with applicable Federal, State, County, and local regulations governing landscape materials and work. Conform to accepted horticultural practices as used in the trade. Plants shall be protected upon arrival at the site by being thoroughly watered and properly maintained until planted. Plants shall not remain unprotected for a period exceeding twenty-four (24) hours. At all times workmanlike methods customary in good horticultural practices shall be exercised.

6. The work shall be coordinated with other trades to prevent conflicts. Coordinate the planting with the irrigation work to assure availability of water and proper location of irrigation items and plants.

7. All planting pits shall be excavated to size and depth in accordance with the USA Standard for Nursery Stock 260.1, unless shown otherwise on the drawings, and backfilled with the prepared Planting Soil as specified hereinbefore (Section E). Test all tree pits with water before planting to assure proper drainage percolation is available. No allowance will be made for lost plants due to improper drainage. If poor drainage exists, utilize planting detail that addresses this condition. Trees shall be set plumb and held in position until the planting mixture has been flushed into place with a slow, full hose stream. All planting shall be performed by personnel familiar with planting procedure and under the supervision of a qualified planting foreman. Proper "jetting in" shall be assured to eliminate air pockets around the roots. "Jet Stick" or equal is recommended.

8. Take all necessary precautions to avoid damage to buildings and building structures while installing trees.

9. Soil mixture shall be as specified in Section E of these specifications. In addition, each planting pit shall receive 21-gram "Agriform" planting tablets per manufacturer's specifications or as follows:

- Two (2) tablets per 1 gal. plant
- Three (3) tablets per 3 gal. plant
- Four (4) tablets per 10 gal. plant
- Larger Material - two (2) tablets per 1/2" of trunk caliper

10. Trees and shrubs shall be set straight and at such a level that after settlement, the plant crown will stand one (1) to two (2) inches above grade. Each plant shall be set in the center of the pit. Planting soil mixture shall be backfilled and thoroughly tamped around the ball and shall be settled by water after tamping.

11. Fill hole with soil mixture, making certain all soil is saturated. To do this, fill hole with water and allow to soak minimum twenty (20) minutes, stirring if necessary to get soil thoroughly wet. Pack lightly with feet. Add more wet soil mixture. Do not cover top of ball with soil mixture, only with mulch. All burlap, rope, wires, etc., shall be removed from the sides and tops of balls, but no burlap shall be pulled from underneath.

12. Pruning: Each tree shall be pruned to preserve the natural character of the plant as shown on the drawings. All soft wood or sucker growth and all broken or badly damaged branches shall be removed with a clean cut.

13. Shrubs and ground cover plants shall be evenly spaced in accordance with the drawings and as indicated on the Plant List. Cultivate all planting areas to a minimum depth of 6", remove and dispose all debris. Till into top 4" the planting soil mix as specified in Section E. Thoroughly water all plants after installation.

14. Tree guying and bracing shall be installed by the Landscape Contractor in accordance with the plans to insure stability and maintain trees in an upright position. If the Landscape Contractor and Owner decide to waive the tree guying and bracing, the Owner shall notify the Landscape Architect in writing of their intentions and agree to hold harmless the Landscape Architect in the event any trees fall down and damage person or property.

15. Mulching: Provide a three (3) inch minimum layer of specified mulch over the entire area of each shrub bed, ground cover and vine bed and tree pit.

16. Herbicide Weed Control: All plant beds shall be kept free of noxious weeds until final acceptance of work. If directed by the Owner, "Round-Up" shall be applied for weed control by qualified personnel to all planting areas in spot applications per manufacturer's precautions and specifications. Prior to final inspection, treat all planting beds with an approved pre-emergent herbicide at an application rate recommended by the manufacturer.

P. Lawn Sodding

1. The work consists of lawn bed preparation, soil preparation, and sodding complete, in strict accordance with the specifications and the applicable drawings to produce a grass lawn acceptable to the Owner.

2. Lawn Bed Preparation: All areas that are to be sodded shall be cleared of any rough grass, weeds, and debris, and the ground brought to an even grade. The whole surface shall be rolled with a roller weighing not more than one-hundred (100) pounds per foot of width. During the rolling, all depressions caused by settlement of rolling shall be filled with additional soil, and the surface shall be regraded and rolled until presenting a smooth and even finish that is up to the required grade.

3. Soil Preparation: Prepare loose bed four (4) inches deep. Apply fertilizer at rate of twenty (20) pounds per one thousand (1000) square feet. Application shall be uniform, utilizing approved mechanical spreaders. Mix fertilizer thoroughly with the soil to a depth of three (3) inches. Hand rake until all bumps and depressions are removed. Wet prepared area thoroughly.

4. Sodding

a. The Contractor shall sod all areas that are not paved or planted as designated on the drawings within the contract limits, unless specifically noted otherwise.

b. The sod shall be certified to meet Florida State Plant Board Specifications, absolutely true to varietal type, and free from weeds, fungus, insects and disease of any kind.

c. Sod panels shall be laid tightly together so as to make a solid sodded lawn area. Sod shall be laid uniformly against the edges of all curbs and other hardscape elements, paved and planted areas. Adjacent to buildings, a four inch mulch strip shall be provided. Immediately following sod laying, the lawn areas shall be rolled with a lawn roller customarily used for such purposes, and then thoroughly irrigated. If, in the opinion of the Owner, top-dressing is necessary after rolling to fill the voids between the sod panels and to even out inconsistencies in the sod, clean sand as approved by the Landscape Architect or Owner shall be uniformly spread over the entire surface of the sod and thoroughly watered in.

5. During delivery, prior to and during the planting of the lawn areas, the sod panels shall at all times be protected from excessive drying and unnecessary exposure of the roots to the sun. All sod shall be stacked so as not to be damaged by sweating or excessive heat and moisture.

6. Lawn Maintenance:

- Within the contract limits, the Contractor shall produce a dense, well established lawn. The Contractor shall be responsible for the repair and re-sodding of all eroded, sunken or bare spots until Certification of Acceptability by the Landscape Architect or Owner. Repaired sodding shall be accomplished as in the original work (including regrading if necessary).
- Water every day for ten (10) successive days, then water three (3) times per week (at even intervals) for two (2) additional weeks. All watering shall be of sufficient quantity to wet or restore water to depth of four (4) inches.

Q. Clean-up

Upon completion of all planting work and before final acceptance, the Contractor shall remove all material, equipment, and debris resulting from his work. All paved areas shall be broom cleaned and the site left in a neat and acceptable condition as approved by the Owner's Authorized Representative.

R. Plant Material Maintenance

All plants and planting included under this Contract shall be maintained by watering, cultivating, spraying, and all other operations (such as re-staking or repairing guy supports) necessary to insure a healthy condition by the Contractor until Certification of Acceptability by the Landscape Architect or Owner. Maintenance after the Certification of Acceptability shall be in accordance with the specifications in this section.

S. Guarantee

1. The life and satisfactory condition of all plant material (7) gallons and larger installed by the Landscape Contractor shall be guaranteed by the Contractor for a minimum of one (1) calendar year commencing at the time of Certification of Acceptability by the Landscape Architect or Owner.

2. The life and satisfactory condition of all other plant material (including sod) installed by the Landscape Contractor shall be guaranteed by the Contractor for a minimum of 90 calendar days, commencing at the time of Certification of Acceptability by the Landscape Architect or Owner.

3. Replacement: Any plant not found in a healthy growing condition at the end of the guarantee period shall be removed from the site and replaced as soon as weather conditions permit. All replacements shall be plants of the same kind and size as specified in the Plant List. They shall be furnished planted and mulched as specified under "Planting", at no additional cost to the Owner.

4. In the event the owner does not contract with the Contractor for landscape (and irrigation) maintenance, the Contractor is encouraged to visit the project site periodically during the one year warranty period to evaluate maintenance procedures being performed by the Owner, and shall notify the owner in writing of maintenance procedures or conditions which threaten vigorous and health plant growth. It is suggested such site visits shall be conducted a minimum of once per month for a period of twelve (12) months from the date of acceptance.

U. Final Inspection and Acceptance of Work

Final inspection at the end of the guarantee period shall be on planting, construction and all other incidental work pertaining to this Contract. Any replacement at this time shall be subject to the same one (1) year guarantee (or as specified by the Landscape Architect or Owner in writing) beginning with the time of replacement and ending with the same inspection and acceptance herein described.

REVISIONS

| DATE | DESCRIPTION |
|------|-------------|
| | |

PREPARED FOR:



PREPARED BY:

Peter F. Keenan, R.L.A.
Landscape Architect Certified Arborist LEED AP
12260 Longview Lake Cir, Bradenton, Florida 34211
Ph: (941) 356-2746 Email: keenanp33@yahoo.com

Date 08.15.19

Peter F. Keenan, R.L.A.
FL Registration No.
LA0001755

LANDSCAPE SPECIFICATIONS

COMMUNITY EDUCATION CENTER PARKING
CITY OF NORTH PORT - PUBLIC WORKS DIVISION

Sheet

L-3

CITY OF NORTH PORT

Community Education Center Parking Lot Improvements



REQUEST FOR BID NO. 2020-29



City of North Port
FINANCE DEPARTMENT/PURCHASING DIVISION
4970 City Hall Boulevard
North Port, Florida 34286
Office: 941.429.7170
Fax: 941.429.7173
Email: purchasing@cityofnorthport.com



**NOTICE OF AVAILABILITY OF BID SPECIFICATIONS
FOR
REQUEST FOR BID NO. 2020-29
COMMUNITY EDUCATION CENTER PARKING LOT IMPROVEMENTS**

The City of North Port is requesting sealed bids from licensed, experienced, Contractor for the construction of additional parking at the Community Education Center located on Pan American Blvd. The site shares a campus with the City's Family Service Center and Sarasota County health department buildings. This work will expand parking opportunities on the east side of the Community Education Center and connect to the Family Service Center parking areas to the north. The work will also include overlaying and restriping of existing parking areas as well as necessary stormwater system improvements for the additional parking.

**NON-MANDATORY PRE-BID MEETING: November 20, 2019 AT 2:00 PM
4970 CITY HALL BOULEVARD, ROOM 302, NORTH PORT, FLORIDA**

All potential Bidders are recommended to attend the non-mandatory pre-bid conference. The purpose of the Pre-Bid Meeting is to provide a briefing on the City's expectations and performance requirements for submission of Bid documents.

A site visit will be given immediately after the pre bid meeting. No questions will be allowed to be asked during the site visit. Staff have been instructed not to answer questions at the site visit.

**BID OPENING: December 17, 2019 AT 2:00 PM (EST)
4970 CITY HALL BOULEVARD, SUITE 302, NORTH PORT, FLORIDA 34286**

****ALL BIDS ARE DATE AND TIME STAMPED IN THE FINANCE DEPARTMENT, SUITE 337****

Information regarding this project may be viewed and downloaded from Demandstar's website at www.demandstar.com. Links to DemandStar are also available from the city website at www.cityofnorthport.com. Bid specifications are posted on the City FTP site at http://apps.cityofnorthport.com/ftpinfo/dnld_form.aspx (go to the drop down box, select Purchasing and scroll to Project RFB No. 2020-29); however, the only place to obtain addenda are on www.demandstar.com. If you have any questions, concerns, or problems accessing the bid package using the link, please contact Keith Raney, Contract Administrator II, at 941.429.7103. Requests for additional information or clarification regarding the specifications must be sent via facsimile to 941.429.7173 or via email to purchasing@cityofnorthport.com. No verbal requests will be honored. All questions and clarifications must be submitted via e-mail or facsimile by **December 10, 2019 at 2:00 PM.**

The City of North Port does not discriminate on the basis of race, color, national origin, sex, age, disability, family or religious status in administration of its programs, activities or services.

PUBLISH: November 8, 2019

Sarasota Herald Tribune Newspaper-

<http://cityofnorthport.com/www.demandstar.com>

http://apps.cityofnorthport.com/ftpinfo/dnld_form.aspx

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SEPARATE INDIVIDUAL ATTACHMENTS:

Go to City FTP site at http://apps.cityofnorthport.com/ftpinfo/dnld_form.aspx (go to the drop-down box, select Purchasing and scroll to Project RFB No. 2020-29)

LIST OF ATTACHMENTS

- ATTACHMENT A: Technical Provisions**
- ATTACHMENT B: Bid Schedule**
- ATTACHMENT C: Plans**

STATEMENT OF NON-SUBMITTAL

We, the undersigned, have declined to submit a bid on the requested Request for Bid **2020-29**

- Insufficient time to respond to the Request for Bid.
 - We do not offer this product/service.
 - Our schedule would not permit us to perform.
 - Unable to meet bond/insurance requirements.
 - Specifications are unclear (explain below).
 - OTHER (please specify below).
-

REMARKS: _____

COMPANY NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

TELEPHONE: _____ FAX: _____

E-MAIL ADDRESS: _____

SIGNATURE: _____ DATE: _____

Note: "Statement of No Bid" may be faxed or e-mailed to the Purchasing Division at purchasing@cityofnorthport.com or faxed to 941.429.7173.

INSTRUCTIONS TO BIDDERS

THESE CONDITIONS ARE STANDARD FOR ALL BIDS FOR COMMODITIES/SERVICES ISSUED BY THE CITY OF NORTH PORT. THE CITY OF NORTH PORT MAY DELETE, SUPERSEDE OR MODIFY ANY OF THESE GENERAL CONDITIONS FOR A PARTICULAR CONTRACT BY INDICATING SUCH CHANGE IN SPECIAL CONDITIONS TO BIDDERS OR IN THE BID SHEETS. ANY AND ALL SPECIAL CONDITIONS THAT MAY VARY FROM THE GENERAL CONDITIONS SHALL HAVE PRECEDENCE. BIDDER AGREES THAT THE PROVISIONS INCLUDED WITH THIS REQUEST FOR BID SHALL PREVAIL OVER ANY CONFLICTING PROVISIONS WITHIN ANY STANDARD FORM CONTRACT OF THE BIDDER REGARDLESS OF ANY LANGUAGE IN BIDDER'S CONTRACT TO THE CONTRARY.

1. DEFINITIONS: Terms used in these Instructions to Bidders are defined and have the meanings assigned to them.

- **Addenda:** a written change to a solicitation
- **Bid:** any offer submitted in response to this request for Bid.
- **Bidder:** One that submits a bid in response to this Request for Bid.
- **Bid Documents:** Includes the General Terms and Conditions; Special Conditions; Technical Specifications, the Bid Form; Non-Collusive Affidavit; Public Entity Crime Form; Certificate(s) of Insurance, if required; Payment and Performance Bonds, if required; Corporate Resolution; Bid Bond, if required; Local Business Affidavit, Scrutinized Company Affidavit and Certification and all Addendum issued prior to receipt of bids.
- **City:** Shall refer to City of North Port, a municipal corporation of the State of Florida.
- **Contract:** The agreement to perform the services set forth in this solicitation. The Contract will be comprised of the Bid documents signed by both parties including any addenda and other attachments specifically incorporated.
- **Responsible:** Refers to a bidder that has the capacity and capability to perform the work required under a Request for Bid, and is otherwise eligible for award.
- **Responsive:** Refers to a bid that contains no exceptions or deviations from the terms, conditions, and specifications set forth in the Request for Bid.
- **Request for Bid (RFB):** Shall mean this solicitation document, including any and all addenda. A RFB contains well-defined terms, conditions, and specifications, and is awarded to the lowest priced responsive and responsible bidder.
- **Solicitation:** The written document requesting either bids or proposals from the marketplace.
- **Successful Bidder:** The lowest responsive, responsible Bidder to whom City (on basis of City's evaluation) makes an award.
- **Vendor:** A general reference to any entity responding to this solicitation or performing under any resulting Contract.

The City has established for purposes of this Request for Bid (RFB) that the words "shall", "must", or "will" are equivalent and indicate a mandatory requirement or condition, the material deviation from which shall not be waived by the City. A deviation is material if, in the City's sole discretion, the deficient response does not substantially satisfy this RFB's mandatory requirements. The words "should" or "may" are equivalent in this RFB and indicate very desirable conditions, or requirements that are permissive in nature.

INSTRUCTIONS TO BIDDERS

A. QUALIFICATIONS OF BIDDER: It is intent to the City to award this Contract to the lowest responsible bidder, qualified by experience and solvency, with proven reliability and the ability to provide the services or items required under this Contract within a reasonable time frame acceptable to the City. Bidder may be required to supply information in writing at the request and discretion of the City prior to award of bids, in order to verify above requirements.

B. EXAMINATION OF BID DOCUMENTS: Prior to submission of a bid form, bidders shall carefully examine the General Terms and Conditions, Special Conditions, Technical Specifications, and all other related bid documents, including all modifications thereof, incorporated in the bid package.

It shall be the responsibility of the bidder, prior to submitting their response, to either visit www.demandstar.com to view the solicitation and download all issued addenda or contact Purchasing to determine if addenda were issued.

C. CLARIFICATION AND ADDITIONAL INFORMATION: Discrepancies, omissions, or questions about the intent of the documents will be submitted to the City of North Port Purchasing, or his/her designee in written form as a request for interpretation no later than five (5) business days prior to the bid opening (or may be verbally addressed at the pre-bid meeting, if applicable).

Interpretations made will be in the form of an addendum to the documents, which will be forwarded to all bidders. Receipt by each bidder must be acknowledged on the bid form, indicating the addendum number and date of issue, therein becoming part of the Contract. No oral explanations shall be binding. The City will attempt to notify all prospective bidders of addenda issued to the bid documents; however, it shall be the responsibility of the bidder, prior to submitting their bid, to contact the Purchasing Administrator, or his/her designee, to determine if addenda were issued, acknowledging and incorporating it into their bid.

D. MODIFICATION OR WITHDRAWAL OF BIDS: Bid modifications will be accepted from a bidder only if received in writing, properly signed by an officer of the bidder's firm, and received prior to the opening of bids. Bid modifications must be identified as such and will be opened with the firm's bid form.

Bids may be withdrawn by request of the bidder prior to the time fixed for opening. Error or negligence on the part of the bidder in preparing the bid confers no right for the withdrawal of the bid after it has been opened.

E. NO BID: A respondent who is on the bid notification list and decides not to submit a response is requested to complete the Statement of Non-Submittal Form and return it to the City.

F. CONFLICTS WITHIN SOLICITATION: Where there appears to be a conflict between the General Terms and Conditions, Special Conditions, the Technical Specifications, the Bid Form, or any addendum issued, the order of precedence shall be: the last addendum issued, the Bid Form, the Technical Specifications, the Special Conditions, and then the General Terms and Conditions. It is incumbent upon the vendor to identify such conflicts to the designated purchasing representative prior to the bid or proposal response date.

G. PROMPT PAYMENT: It is the policy of the City that payment for all purchases by the City shall be made in a timely manner and that interest payments will be made on late payments in accordance with Part VII, Chapter 218, Florida Statutes, known as the Local Government Prompt Payment Act. The bidder may offer cash discounts for prompt payments; however, such discounts will not be considered in determining the lowest price during bid evaluation.

2. PREPARATION AND SUBMISSION OF BID FORM

Bid Form: Bids shall be made on forms supplied by the City, or as otherwise specified. Each bid must state the name of the bidder, the bidder's full business address and state the type of business entity, followed by the original signature and designation of the officer or other person authorized to bind the corporation. Any erasures or other corrections in the bid form must be explained or noted over the signature of the bidder. Bid forms containing any conditions, omissions, unexplained erasures, alterations, or irregularities of any kind may be rejected by the City.

Bid Bond: Each bid must be accompanied by a bidder's bond or Cashier's check with their bid in the amount of NOT LESS THAN 5% of their total amount of the bid. This security shall ensure that the Bidder does not revoke the bid after bid opening, or fails to execute any necessary additional documents. Cashier's checks will be returned to all bidders after award of bid.

Bid Documents: Bid documents and forms shall be submitted sealed to the City of North Port, Purchasing, 4970 City Hall Boulevard, Suite 337, North Port, Florida 34286. The envelope/package shall be clearly marked with the Bid

Number, Name and Business Address of the bidder. All interested firms are required to submit one (1) original and one (1) copy of their completed bid offer.

Submission of a response constitutes a binding offer and shall be subject to all terms and conditions specified in the solicitation.

For your bid to be acceptable, **all blank spaces** must be completely annotated where and when requested. All bids must contain a manual signature of the authorized representative of the bidder in the space provided on the Bid Certification Form.

Responsibility for getting this bid to the City on or before the specified date and time is solely and strictly the responsibility of the bidder. The City will not be responsible for any delay, for any reason whatsoever. Bids must be received and stamped with the date and time on the outside of the envelope, and must be in the City Purchasing Office by the date and time specified for opening.

Bids postmarked prior to said date and time but not received shall not be considered and will be returned to bidder unopened.

Bid Guarantee: The bid form shall be signed where indicated constituting an agreement that the bidder will not withdraw his/her bid for a period of ninety (90) days after the opening of the bids.

Source of Supply and Subcontractors: Bidders are to complete the attached Source of Supply and Subcontractors form. This form must be completed and included with the bid form. If bidder does not have a source of supply or subcontractor, insert "to be determined". When source or subcontractor is determined, selection will be subject to City approval.

Bid Opening: All bids received by the date and time so specified shall be opened and [the name of each bidder] read aloud within the Purchasing Office, or designated room at City Hall, at the bid opening. The opening and reading shall be in the presence of the City Clerk and the Purchasing Administrator or their designees. Bidders and the general public are not required to be present, but are invited and encouraged to attend.

Late Bids: Bids received after the date and time of bid opening will not be considered and will not be opened. It will be the bidder's responsibility to make arrangements for the return of the bid package at their expense.

3. CITY RIGHTS: The City of North Port reserves the right to accept or reject any and/or all bids in whole or in part, to waive irregularities and technicalities, and to request resubmission with or without cause and/or to accept the bid that, in its judgment, will be in the best interest of the City. Also, the City reserves the right to accept all or any part of the bid and to increase or decrease quantities to meet additional or reduced requirement of the City. In the event the city receives only one response, the bid may be either accepted or rejected by the City depending on available competition and the timely needs of the City.

4. AWARD OF BID: The award shall be let to the lowest responsive, responsible bidder who fulfills all criteria and specifications with consideration to favorable references and local preference and whose evaluation by the City indicates that the award will be in the best interest of the City.

Errors: For the purpose of the initial evaluation of bids, the following will be utilized in resolving arithmetic discrepancies found on the face of the bidding schedule as submitted by bidders:

Obviously misplaced decimal points will be corrected.

In case of discrepancy between unit price and extended price, the unit price will govern. Apparent errors in extension will be corrected.

Apparent errors in addition of lump sum and extended prices will be corrected.

For the purpose of bid evaluation, the City will proceed on the assumption that the bidder intends his/her bid be evaluated on the basis of the unit prices, extensions, and totals arrived at by resolution of arithmetic discrepancies as provided above and the bid will be so reflected on the tabulation of bids.

5. BID TABULATIONS: All bid tabulations shall be posted in the City Hall, 4970 City Hall Boulevard, North Port, Florida and on DemandStar's website at www.demandstar.com within ten (10) days after bid opening or at such time as the agency provides notice of a decision or intended decision, whichever is earlier.

6. WARRANTY: All warranties express and implied, shall be made available to the City for goods and services covered by this solicitation. All goods furnished shall be fully guaranteed by the vendor against factory and workmanship defects. At no expense to the City, the vendor shall correct any and all apparent and latent defects that may occur within the manufacturer's standard warranty period. The special conditions of the solicitation may supersede the manufacturer's standard warranty.

7. DESCRIPTIVE INFORMATION: Unless otherwise specifically provided in the Technical specifications, all equipment, materials and articles incorporated in the work covered by this Contract are to be new and of the most suitable grade for the purpose intended. Unless otherwise specifically provided in the Technical specifications, reference to any equipment, material, article or patented process, by trade name, make or catalog number, shall be regarded as establishing a standard of quality and shall not be construed as limiting competition. If the bidder wishes to make a substitution to the specifications, the bidder shall furnish the City the name of the manufacturer, the model number and other identifying data and information necessary to aid in the City in evaluating the substitution. Such substitution shall be subject to City approval. Substitutions shall be approved only if determined by the City to be equivalent to the specifications. A bid containing substitution is subject to disqualification if the City does not approve the substitution.

8. TAXES/FREIGHT: The bid shall include any freight, handling, delivery, surcharges or other incidental charges. Unless otherwise specified in the solicitation, prices quoted shall be F.O.B. Destination. The City is exempt from the payment of Federal and State taxes, including sales tax. The bid offer shall not include sales tax to be collected from the City. The City's sales tax exemption is not available to vendor for items vendor purchases, regardless of whether these items will be transferred to the City.

In the event the project is declared a sales tax recovery project by the City, the following procedure shall apply:

- (a) The City representative shall make a recommendation to the Division of Procurement Services regarding the materials to be purchased;
- (b) When those materials are purchased by the City, all purchase orders shall be issued directly from Purchasing;
- (c) The City shall take title to those materials directly from the manufacturer/supplier and shall bear the risk of loss or damage to the materials which are delivered directly from the manufacturer/ supplier;
- (d) The City shall be invoiced directly for the materials from the manufacturer/supplier and shall pay the invoices directly to the manufacturer/supplier, presenting its sales tax exemption certificate at the time of payment.

The cost of any materials purchased through the sales tax recovery program shall be deducted from the Contract amount and the vendor shall no longer be responsible for providing those materials. A written change order shall be executed.

9. CONTINUATION OF WORK: Any work that commences prior to and will extend beyond the expiration date of the current Contract period shall, unless terminated by mutual written agreement between the City and the vendor, continue until completion without change to the then current prices, terms and conditions.

10. TERMINATION OF CONTRACT:

Funding in Subsequent Fiscal Years: It is expressly understood by the City and the vendor that funding for any successive fiscal years of the Contract is contingent upon appropriation of monies by the City Commissioners. In the event that funds are not available or appropriated, the City reserves the right to terminate the Contract. The City will

be responsible for payment of any outstanding invoices and work completed by the vendor prior to such termination.

Termination With or Without Cause: The City shall have the right to unilaterally cancel, terminate or suspend this Contract, in whole or in part, by providing the Contractor thirty (30) days written notice by certified mail.

The City reserves the right to terminate this Contract, in part or in whole, in the event the vendor fails to perform in accordance with the terms and conditions stated herein. The vendor will be notified by letter of the City's intent to terminate. In the event of termination for default, the City may procure the required goods and/or services from any source and use any method deemed in its best interest. All re-procurement cost shall be borne by the vendor.

Termination by Vendor: Vendor shall have the right to terminate services only in the event of the City failing to pay Vendor's properly documented and submitted invoice within ninety (90) calendar days of the approval by the City's Administrative Agent, or if the project is suspended by the City for a period greater than ninety (90) calendar days.

11. PROPRIETARY OR CONFIDENTIAL INFORMATION: Bidders are hereby notified that all information submitted as part of, or in support of bid submittals will be available for public inspection after opening of bids in compliance with Chapter 119 of the Florida Statutes, the Public Record Act. The bidder should not submit any information in response to this solicitation which the bidder considers proprietary or confidential. The submission of any information to the City in connection with this solicitation shall be deemed conclusively to be a waiver of any protection from release of the submitted information unless such information is exempt from disclosure under the Public Records Act, and such information is marked as exempt. Failure to mark a trade secret as exempt waives the exemption.

12. RULES, REGULATIONS AND LICENSES: The vendor shall comply with all federal, state, and local laws and regulations applicable to provision of the goods and/or services specified in this solicitation.

It shall be the responsibility of the Contractor to assure compliance with OSHA, EPA and/or other local, federal, or State of Florida rules, regulations or other requirements, as each may apply.

When applicable and as required by law, the bidder will provide a material safety data sheet with each delivery of a toxic substance.

13. CODE OF ETHICS: With respect to this bid, if any bidder violates or is a party to a violation of the Florida Statutes, Chapter 112, Part III, Code of Ethics for Public Officers and Employees, such bidder may be disqualified from furnishing the goods or services for which the bid is submitted and shall be further disqualified from submitting any future bids for goods or services for the City.

14. COLLUSION: By offering a submission to this RFB, the bidder certifies that the bidder has not divulged to, discussed or compared his/her bid with other bidders and has not colluded with any other bidder or parties to this bid whatsoever. Also, bidder certifies, and in the case of a joint bid each party thereto certifies as to his/her own organization, that in connection with this bid: any prices and/or cost data submitted have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices and or cost data, with any other bidder or with any competitor; any prices and/or data quoted for this bid have not been knowingly disclosed by the bidder and will not knowingly be closed by the bidder prior to the scheduled opening directly or indirectly to any other bidder or to any competitor; no attempt has been made or will be made by the bidder to induce any other person or firm to person or persons interested in this bid, principal or principals is/are named therein and that no person other than therein mentioned has any interest in this bid or in the Contract to be entered into; and no person or agency has been employed or retained to solicit or secure this Contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee excepting bona fide employees of the bidder

15. PUBLIC ENTITY CRIMES: In accordance with Florida Statutes Sec. 287.133(2)(a), "A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a Contract to

provide any goods/services to public entity, may not submit a bid on a Contract with a public entity for construction or repair of public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a Contractor, supplier, subcontractor, or consultant under a Contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Sections 287.017, for Category Two, for a period of 36 months from the date of being placed on the convicted vendor list.” By submitting a bid, vendor certifies that vendor is not currently prohibited from transacting business with the City due to the above statute. The vendor shall comply with the terms of this statute both before and during the term of this Contract.

16. DRUG FREE WORKPLACE PREFERENCE: The City has adopted a policy in observation of the Drug Free Workplace Act of 1988. Therefore, it is unlawful to manufacture, distribute, dispense, possess, or use any controlled substance in the City workplace.

The City requests that the attached Drug Free Workplace Affidavit accompany the bid response. This form has been adopted by the City in accordance with the Drug Free Workplace Act. The City will not disqualify any bidder who does not sign the affidavit. The Drug Free Workplace Affidavit is primarily used as a tie breaker when two or more separate entities have submitted bids at the same price, terms and conditions, with preference given to the bidder who has signed the affidavit.

17. EQUAL EMPLOYMENT OPPORTUNITY: The City of North Port, Florida, in accordance with the provisions of Title VII of the Civil Rights Act of 1964 (78 Stat. 252) and the Regulations of the Department of Commerce (15 CFR, Part 8) issued pursuant to such Act, hereby notifies all bidders that it will ensure that in any Contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit replies in response to this advertisement and will not be discriminated against on the ground of race, color or national origin in consideration for an award.

18. NON-DISCRIMINATION: The City of North Port do not discriminate on the basis of race, color, national origin, sex, age, disability, family or religious status in administration of its programs, activities or services. Pursuant to F.S §287.134(2)(a), an entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a Contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity.

19. DECLARATION OF EXEMPTION FROM PUBLIC RECORD: In accordance with Florida Statutes 119.0701, Contractor shall comply with all public records laws, and shall specifically:

1. Keep and maintain public records required by the CITY to perform the service.
 - a. The timeframes and classifications for records retention requirements must be in accordance with the General Records Schedule GS1-SL for State and Local Government Agencies.
(See <http://dos.state.fl.us/library-archives/records-management/general-records-schedules/>)
 - b. “Public records” means and includes those items specified in Florida Statutes 119.011(12), as amended from time to time, and currently defined as: All documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business with the City. CONTRACTOR’S records under this Agreement include but are not limited to, supplier/subcontractor invoices and contracts, project documents, meeting notes, emails and all other documentation generated during this Agreement.

2. Upon request from the City's custodian of public records, provide the CITY, at no cost, with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided for by law. All records kept electronically must be provided to the City, upon request from the City's custodian of public records, in a format that is compatible with the information technology systems of the City.

3. Ensure that project records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and, if the Contractor does not transfer the records to City following completion of the contract, for the time period specified in General Records Schedule GS1-SL for State and Local Government Agencies.

4. Upon completion of the contract, transfer, at no cost, to the City all public records in Contractor's possession or keep and maintain public records required by the City to perform the service. If the Contractor transfers all public records to the City upon completion of the contract, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon the completion of the contract, the Contractor shall meet all applicable requirements for retaining public records.

5. IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT CUSTODIAN OF PUBLIC RECORDS, 4970 CITY HALL BOULEVARD, NORTH PORT, FLORIDA 34286, 941.429.7063 OR HOTLINE 941.429.7270; E-MAIL: publicrecordsrequest@cityofnorthport.com.

6. Failure of the CONTRACTOR to comply with these requirements shall be a material breach of this Agreement. Further, Contractor may be subject to penalties under Florida Statutes 119.10.

20. FORCE MAJEURE: The parties will exercise every reasonable effort to meet their respective obligations hereunder, but shall not be liable for delays resulting from force majeure or other causes beyond their reasonable control, including, but not limited to, compliance with any Government law or regulation, acts of nature, acts or omissions of the other party, Government acts or omissions, fires, strikes, national disasters, wars, riots, transportation problems and/or any other cause whatsoever beyond the reasonable control of the parties. Any such cause will extend the performance of the delayed obligation to the extent of the delay so incurred.

21. GOVERNING LAWS: The interpretation, effect, and validity of any Contract resulting from this RFB shall be governed by the laws and regulations of the State of Florida. Exclusive venue of any court action shall be in Sarasota County, Florida.

22. SUBCONTRACTING: Unless otherwise specified in this solicitation, the vendor shall not subcontract any portion of the work without the prior written consent of the City. The ability to subcontract may be further limited by the Special Conditions. Subcontracting without the prior consent of the City may result in termination of the Contract for default.

23. MODIFICATION OF CONTRACT: Any Contract resulting from this solicitation may be modified by mutual consent of duly authorized parties, in writing through the issuance of a modification to the Contract and/or change order as appropriate. This presumes the modification itself is in compliance with all applicable City procedures.

24. SUCCESSORS AND ASSIGNS: The vendor shall not assign any interest in any Contract resulting from this solicitation and shall not transfer any interest in same (whether by assignment or novation) without prior written consent of the City, except that claims for the money due or to become due to the vendor from the City under any Contract may be assigned

to a financial institution or to a trustee in bankruptcy without such approval from the City. Notice of such transfer or assignment due to bankruptcy shall be promptly given to the City.

25. CONTRACTING WITH CITY EMPLOYEES OR BOARD MEMBERS: Any City employee, Board member or member of his or her immediate family seeking to Contract with the City shall seek a conflict of interest opinion from the purchasing or their designated representative prior to submittal of a response or application of any type to Contract with the City. The affected employee or Board member shall disclose his or her assigned function within the City and interest or the interest of his or her immediate family in the proposed Contract and the nature of the intended Contract.

Florida Statute §112.313(12) Standards Of Conduct For Public Officers, Employees Of Agencies, And Local Government Attorneys controls contracting with City employees or board members, and provides as follows:

(12) EXEMPTION.--The requirements of subsections (3) and (7) as they pertain to persons serving on advisory boards may be waived in a particular instance by the body which appointed the person to the advisory board, upon a full disclosure of the transaction or relationship to the appointing body prior to the waiver and an affirmative vote in favor of waiver by two-thirds vote of that body. In instances in which appointment to the advisory board is made by an individual, waiver may be effected, after public hearing, by a determination by the appointing person and full disclosure of the transaction or relationship by the appointee to the appointing person. In addition, no person shall be held in violation of subsection (3) or subsection (7) if:

(b) The business is awarded under a system of sealed, competitive bidding to the lowest or best bidder and:

1. The official or the official's spouse or child has in no way participated in the determination of the bid specifications or the determination of the lowest or best bidder;

2. The official or the official's spouse or child has in no way used or attempted to use the official's influence to persuade the agency or any personnel thereof to enter such a contract other than by the mere submission of the bid; and

3. The official, prior to or at the time of the submission of the bid, has filed a statement with the Commission on Ethics, if the official is a state officer or employee, or with the supervisor of elections of the county in which the agency has its principal office, if the official is an officer or employee of a political subdivision, disclosing the official's interest, or the interest of the official's spouse or child, and the nature of the intended business.

26. TRUTH-IN-NEGOTIATIONS CERTIFICATE: If applicable, execution and signature by the vendor of the Bid Form shall act as the execution of a truth-in-negotiation certificate certifying that the wage rates and costs used to determine the compensation provided for in this Contract are accurate, complete, and current as of the date of the Contract.

For professional service Contracts, the original Contract price and any additions thereto will be adjusted to exclude any significant sums by which the City determines the Contract price was increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs. The City shall exercise its rights under this "Certificate" within one (1) year following payment.

27. GRANT FUNDING: In the event any part of the Contract is to be funded by federal, state, or other local agency monies, the vendor hereby agrees to comply with all requirements of the funding entity applicable to the use of the monies, including full application of requirements involving the use of minority firms, women's business enterprises, and labor surplus area firms. Vendors are advised that payments under the Contract may be withheld pending completion and submission of all required forms and documents required of the vendor pursuant to the grant funding requirements. A copy of the requirements shall be supplied to the vendor by the City upon request.

28. PERFORMANCE/PAYMENT BOND: The successful bidder shall provide the required performance and payment bond or other acceptable security to the City **within ten (10) business days of being awarded the bid. Failure by the successful bidder to provide the bond within ten (10) business days shall be considered a default under Sec. 2-404 of the City of**

North Port Administrative Code. Such default shall only be curable at the option of the City. In addition, the Contractor shall be responsible and bear all costs associated to record Performance and Payment Bond with Sarasota County Clerk's Office. Receipt of said recording and certified copy of the bond shall be furnished to the Purchasing Department at the time of the pre-construction meeting. Such default shall only be curable at the option of the City.

In addition, the Contractor shall be responsible and bear all costs associated to record Performance and Payment Bond with Sarasota County Clerk's Office. Receipt of said recording and certified copy of the bond shall be furnished to the Purchasing Department at the time of the pre-construction meeting. Such default shall only be curable at the option of the City.

Upon such default the City may immediately award the bid to the next lowest responsive and responsible bidder, and recover from the original successful bidder the difference in cost between the original winning bid and the next lowest responsive and responsible bidder.

PERFORMANCE/PAYMENT BOND REQUIREMENTS:

The Contractor shall provide a Performance Bond and a Payment Bond, in the form prescribed in Section 3, Contract Documents, each in the amount of 100% of the Contract amount, the costs of which are to be paid by the Contractor. The bonds will be acceptable to the City only if the following minimum conditions are met:

- a. is licensed to do business in the State of Florida;
- b. holds a certificate of authority authorizing it to write surety bonds in this state;
- c. has twice the minimum surplus and capital required by the Florida Insurance Code at the time the invitation to bid is issued;
- d. is otherwise in compliance with the provisions of the Florida Insurance Code; and
- e. holds a currently valid certificate of authority issued by the United States Department of Treasury under 31 U.S.C. §§ 9304-9308.
- f. The Surety Company must have a current rating of at least Excellent (A or A-) as reported in the most current Best Key Rating Guide, published by A.M. Best Company, Inc., of 75 Fulton Street, New York, New York 10038, with an underwriting limitation of at least two times the dollar amount of the contract.

If the Surety Company for any Bond furnished by the Contractor files for bankruptcy, has a receiver appointed, is declared bankrupt, becomes insolvent, has an assignment made for the benefit of creditors, has its right to do business terminated in the State of Florida, or ceases to meet the requirements imposed by the Contract Documents, the Contractor shall, within five (5) calendar days thereafter, substitute another Bond and Surety Company, both of which shall be subject to the City's approval.

By execution of these bonds, the Surety Company acknowledges that it has read the surety qualifications and surety obligations imposed by the Contract documents and hereby satisfies those conditions.

29. STATE REGISTRATION REQUIREMENTS: Any corporation submitting a bid in response to this RFB shall either be registered or have applied for registration with the Florida Department of State in accordance with the provisions of Chapter 607, Florida Statutes, unless they are exempt. A copy of the registration/application may be required prior to award of a Contract. Any partnership submitting a bid in response to this RFB shall have complied with the applicable provisions of Chapter 620, Florida Statutes.

30. NOTICE TO PROCEED/DELIVERY: After award of bid, a Notice to Proceed shall be issued bearing the terms of delivery. Upon receipt of Notice to Proceed, successful bidder shall acknowledge receipt of same by either fax or mail and shall commence prosecution of the order so that the agreed upon delivery date will be satisfied.

31. PERFORMANCE EVALUATION: At the end of the Contract, the receiving department may evaluate the successful bidder's performance. This evaluation will become public record.

32. PURCHASING AGREEMENTS WITH OTHER GOVERNMENTAL AGENCIES: All bidders submitting a response to this RFB agree that such response also constitutes a bid in accordance with the terms of the RFB to all political subdivisions of Sarasota County and the State of Florida, under the same conditions, for the same prices as this bid, unless otherwise stipulated by the bidder.

33. NONEXCLUSIVE CONTRACT: Award of this Contract shall not require the City to use the Vendor for all work of this type, which may develop during the Contract term. This Contract is non-exclusive. The city reserves the right to concurrently Contract with other entities for similar work if it deems such action to be in the best interests of the City.

34. AUDIT: City shall have the right to audit vendor's records that relate to this Contract. Records shall be maintained for a period of three (3) years from the date of final payment.

35. UNAUTHORIZED ALIEN CLAUSE: The City of North Port will not intentionally award publicly-funded Contracts to any Contractor who knowingly employs unauthorized alien workers, constituting a violation of the employment provisions contained in 8 U.S.C. Section 1324a(e) [Section 274A(e) of the Immigration and Nationality Act ("INA")]. The City shall consider employment by any Contractor of unauthorized aliens a violation of Section 274A(e) of the INA. Such violation by the Contractor of the employment provisions contained in Section 274A(e) of the INA shall be grounds for termination of this Agreement by the City.

36. E-VERIFY: The Contractor shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the Contractor during the term of the Contract and shall expressly require any subcontractors performing work or providing services pursuant to the Contract to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the Contract term.

It is the awarded Bidder's responsibility to ensure that all its employees and subcontractors comply with the employment regulations required by the US Department of Homeland Security. The City shall have no responsibility to check or verify the legal immigration status of any employee of the awarded Bidder.

37. EMPLOYEE BACKGROUND CHECK: If an owner, except a stockholder in a publicly traded corporation, or an employee of the Contractor has been convicted of any offenses requiring registration as a sexual offender or sexual predator, regardless of the location of conviction, the Contractor shall ensure that the offender's or predator's work on the project is consistent with the terms of his probation and registry requirements.

38. PAYMENT: Two (2) original requests for payment must be submitted to the City of North Port on a form approved by the City. In lieu of the hard copies of the pay request submittal, scanned signed digital files of the requests for payments may be submitted as an attachment to an e-mail. Each pay request must be accompanied by written consent of the surety, when applicable, and an updated work schedule to reflect progress of work. Payment shall be subject to the approval and direction of the surety in accordance with F.S. §255.05(11). Price shall be net and all invoices payable according to the Florida Local Government Prompt Payment Act (F.S. ch. 218). Upon certification and approval by the City or its duly authorized agent, progress payments may be made to the Contractor upon his/her application for all services or work completed or materials furnished in accordance with the Contract. Prior to fifty percent (50%) completion, the Contractor will be paid monthly the total value of the work completed and accepted during the preceding month, less ten percent (10%) retainage. After fifty percent (50%) completion of the construction services purchased pursuant to the Contract, the City must reduce to five percent (5%) the amount of retainage withheld from each subsequent progress payment made to the Contractor upon request of the Contractor. For purposes of this subsection, the term "fifty percent (50%) completion" is the point at which the City has expended fifty percent (50%) of the total cost of the construction services purchased as identified in the Contract together with all costs associated with existing change orders

and other additions or modifications to the construction services provided for in the Contract. The City shall inform the Contractor's Surety of any reduction in retainage. The Contractor must update each new pay request in accordance with any changes made to the previous submittal. The City or its duly authorized administrative agent, shall approve final payment for all work, materials and services furnished under this Contract.

Retainage may be reduced upon issuance of the Certificate of Substantial Completion by the City if, in the sole opinion of the City, sufficient progress on the schedule has been accomplished, the surety does not object, and the City has retained adequate coverage for the project through the achievement of Final Completion.

39. MBE: Contractors awarded construction contracts who intend to subcontract material or service requirements of the project are encouraged to subcontract to certified minority business/women business enterprises firms or show good faith effort.

40. DBE Contract Assurance (IF APPLICABLE): The contractor, sub-recipient, or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient deems appropriate.

41. SWORN STATEMENT, COMPLIANCE WITH FLORIDA TRENCH ACT: Bidder shall be solely responsible for complying with the Florida Trench Safety Act (553.60-553.64 Florida Statutes) and Occupational Safety and Health Administration excavation safety standards, 29 CFR 1926.650 (subpart P) as amended. All costs associated with complying with these requirements shall be included in the separate line items of the bid and shall be as detailed in the Sworn Statement of Compliance with the Florida Trench Safety Act. Bidder shall submit the Statement of Compliance with the Florida Trench Safety Act form provided herein with his bid or with each work assignment.

42. INSURANCE REQUIREMENTS: The successful Bidder shall be required to supply, at their cost, insurance coverage in form and amount as required by the City, as outlined in the bid specifications.

43. CONTACT PROHIBITION: All prospective Bidders are hereby instructed **NOT** to contact any member of the City of North Port Commission, the City Manager, or City of North Port staff member other than the Authorized Contact Persons identified in this Solicitation regarding this solicitation package, Bidder's submittal package, City's Intent to Award, or City's Intent to Reject (if applicable) at any time prior to the FORMAL AWARD for this project. Any such contact shall be cause for rejection of your submittal.

44. SCRUTINIZED COMPANIES:

A. As required by section 287.135(5), Florida Statutes, for contracts of \$1,000,000.00 or less, when submitting a bid or proposal, and prior to entering into a contract with the City, every person or entity shall certify on a form provided by the City, that it is not on the Scrutinized Companies that Boycott Israel List, created pursuant to section 215.4725, Florida Statutes, and that it is not engaged in a boycott of Israel.

B. As required by section 287.135(5), Florida Statutes, for contracts of \$1,000,000.00 or more, when submitting a bid or proposal, and prior to entering into a contract with the City, every person or entity shall certify on a form provided by the City, that all of the following are true:

1. It is not on the Scrutinized Companies that Boycott Israel List, created pursuant to section 215.4725, Florida Statutes, and that it is not engaged in a boycott of Israel; and
2. It is not on the Scrutinized Companies with Activities in Sudan list or the Scrutinized Companies with Activities in Iran Petroleum Energy Sector list, created pursuant to section 215.473, Florida Statutes; and It is not engaged in business operations in Cuba or Syria.

C. PENALTY:

1. If a false certification is submitted or the person or entity has been placed on one of the above-noted Lists of Scrutinized Companies or has engaged in business operations in Cuba or Syria, the person or entity will be in breach of the Contract terms and the City may terminate the Contract.
2. A person or entity that has been found to have provided a false certification may be subject to a civil penalty equal to the greater of \$2 million or twice the amount of the Contract, plus all reasonable attorney's fees and costs, including any costs for investigations that led to the finding of the false certification; and
3. A person or entity that has been found to have provided a false certification shall be ineligible to bid on any contract with the City for three (3) years after the date the City determined that a false certification has been submitted.

45. LOCAL PREFERENCE: Bidder may claim the Local Preference if Bidder qualifies under the definition below and in accordance with Ordinance 2009-10, as may be amended by the City of North Port.

A. Local Business Definition:

Preference shall be given to a "local business" in the purchase of commodities and services procured pursuant to this Section. Bidders desiring to receive preference as a local business will be required to affirmatively state and provide documentation as set forth in the solicitation in support of their status as a local business. Any bidder who fails to submit sufficient documentation with their bid shall not be granted local preference consideration for the purpose of that specific contract award.

"Local business" means a bidder that maintains a physical business address located within the limits of Sarasota County, Charlotte County or Desoto County for a period of six (6) months or more before the bid submission date from which the bidder operates or performs business and where at least fifty percent (50%) of the bidder's employees are residents of the City. Post office boxes may not be used to establish a physical business address.

"North Port local business" means a local business that has its primary physical business address located within the limits of the City for a period of six (6) months or more before bid submission date, from which the bidder operates or performs business and where at least fifty percent (50%) of the bidder's employees are residents of the City. Post office boxes may not be used to establish a physical business address.

If requested by the City, the bidder will be required to provide documentation substantiating the information given in this affidavit. City reserves the right to request supporting documentation as evidence to substantiate the information given in this affidavit. Failure to do so will result in the bidder's submission being deemed non-responsive.

Any bidder that misrepresents its status as a local business or North Port local business shall be barred from receiving any City contracts for a period of three (3) years.

B. Local Price Match Option:

Each formal competitive bid solicitation shall clearly identify the criteria for award. When a responsive and responsible bidder who is not a local business (hereafter, non-local business bidder) submits the lowest bid price (hereafter, low bid), all responsive and responsible local business bidders shall have five (5) business days to submit an offer to match the low bid, provided the original bid submitted by the local business bidder is within ten percent (10%) of the low bid if the amount of the low bid is no more than one million dollars (\$1,000,000). If the amount of the low bid is more than one million dollars (\$1,000,000) but no more than 2 million dollars (\$2,000,000), local business bidders within five percent (5%) shall have the opportunity to match the low bid. If the amount of the low bid is more than two million dollars (\$2,000,000) but no more than 3 million dollars (\$3,000,000), local business bidders within three percent (3%) shall have the opportunity to match the low bid. If the amount of the low bid is more than three million dollars (\$3,000,000), local business bidders within two and one-half percent (2.5%) shall have the opportunity to match the low bid. The original lowest responsive and responsible North Port local business bidder who matches the low bid shall receive the award. If no eligible North Port local business bidder can match the low bid, the award shall be made to the original lowest responsive and responsible local business bidder who matches the low bid. If no eligible local business bidder can match the low bid, the award shall be made to the lowest responsive and responsible bidder, regardless of local business status.

If there is a tie between a local business and a non-local business, the local business shall receive the award. If there is a tie between two North Port local businesses or two local businesses, the business with the higher percentage of employees who reside within the City shall receive the award.

46. RELEASE OF LIENS: The Contractor is required to pay all money due subcontractors and material dealers promptly. The Contractor shall submit releases of liens, satisfactory to the City, certifying that all payrolls, material bills, and other indebtedness incurred by the Contractor in connection with this project have been paid in full.

47. CONFLICTS OF INTEREST – CITY OFFICERS, EMPLOYEES OR BOARD MEMBERS: The Florida Code of Ethics regulates the ability of the City to contract with its public officers (including board members), employees, and their immediate relatives. Respondents shall disclose any such potential conflicts on the provided Conflict of Interest Form. Respondents are responsible for reviewing Florida Statute §112.313 to determine whether they may have a conflict. If Respondent is in doubt as to their ability to contract with the City, they shall seek a conflict of interest opinion from the City Manager or his/her designated representative prior to submittal of a response.

END OF SECTION I

**SECTION II.
GENERAL PROVISIONS**

1. SCOPE OF WORK

1.1 Intent of Contract: Bid forms shall set forth firm bid unit prices for furnishing all necessary materials and completing all work, including but not limited to labor, transportation, supervision, electricity, water, equipment, startup, testing, training and all other work needed for a complete and operational system, as described in the Technical Specifications and/or shown on the Contract Drawings attached herewith. The City reserves the right to establish the exact limits of work in the field and to add or delete from the Project, as it deems necessary.

1.2 Definitions:

1.2.1 The successful bidder for this Contract will be referred to as the Contractor; Department Director or his/her representative, acting personally or through an assistant duly authorized for such act by the City will be referred to as City. For the purposes of this Contract, the word "Project" shall mean the services limits of Contractor.

1.2.2 The Contract documents consist of the Request for Bids, Instructions to Bidders, Bid Forms, Technical Specifications and Conditions, Construction Drawings, General Provisions, Special Provisions, Insurance Requirements, and all other related documents, including all modifications thereof incorporated in the documents before their execution. These form the Contract.

1.2.3 Written notice shall be deemed to have been duly served three days after date of postmark, and upon receipt, if delivered to the individual or member of the firm or an officer of the corporation for whom it is intended.

1.2.4 Subcontractor(s), as employed herein, includes only those having a direct Contract with the Contractor and it includes one who furnishes material worked to a special design according to the plans and specifications of this work, but does not include one who merely furnishes material not so worked.

1.2.5 The term "work" of the Contractor includes labor or materials or both, equipment, transportation, or other facilities necessary to complete the Contract.

1.2.6 All time limits stated in the Contract documents are of essence to the Contract.

1.2.7 The words "furnish," furnish and install," "install," and "provide" or words with similar meaning shall be interpreted, unless otherwise specifically stated, to mean "furnish and install complete in place and ready for service."

1.3 Time of Completion: The Contractor shall complete the work within the time set forth in the Contract. The Contractor shall complete each portion of the work within such time as set forth in the Contract for such portion. The time of completion of the Contract shall be expressed in calendar days.

All work for this project shall be performed during regular business hours. A regular workday shall be considered a maximum of ten (10) hours duration. The cost for inspection time for work performed on Sundays, holidays, or in excess of ten (10) hours may be billed to the Contractor at the prevailing wage plus overhead costs for those persons involved.

A working day is any day within the period between the start of the Contract time and the date provided in the Contract for completion or upon field acceptance by the City of all work provided for in the Contract, or as stipulated in the Technical Specifications, or whichever comes first, other than: Sunday, any day designated as a holiday by the City, any day the Contractor is prevented from working during the first five (5) hours of the work day, with at least sixty percent (60%) of the normal work force, due to inclement weather.

Request for planned overtime by the Contractor must be submitted in writing to the City, twenty-four (24) hours in advance, and may not proceed without the City's approval.

The Community Education Center building and tenants will remain operational during construction. Contractor must provide a safe, convenient, and accessible travel path for pedestrians and provide timely phasing of the parking lot improvements to allow for ingress and egress of vehicles and parking access throughout the construction.

1.4 Quality of Work: The Contractor agrees to do the work covered under this Contract to the best of his/her ability and conforming to this Contract and specifications and of a quality acceptable to the trades. The Contractor further agrees to follow proper and appropriate instructions by the City.

2. PROSECUTION AND PROGRESS

2.1 Subletting or Assigning of Contracts: The Contractor shall not sublet, sell, transfer, assign, or otherwise dispose of the Contract or any portion thereof, or his right, Title, or interest therein, without written consent of the City Manager or his Designee.

2.2 Preconstruction Meeting: After the Contract has been awarded, the City will schedule a preconstruction meeting to be held before any work is begun to review the construction aspects of the Project. The meeting will be between the City, the Contractor and various utility companies that will be affected by the construction.

The awarded Contractor shall furnish a certified recorded copy from Sarasota County Clerk's Office of the Performance and Payment Bond in the amount of 100% of the total project price within ten (10) calendar days after notification of award to the Purchasing Department. The undersigned shall be responsible and bear all costs associated to record Performance and Payment Bond with Sarasota County Clerk's Office. Receipt of said recording and a certified copy of the Bond shall be furnished to the Purchasing Department at the time of the pre-construction meeting.

2.3 Performance and Payment Bond:

The awarded Contractor shall furnish a certified recorded copy from Sarasota County Clerk's Office of the Performance and Payment Bond in the amount of 100% of the total project price within ten (10) calendar days after notification of award to the Purchasing Department. The undersigned shall be responsible and bear all costs associated to record Performance and Payment Bond with Sarasota County Clerk's Office. Receipt of said recording and a certified copy of the Bond shall be furnished to the Purchasing Department at the time of the pre-construction meeting.

2.4 Submission of Work Schedule/Order of Completion: At the preconstruction meeting, the successful bidder shall have on hand a working schedule for the Project, showing in detail the order in which the Contractor proposes to perform the work. He/she shall indicate the dates on which major equipment will be delivered and various major items of work will start and the estimated completion dates of the major items. Construction Schedule the Contractor's proposed operations for the various items of work, which would affect or be affected by utility adjustments.

2.5 Submission of Schedule of Values: A Schedule of Values to reflect value of equipment, materials and work performed per unit price, with totals shall be submitted at preconstruction meeting. Both parties are to agree on proposed schedule of values prior to any work being performed.

2.6 Provisions for Convenience of Public: The Contractor shall schedule his/her operations so as minimize any inconvenience to adjacent businesses for residences. Where necessary, the City may require the Contractor to construct first the work in any areas along the Project where restrictions caused by construction operations would represent a more serious handicap, before beginning construction in the less affected areas.

3. CONTROL OF THE WORK AND MATERIALS

3.1 Control of Work:

3.1.1 Plans and Contract Documents: The Contractor will be furnished Plans, Technical Specifications, General and Special Provisions as required for the Project. Additional signed & sealed copies, if needed to obtain the permits or otherwise perform the Work associated with this Contract, will be submitted upon written request. Other copies that may be needed by the Contractor shall be produced by the Contractor as his own expense.

3.1.2 Detail Drawings and Instructions: The City may furnish, with reasonable promptness, additional instructions by means of drawings or otherwise, necessary for the proper execution of the work. All such drawings and instructions shall be consistent with the Contract documents, true developments thereof, and reasonable inferable there from.

3.1.3 Order of Precedence: These documents are integral parts of the Contract, and a requirement occurring on one is as binding as though occurring in all. They are intended to be complementary and to describe and provide for a complete work. In cases of discrepancy, the governing order of documents shall be as follows:

- 3.1.3.1** Permits from Agencies as required by law
- 3.1.3.2** Change Orders
- 3.1.3.3** Contract Documents, including Special Provisions, Technical Specifications and Attachments A through C
- 3.1.3.4** Construction Plans
 - 3.1.3.4.1** Dimensions given in figures govern scaled dimensions.
 - 3.1.3.4.2** Detail drawings govern over general drawings.
 - 3.1.3.4.3** Addenda/Change order drawings govern over Contract documents.
- 3.1.3.5** FDOT Roadway and Traffic Standard Plans, July 2019 edition.
- 3.1.3.6** FDOT Standard Specifications, for Road & Bridge Construction, 2019 edition.

3.1.4 Conformity of Work with Plans: All work performed and all materials furnished shall be in reasonably close conformity with lines, grades, cross sections, dimensions, and material requirements, including tolerances, shown on the Plans or indicated in the Technical Specifications or Special Provisions.

3.1.5 Authority of the City: All work shall be done under the supervision of the City or the City's representative and performed to its satisfaction. It is agreed by the parties hereto that the City shall decide all questions and disputes which may arise relative to the interpretation of the plans, construction, prosecution, and fulfillment of the Contract, and as to the character, quality, amount, and value of any work done, and material furnished, under or by reason of the Contract.

3.1.6 City's Status: The City and/or the City's Representative shall examine and inspect the work to assure compliance with the requirements of these Contract Documents. The City and/or the City's Representative

shall determine the quality and acceptability of materials and workmanship relative to the requirements of the Plans and Technical Specifications.

The City Manager or his Designee has the authority to:

- 3.1.6.1** Stop the work whenever such stoppage may be necessary to insure the proper execution of the Contract.
- 3.1.6.2** Reject all work that does not conform to the Contract.
- 3.1.6.3** Resolve questions that arise in the execution of the work.

The City's Representative has the authority to:

- 3.1.6.4** Reject all work that does not conform to the Contract.
- 3.1.6.5** Resolve questions that arise in the execution of the work.

3.1.7 Suspension of Work: The City may at any time suspend work by giving ten (10) calendar day notice to the Contractor in writing. The City shall reimburse the Contractor for expenses incurred by the Contractor in connection with work under the Contract as a result of such suspension, unless such suspension was caused by actions of the Contractor. However, if the work or any part thereof shall be stopped by a notice in writing aforesaid, and if the City does not give written notice to the Contractor to resume work within thirty (30) calendar days of the date fixed in the written notice to suspend, then the Contractor will be entitled to the estimates and payment for all work done, unless such suspension was caused by actions of the Contractor.

3.1.8 The City's Right to do Work: If the Contractor should neglect to prosecute the work properly or fail to perform in accordance with the provisions of this Contract, the City, after three days written notice, may without prejudice to any other remedy it may have, make good any deficiencies and deduct from the payment due the Contractor.

3.1.9 The City's Right to Terminate Contract: If the Contractor refuses or fails to complete the work within the time specified for this Contract, or any extension thereof, the City may terminate the Contractor's right to proceed. In such event, the City may take over the work and prosecute the same to completion by the Contract or otherwise and the Contractor will be liable for any excess cost occasioned by the City. The City may take possession of and utilized in completing the work such materials and equipment as may be on the site of the work and necessary therefore.

If the Contractor should be adjudged a bankrupt, or should make a general assignment for the benefit of his/her creditors, or if a receiver should be appointed due to insolvency, or if he/she should refuse or fail, except in cases which time extension is provided to supply enough workmen, or if he/she should fail to make payment to subcontractors for labor and/or material, or disregard laws, ordinances or the instructions of the City, or be guilty of a violation of a provision of the Contract, then the City may, without prejudice to any other right or remedy and after giving seven (7) calendar days' notice, terminate employment of the Contractor and possess materials, tools, and appliances thereon and finish work by methods it may deem expedient. Expenses incurred by the City and the damage incurred through the Contractor's default.

In any circumstance, the City shall have the right to unilaterally cancel, terminate or suspend this Contract, in whole or in part, by providing the Contractor thirty (30) calendar days written notice by certified mail.

In the event of termination, the Contractor shall be entitled to compensation for services rendered and costs incurred through the effective date of termination. All finished or unfinished documents, material, or work shall become the property of the City and shall be delivered to the City without reservation.

3.1.10 City May Stop the Work: If the Work is defective, or the Contractor fails to supply sufficient skilled supervisory personnel or workmen or suitable materials or equipment or the work area is deemed unsafe, the City 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 City to stop the Work shall not give rise to any duty on the part of the City to exercise this right for the benefit of the Contractor or any other party. The City will not award any increase in Contract Price or Contract Time if the Work is stopped due to the circumstances described herein.

3.1.11 City's Decision: The City shall, within a reasonable time after their presentation, make decisions in writing on claims by the Contractor and on all other matters relating to the execution and progress of the work or the interpretation of the Contract Documents.

3.1.12 Authority and Duties of City's Inspectors: The City's Inspectors shall be authorized to inspect all work done and all materials furnished. They shall be authorized to call to the attention of the Contractor any failure of the work or materials to conform to the Technical Specifications and Contract. The presence of the Inspector shall in no way lessen the responsibility of the Contractor.

3.1.13 Inspection of Work: The City and its representative shall at all times have access to the work wherever it is in preparation or progress and the Contractor shall provide proper facilities for such access and inspection. If the Specifications/Conditions, the City's instruction, laws, ordinances or any public authority require any work to be specially tested or approved, the Contractor shall give to the City timely notice of its readiness for inspection and, if the inspection is by an authority other than the City, the date fixed for such inspection. Inspections by the City shall be promptly made and, where practicable, at the source of supply. If any work should be covered up without approval or consent of the City, it must, if required by the City, be uncovered for examination at the Contractor's expense. Re-examination of questioned work may be ordered and the work must be uncovered by the Contractor.

3.1.14 Contractor's Supervision and Employees: The Contractor shall supervise, inspect, and direct the work completely and efficiently, devoting such attention thereto and applying such skills and expertise as may be necessary to perform the work in accordance with the Contract Documents. The Contractor shall be solely responsible for the means, methods, techniques, sequence and procedures necessary for the orderly progress of the work, and to maintain all safety precautions and programs incidental thereto. The Contractor shall at all times enforce strict discipline and good order among his/her employees, and shall not employ any unfit person or anyone unskilled in the work assigned to him/her. The Contractor shall be responsible to see that the completed work complies fully with the Contract Documents.

As the work progresses, the Contractor shall keep on the job at all times an English speaking Superintendent or designee, technically qualified, who is an employee of the Contractor and who shall not be replaced without written notice and approval of the City. The Superintendent will be the Contractor's representative on the job and shall have authority to act on behalf of the Contractor. The Superintendent or his/her qualified designee shall be present at the job site and direct the work of subcontractors, as well as employees of the Contractor. This supervisor will be equipped with a communication device enabling him/her to contact suppliers, subcontractors or his/her office who in turn can convey necessary communications to others. All communications given to the Superintendent shall be as binding as if given to the Contractor. The Contractor shall issue all communications to the City or his/her representative.

The Contractor's Superintendent shall be present on the job site at all times while work is in progress, and shall be available by phone for emergencies twenty-four hours per day, seven days per week. Failure to observe this requirement shall be considered suspension of the work by the Contractor until such time as such Superintendent is again present on the job.

If the Contractor, in the course of the work, finds any discrepancy between the drawing and the physical conditions of the site, or any errors or omissions in drawing, or in the construction layout points and instructions, he/she shall immediately inform the City, in writing, and the City shall promptly verify same. Any work done after such discovery will be done at the Contractor's risk.

Neither party shall employ or hire any employee of the other party without the concurrence of each party.

3.1.15 Contractor's Understanding: It is understood and agreed that the Contractor has, by careful examination, satisfied himself/herself as to the nature and locations of the work, the conformation of the ground, the character, quality, and quantity of materials to be encountered, the character of equipment and facilities needed prior to and during prosecution of the work under this Contract. No verbal agreement or conversation with any officer, agent, or employee of the City, either before or after execution of this Contract, shall affect or modify the terms or obligations herein contained.

3.1.16 Permits and Regulations: Permits and licenses necessary for the prosecution of the work shall be secured and paid for by the City, unless otherwise specified. The Contractor shall give all notices and comply with all laws, ordinances, rules, and regulations bearing on the conduct of the work as drawn and specified. If the Contractor observes that the specifications and drawings are at variance therewith, he shall promptly notify the City in writing, and any necessary changes shall be adjusted as provided in the Contract for changes in the work. If the Contractor performs any work knowing it to be contrary to such laws, ordinances, rules, and regulations, and without such notice to the City, he/she shall bear all costs arising there from.

3.1.17 Protection of Work and Property: The Contractor shall continuously maintain protection of all his/her work from damage and shall protect the City's property from injury or loss arising in connection with this Contract. He/she shall adequately protect adjacent property as provided by law and the Contract Documents. He/she shall provide and maintain all passageways, guard fences, lights, and other facilities for protection required by public authority or local conditions. In an emergency affecting the safety of life or of the work, or of adjoining property, the Contractor, without special instruction or authorization from the City, is hereby permitted to act, at his discretion, to prevent such threatened loss or injury, and he/she shall so act, without appeal, if so instructed or authorized. Any compensation claimed by the Contractor on account of emergency work shall be determined by agreement between the Contractor and the City.

The Contractor shall not occupy private land outside of any easements or rights of way unless a written authorization has been signed by the property owner. It shall be the Contractor's responsibility to provide these agreements prior to construction, if required. Prior to the use of private lands, the Contractor shall submit a copy of the agreement(s) to the City. In the event the Contractor uses private property for any purpose without first having obtained the necessary approvals from the property owner and provided the necessary agreements to the City, the City will direct the Contractor in writing to immediately cease using such property.

Prior to application for final payment, the Contractor shall provide documentation from the owner of each piece of private property for which an agreement for use was provided, or for which the City has issued written notification to the Contractor, that each owner is satisfied with the manner in which the Contractor has

restored the property. Final payment or reduction in retainage shall not be paid until such documentation is received by the City.

3.1.18 Changes in the Work: The City, without invalidating the Contract, may order extra work or make changes by altering, adding to or deducting from the work, the Contract sum being adjusted accordingly. Such work shall be executed under the conditions of the original Contract. The change and amount of compensation must be agreed upon in writing in a document of equal dignity herewith prior to any deviation from the terms of this Contract.

In giving instructions, the City shall have authority to make minor changes in the work, not involving extra cost, and not inconsistent with the purposes of the work. Except in an emergency endangering life or property, no extra work or change shall be made unless in pursuance of a written order by the City; and no claim for an addition to the Contract sum shall be valid, unless ordered. Value of any such extra work or change shall be determined in one or more of the following ways:

- 3.1.18.1** By unit prices named in the contract.
- 3.1.18.2** By Change Order executed by City Manager.
- 3.1.18.3** By cost and percentage or by cost and a fixed fee.
- 3.1.18.4** By estimate and acceptance in a lump sum.
- 3.1.18.5** By Contingency Authorization (executed by City Manager).

If none of the previous methods are agreed upon, the Contractor, provided he/she receives an order as above, shall proceed with the work. In such case and also under case, he/she shall keep amendment in such form as the City may direct, a correct amount of the net cost of labor and materials, together with vouchers. The City shall certify to the amount, including reasonable allowance for overhead and profit, due to the Contractor. Pending final determination of value, no payment on changes shall be made. When requiring a change in the scope of services the Contractor shall notify the City by written notice that a change order is requested within five (5) days of any occurrence.

3.1.19 Deductions for Uncorrected Work: If the City deems it inexpedient to correct work injured or done not in accordance with the Contract, an equitable deduction from the Contract price shall be made thereof.

3.1.20 Delays and Extension of Time: If the Contractor should be delayed at any time in the progress of work by any act of neglect of the City or of its employees or by any other Contractor employed by the City, or by changes ordered in the work, or by such causes beyond the Contractor's control, or by delay authorized by the City, or by any cause which the City shall decide to justify the delay, then the time of completion shall be extended for such reasonable time as the City may decide. However, no time delay shall be allowed if judged by the City to be caused by the Contractor's negligence.

No such extension shall be made for delay occurring more than seven (7) calendar days before claim therefore is made in writing to the City. In the case of a continuing cause of delay only one (1) claim is necessary. This article does not exclude the recovery of damages for delay by either party under other provisions in the Contract Documents.

3.1.21 Correction of Work Before Final Payment: All work, materials, whether incorporated in the work or not, all processes of manufacturer, and all methods of construction shall be at all times and places subject to the inspection of the City who shall be the final judge of quality and suitability of the work, materials, processes of manufacture, and methods of construction for the purposes for which they are used. Should they fail to meet City's approval; they shall be forthwith reconstructed, made good, replaced, and/or

corrected, as the case may be, by the Contractor at his/her own expense. Rejected material shall be immediately removed from the site. If, in the opinion of any portion of the work injured or not performed in accordance with the Contract Documents, the compensation to be paid to the Contractor hereunder shall be reduced by such amount as in the judgment of the City to be equitable.

3.1.22 Contractor Right to Stop Work or Cancel Contract: If the work should be stopped under an order of any court or other public authority for a period of three (3) months through no act or fault of the Contractor or of anyone employed by him, or if the City fails to pay the Contractor within thirty (30) calendar days of maturity and presentation of any sum certified by the City, then the Contractor may, upon seven (7) calendar days written notice to the City, stop work and terminate this Contract.

3.1.23 Removal of Equipment: In the case of annulment of this Contract before completion from any cause whatever, the Contractor, if notified to do so by the City, shall promptly remove any part or all of his equipment and supplies from property of the City and/or site of work, failing which the City has the right to remove such equipment and supplies at the Contractor's expense.

3.1.24 Use of Completed Portions: The City has the right to take possession of and use any completed or partially completed portions of the work, notwithstanding the time for completing the entire work of such portions may not have expired, but taking possession and use shall not be deemed an acceptance of any work not completed in accordance with the Contract Documents. If such prior use increases the cost of or delays the work, the Contractor shall be compensated as the City may determine and the City approves.

3.1.25 Payments Withheld: The City may withhold payment to the Contractor from loss on account of:

- 3.1.25.1** Defective Work not remedied; Reference FDOT section 9-5.3, FDOT Standard Specifications for Road and Bridge Construction manual dated 2019.
- 3.1.25.2** Claims filed or evidence indicating probable filing of claims; Reference FDOT sections 5-12, FDOT Standard Specifications for Road and Bridge Construction manual dated 2019.
- 3.1.25.3** Failure of the Contractor to make payment properly to Subcontractors or for material/labor; Reference FDOT section 9-5.6, FDOT Standard Specifications for Road and Bridge Construction manual dated 2019.
- 3.1.25.4** A reasonable doubt that the Contract can be completed for the balance then unpaid.
- 3.1.25.5** Damage to another Contractor
- 3.1.25.6** When the above grounds are removed, payment shall be made for amounts withheld because of them.

3.1.26 Damages: Any claim for damage arising under this Contract shall be made in writing to the party liable within a reasonable time of the first observance of such damage and not later than the time of final payment, except as expressly stipulated otherwise in the case of faulty work, and shall be adjusted by agreement.

3.1.27 Assignment: Neither party to the Contract shall assign the Contract or sublet it as a whole without the written consent of the other, nor shall the Contractor assign any monies due or to become due to him/her hereunder without the previous written consent of the City.

3.1.28 Right of Various Interests: Before work being done by the City's forces or by other Contractor's forces, contiguous to work covered by this Contract, the respective rights of the various interests involved shall be established by the City before such commencement, to secure the completion of the various portions of the work in general harmony.

3.1.29 Separate Contracts: The City reserves the right to let other Contracts in connection with this work. The Contractor shall afford other Contractors reasonable opportunity for the introduction and storage of their materials and execution of the work, and shall properly connect and coordinate his/her work with theirs. If any part of the Contractor's work depends on proper execution or results upon the work of any other Contractor, the Contractor shall inspect and promptly report to the City any defects in such work that render it unsuitable for such proper execution and results. His/her failure to so inspect and report shall constitute an acceptance of the other Contractors, work as fit and proper for the reception of his work, except as to defects, which may develop on the other Contractor's, work after execution of his work.

3.1.30.1 Subcontractors: The Contractor shall provide a list of Subcontractors with his/her proposal for approval. The Contractor agrees that he/she is as fully responsible to the City for the acts and omissions of his/her Subcontractors and of persons either directly or indirectly employed by them as he/she is for the acts and omissions of persons directly employed by him/her. Nothing contained in the Contract documents shall create any Contractual relationship between any Subcontractor and the City.

Substitutions must be submitted in writing and shall be subject to the approval by the City. To insure proper execution of his/her subsequent work, the Contractor shall measure work already in place and shall at once report to the City any discrepancy between the executed work and the drawings.

3.1.31 Horizontal and Vertical Control: Unless noted otherwise in the Contract documents, the Contractor shall be responsible for the layout of all Contract work. The Contractor shall employ or retain any/all professional services that are required by the Contract to complete the work. The Contractor shall carefully preserve benchmarks, reference points and stakes, and, in case of willful or careless destruction, be responsible for any mistakes that may be caused by their unnecessary loss or disturbance.

3.1.32 Lands for Work: The City shall provide the lands upon which the work under this Contract is to be done, except that the Contractors shall provide land required for the erection of temporary construction facilities and storage of material, together with the right of access to same.

3.1.33 Cleaning Up: The Contractor shall, at such times as may be required by the City, remove from the City's property and from all public and private property, at his/her own expense, all temporary structures, used materials and equipment, rubbish and waste materials resulting from his/her operations. All damaged areas will be restored by the Contractor to their original conditions and approved by the City. By submission of a bid, the Contractor assumes full responsibility for the associated expenses. There shall not be an increase in time or price associated with such removal, and payment to Contractor may be withheld until such work is completed.

3.1.34 Guarantee: The Contractor shall warrant all equipment furnished and work performed by him/her for a period of one (1) year from the date of written acceptance of the work, final completion by the City or as may be otherwise specified. Any faulty work or equipment will be fully corrected at no cost to the City and restored work will be warranted for one year from the date of acceptance, or as may be otherwise specified. This will not release additional warranties required by other sections or provided by individual suppliers.

The making and acceptance of final payment shall not waive any claim for faulty work appearing after final payment or for failure to adhere strictly to the Contract documents. If any part of the project is guaranteed for a longer period, such longer period shall prevail. Except as otherwise specified, all work shall be guaranteed

by the Contractor against defects resulting from use of inferior materials, equipment or workmanship for one (1) year from the date of completion or written acceptance by the City, whichever is later.

3.1.35 Responsibility Regarding Existing Utilities and Structures: The existence and location of underground utilities indicated on the plans are not guaranteed and shall be investigated and verified in the field by the Contractor before submitting a bid. Excavation in the vicinity of existing structures and utilities shall be done by hand. The Contractor shall be responsible for any damage to, and for maintenance and protection of, existing utilities and structures from any damage resulting from said excavation. The Contractor is to include within his line item bid prices the costs to protect, support and/or move (whether shown or not shown on the proposed project set of plans) all underground utilities, which may be in conflict with the construction of the proposed project. Any necessary relocation of CNP Utilities will be paid as additional work documented by change order in accordance with TS-22.

3.1.36 Accidents: The Contractor shall provide equipment and medical facilities as necessary to supply first aid to anyone who is injured in connection with the work. The Contractor must promptly report in writing to the City accidents arising out of, or in conjunction with the performance of the work, whether in, or adjacent to, the site, which causes death, personal injury, or property damages, giving full details and statements of witnesses. If death or serious injuries or serious damages are caused, the accident shall be reported immediately by telephone or messenger to the City. If a claim is made by anyone against the Contractor or Subcontractor on account of an accident, the Contractor shall promptly report the facts in writing to the City, giving full details of the claim.

3.1.37 Stage Plans: Stage plans of structural alterations, cofferdams, dredging, furnished or approved by the City, shall be adhered to unless objected to in writing by the Contractor, but the submission or approval of stage plans by the City shall not relieve the Contractor of full responsibility for the work.

3.1.38 Measurement of Quantities: The quantities of work performed will be computed by the City on the basis of measurement taken by the City or its assistants, and these measurements shall be final and binding. All work computed under the Contract shall be measured by the City according to the United States Standard Measurement and Weights. The City does not assume any responsibility that the final quantities will remain in accord with estimated quantities, nor shall the Contractor claim misunderstanding or deception because of such estimate of quantities.

The estimated quantities of work to be done and material to be provided may be increased, decreased, or omitted, as provided herein. Any increase in quantities shall be approved by the City prior to any work.

3.1.39 Reference to Other Specifications: Where reference is made to specifications such as ASTM, AWWA or AASHTO, the latest edition shall be used.

3.1.40 Sanitary Facilities: The Contractor shall provide and maintain, in a sanitary condition, facilities for his/her employees as are required by local and state boards of health.

3.1.41 Quality of Equipment and Materials: To establish standards of quality, the City may, in the specifications, refer to products by name and/or catalog number. This procedure is not to be construed as eliminating from competition other products of equal quality by other manufacturers where fully suitable in design.

3.1.41.1 The Contractor shall furnish a complete list of proposed desired substitutions prior to signing of the Contract together with such engineering and catalog data as the City may require.

3.1.41.2 The Contractor shall abide by the City's judgment when proposed substitute items of equipment are judged unacceptable and shall furnish the specified item of equipment in such case. All proposals for substitutions shall be submitted in writing by the General Contractor. The City will approve or disapprove proposed substitutions in writing within a reasonable time.

3.1.42 Codes and Laws: The successful bidder shall comply with all Federal, State, Local Laws and Ordinances that affect the Contract in any way.

3.1.43 Traffic Control: The Contractor shall comply with the "Manual on Uniform Traffic Control and Devices" and maintain safe conditions at all times.

3.1.44 Exploration and Reports: If reference is made to identification of reports of explorations and tests of subsurface conditions at the site that have been used in preparing the Contract documents, it should be understood that these reports are not part of the Contract documents. The Contractor shall have full responsibility with respect to subsurface conditions at the site. Technical data, 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. If the Contractor desires additional subsurface investigation, it will be done at his/her expense, prior to bidding. Limited Subsurface reports for this project are available through the Utility Department.

If the Contractor has elected not to make subsurface investigation prior to bidding, he/she shall not be entitled to any extra compensation or Contract change orders due to conditions encountered.

3.1.45 Existing Structures: Drawing of physical conditions in or relating to existing surface and subsurface structures which are at or contiguous to the site that have been utilized by the consultant and/or the City in preparation of the Contract documents. The Contractor may rely upon the accuracy of the technical data contained in such drawing but not for the completeness thereof for the purpose of preparing or submitting a bid. Except as previously indicated, the Contractor shall have full responsibility with respect to physical conditions in or relating to such structures.

3.1.46 Report of Differing Conditions: If the Contractor believes that any technical data on which he/she relies is inaccurate, or if any physical conditions uncovered or revealed at the site differ materially from that indicated, reflected, or referred to in the Contract documents, the Contractor shall promptly, after becoming aware and before performing any work in connection therewith (except in emergency situations), notify the City in writing about the inaccuracy of difference. The City will promptly review the pertinent conditions, determine the necessity of obtaining additional explorations or tests with respect thereto and advise the City in writing (with a copy to the Contractor) of the City's findings and conclusion.

3.1.47 Not Shown or Indicated: If an underground facility is uncovered or revealed at or contiguous to the site, which was not shown or indicated and of which the Contractor could not reasonably have been expected to be aware, the Contractor shall promptly, before performing any work (except in emergencies), identify the owner of such underground facility and give written notice thereof to that owner and to the City. The Contractor will review the underground facility to determine the extent to which the documents should be modified to reflect and substantiate the consequences of the existence of the underground facility. With City 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 or an extension of time, or both, to the extent that they are attributable.

3.1.48 Progress Meeting: Progress meetings will be conducted as required if requested by Contractor or the City.

3.1 Storage of Materials

3.2.1 Contractor shall, at its expense, receive, unload, store in a secure place, and deliver from storage to the construction site all materials and equipment required for the performance of the Contract.

3.2.2 Contractor is not entitled to payment for same except for those materials which in City's discretion are properly stored and are going to be installed or incorporated into the construction of the Project within thirty (30) days of delivery to the construction site.

3.2.3 The storage facilities and methods of storing shall meet City's approval and shall be in accordance with manufacturer's recommendations, or City will not be obligated to pay for same.

3.2.4 Materials and equipment subject to degradation by outside exposure shall be stored in a weather tight enclosure provided by Contractor at its expense.

3.2.5 City may at its discretion require material to be stored in an air-conditioned location.

3.2.6 Provided the above conditions are met, the stored materials may be included in a subsequent Application for Payment if the Contractor also complies with the following:

3.2.6.1 An applicable purchase order is provided listing the materials in detail and identifying the Contract Documents, by name, with verification that the total value of the purchase order amount reconciles with the corresponding application for payment stored materials line item value.

3.2.6.2 Evidence that proper storage security is provided.

3.2.6.3 The City is provided legal title (free of liens or encumbrances of any kind) to the material that is stored or stockpiled.

3.2.6.4 The Contractor and/or its Subcontractor have provided insurance for the Stored Materials against loss, damage (from whatever source), or disappearance, including loss or theft prior to incorporation into the Work. By execution of the Contract, Contractor releases City from any responsibility for Stored Materials and assumes all liability for and risk of loss or damage, by whatever means, including City's alleged negligence, regardless of whether the City has paid for said Stored Materials.

3.2.7 Once any Stored Material is paid for by City, it shall not be removed from the designated storage area except for incorporation into the Work or upon subsequent written approval by City.

3.2.8 No Applications for Payment shall be submitted nor payments made based on the value of materials stored at locations other than the Project, unless otherwise approved in writing by the City.

- 3.2.9** It is further agreed between the parties that the transfer of title and the City's payment for any Stored Material pursuant to the Contract Documents shall in no way relieve the Contractor of the responsibility for providing and installing such material in accordance with the requirements of the Contract Documents.
- 3.2.10** The Contractor warrants that title to all of the Work or Stored Materials covered by the Application for Payment will pass to the City either by incorporation in the Project or upon receipt of payment by the Contractor, whichever occurs first, free and clear of all liens, claims, security, interest or encumbrance; and that none of the Work and none of the Stored Materials covered by the Application for Payments will have been acquired by the Contractor, or by any other person performing the Work at the site or providing materials and equipment to 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 person.
- 3.2.11** In the event stored materials which City is paying for in advance of their being installed or incorporated into the Project pursuant to this Paragraph are not installed or incorporated into the Project within thirty (30) days of when they are delivered to the site, Contractor shall not be entitled to payment for any future stored materials on this Project and the amounts previously approved for payment for said materials shall be deducted from the Contractor's next application for payment.

End of General Provisions/ END OF SECTION II

SECTION III. SPECIAL PROVISIONS

SP-01 INTENT: The City of North Port, Parks & Recreation Department is requesting sealed bids from licensed, experienced, Contractor for the construction of additional parking at the Community Education Center located on Pan American Blvd. The site shares a campus with the City's Family Service Center and Sarasota County health department buildings. This project will expand parking opportunities on the east side of the Community Education Center and connect to the Family Service Center parking areas to the north. The work will also include overlaying and restriping of existing parking areas as well as necessary stormwater system improvements for the additional parking. As alternate bid items the existing gazebo is proposed to be relocated on site; and the existing shuffleboard court will be removed and replaced, as identified in the construction plans.

The work specified herein shall consist of furnishing all supervision, labor, equipment, material and any incidentals required for the successful completion of all work as specified herein. All work shall conform within the limits as specified and shown and be in conformance with the appropriate Technical Specifications as specified herein. The Contractor shall be responsible for traffic control, the restoration of existing street signs, traffic control signs, mailboxes and any other appurtenances disturbed during construction.

SP-02 EQUIPMENT: The Contractor shall only use equipment, machines, or combination of machines that are in good and safe working condition. The equipment shall produce results that meet or exceed the Technical Specifications stated herein. Special attention is directed to pavers capable of achieving desired application rates, specified cross slope and necessary joint matching through the use of the latest electronic technology available.

Equipment incapable of providing this will not be acceptable for use on this Project. The Contractor shall utilize compaction equipment, which will produce the required density in accordance with FDOT Specifications. The Contractor shall not use equipment which is unsafe or in need of repair. Work completed with equipment, which is not properly functioning, shall be deemed unacceptable. The Contractor shall also conform to FDOT Specification, Section 100.

SP-03 CONSTRUCTION SCHEDULE: The time for the completion of the Community Education Center Parking Lot Improvements work shall be **180 calendar days** from date specified in the Notice to Proceed to final completion Contractor shall ensure that all work will be completed within the specified time without exception with a schedule showing completion within established constraints that will become the baseline for future updates. Updated schedules must identify any activities delayed and impacts to the progression of work with remedial action plans for recovery or adjustments. After a baseline schedule is submitted and approved consideration for significant changes in the Construction Schedule by Contractor must be justified and warranted before adopted.

The proposed production schedule shall be submitted a minimum of one (1) week prior to submitting the monthly invoices, as required under Special Provisions. Invoices will be rejected if the schedule is not included.

SP-04 PRE-CONSTRUCTION CONFERENCE: A Pre-Construction Conference will be held, at which time the Contractor shall submit the following for the City's approval or acceptance:

- A telephone list specifying the name, address, phone number and cellphone numbers of all subcontractors or suppliers to be used on this project. If the Contractor proposes to subcontract the survey work, the Contractor shall include the registration number of the surveyor. The telephone list shall also include emergency telephone numbers. The Contractor shall include a 24-hour emergency telephone or beeper number for the City's use, which the Contractor shall update as necessary throughout the project. The

Contractor shall request, in writing, any changes in subcontractors or suppliers. No change in subcontractors or suppliers shall be made without written consent from the City.

- In addition to the telephone and facsimile numbers, the Contractor shall provide an e-mail address where emails can be sent. The e-mail address must be monitored at least daily and capable of transferring electronic files.
- The source of materials for the barrow material. The Contractor shall not change these sources without written consent from the City.
- The Contractor shall submit to the City a list of equipment the Contractor proposes to utilize on this project.
- The Contractor shall submit for City approval a paper copy and electronic copy of a Construction Schedule prepared using City approved software, and a Schedule of Progress Payment Requests.

No work shall start until all submittals have been accepted by the City. Once approved, no changes will be allowed without the written approval of the City.

SP-05 PROGRESS MEETING: The Contractor shall designate a representative to attend Progress Meetings held at City Hall, Parks & Recreation Department, 4970 City Hall Blvd., North Port Florida 34286, or a mutually agreed location. The Contractor shall submit, at each meeting, revised schedule information, a written projected schedule for the next week, written claims for additional compensation, written claims for rain days to extend the Contract, results of all testing and Value Engineering Proposals. The City will use the update schedule information to monitor the Contractor's production rate. Upon written notice from the City, the Contractor shall dedicate additional resources to increase the production rate such that the Contractor will be back on schedule. Failure to comply with the approved Construction Schedule shall result in the Contractor being considered in default and subject to suspension of this Contract.

SP-06 COOPERATION WITH UTILITIES: The Contractor shall notify all utility owner(s) affected by the construction prior to beginning work. Any expense of utility repair or other damage due to Contractor's operations shall be borne by the Contractor. Protection of utilities shall be the responsibility of the Contractor, who shall provide adequate protection to maintain proper service.

NOTE: The Contractor is to include within his line item bid prices, the costs to protect, and/or support, all underground utilities, which may be in conflict with the construction of this proposed project.

Attention is called to the Florida Underground Facility Damage Prevention and Safety Act defined in Florida Statute 240. This act provides for a "One Call Toll Free" telephone number to be used by all parties doing excavation, demolition or other underground construction.

The Contractor shall not apply the surface course until all manholes, valve covers and survey monument boxes necessary to be reset have been reset by the Contractor. Utilities located within the City's right-of-way are required to furnish adjustment rings and risers. The Contractor shall request from the utilities the necessary materials; however, the Contractor shall bear all costs necessary to complete the adjustments. The Contractor shall be responsible for maintaining the specified thickness of the final course of asphalt while resetting the manholes, valve covers and survey monument boxes to within $\pm 1/4$ -inch tolerance. The Contractor shall bear all costs necessary to correct manholes, valve covers, and survey monument boxes not reset to within the specified tolerances. The Utility contact person for the City is Darrell Smith, CNP Utility Construction Coordinator located at CNP Utility Department, 6644 W. Price Blvd. telephone number 941-240-8021.

SP-08 CONTRACT TIME: The Contractor specifically agrees that it will commence operations within a mutually agreed upon time following notification by the City to commence work and that all work to be performed under the provisions of this Contract shall be completed in not more than **180 calendar days** from the Notice to Proceed; subject only to delays

caused through no fault of the Contractor or acts of God. The work will be substantially completed within **150 calendar days**; with final completion within **thirty (30) calendar** days after attaining Substantial Completion. Time is of the essence in the performance of this Contract.

SP-09 LIQUIDATED DAMAGES: The work shall be completed within the contract time specified. The contract time shall include the preparation, submittal, review and approval of submittals, delivery of materials, and construction, assembly, adjustment and placement into service for beneficial use of all facilities covered under this Contract.

The City of North Port shall issue a Notice of Substantial Completion when it has determined that the work identified in the contract has been substantially completed; record drawings have been submitted and approved by the City and that the facility is operating satisfactorily. The contract time also includes up to fourteen (14) calendar days for the review of submittals, excluding pay requests, by the City of North Port. The City of North Port shall provide the Contractor with a punch list within two (2) calendar days after the Notice of Substantial Completion is issued. The punch list will identify the remaining items that must be addressed to the satisfaction of the City of North Port by the Contractor to meet his/her obligations under the contract. The Contractor shall complete the items on the punch list to the satisfaction of the City of North Port within fifteen (15) additional calendar days of the issuance of the Final Punch List or Notice of Substantial Completion; whichever, is later, and prior to submittal of the application for reduction of retainage or final payment. Any cost incurred by the City (i.e. inspection time) after the fifteen (15) calendar day period shall be charged to the Contractor.

The City and the Contractor hereby agree that time is of the essence on this Contract and the City will suffer damages if the work is not substantially completed within the contract time, plus any extensions thereof allowed by Change Order. It is further recognized and agreed by the City and the Contractor that the determination of the exact value of the damages the City would suffer due to a delay in the Substantial Completion of the work would be a difficult, time consuming and costly process. It is therefore hereby agreed by the City and the Contractor that it is in their mutual interest to establish a figure of **ONE THOUSAND TWO HUNDRED FORTY-ONE DOLLARS (\$1,241.00)** as Liquidated Damages (but not as a penalty) as specified in section 8-10 of FDOT Standard Specifications dated July 2019, to be paid by the Contractor to the City for each calendar day that Substantial Completion is delayed beyond the Contract Time. It is mutually agreed by the City and the Contractor that neither shall make any claim to increase or reduce the amount to be paid under Liquidated Damages as the result of any calculation of actual damages suffered by the City as the result of delay in the Substantial Completion of the work.

SP-10 DAMAGES: Areas adjacent to the construction that are damaged shall be repaired at the Contractor's expense. Restoration of adjoining areas shall be equal to or better than original condition and to the satisfaction of the City. Protection of personal property, utilities, structures, mailboxes, sprinkler systems, conduits, trees, and shrubs shall be the responsibility of the Contractor, who shall provide adequate protection to maintain proper service. Mailboxes shall be kept in service to the satisfaction of the US Postal Service and the City, until they are permanently restored to their proper location upon the completion of the work.

SP-11 CONTINUOUS PROSECUTION OF WORK: The Contractor shall continuously prosecute the work in accordance with the Contract Documents. Upon written direction from the City, the Contractor shall remove any personnel for the duration of the Contract, who fails to comply with the Contract Documents. Prior to resurfacing, the Contractor shall fill and compact all potholes or other surface distortions in such a manner as to preclude any deflection in wearing surface on all roadways that are to be overlaid and that are a part of this contract unless agreed and approved by the Parks & Recreation Department.

Correction of safety concerns will be given priority and shall be corrected as soon as practicable, but not later than 24 hours after discovery by the City and notification to the Contractor. Failure to comply with these Provision and/or

Technical Specification shall result in the Contractor being considered in default and subject to suspension of this contract.

SP-12 SAFETY: The Contractor shall at all times take every available precaution to safeguard the Public. The Contractor shall prepare and submit a Maintenance of Traffic (MOT) Plan based on the phasing of construction for review and approval by the City. All Contractor personnel shall fully comply with the approved MOT Plan. It shall be the responsibility of the Contractor to keep the MOT Plan current and up to date during the project.

Contractor shall communicate with the Inspector and act courteously with the Public. All personnel working within the City's right-of-way shall at all times wear City approved safety vests, including personnel who may only briefly be out of their vehicle (i.e., supervisors, truck drivers). The Contractor shall not remove any traffic controls, including off-duty officers and flaggers without permission of the City Inspector until the roadway is completely ready for traffic; therefore, the Contractor shall have personnel on-site until all temporary striping is completed. No open excavations are allowed in the project. Any pipe installation shall be backfilled properly the same day of work on such pipe area to allow safe passing of pedestrians and vehicles. The Contractor shall immediately remove any personnel who fail to conform to this requirement.

SP-13 CHANGES IN THE WORK: The City, without invalidating the Contract, may order extra work or make changes by altering, adding to or deducting from the work, the Contract sum being adjusted accordingly. Such work will be an **amendment to the contract** and shall require approval by the City Manager prior to prosecution of the additional work. The change and amount of compensation must be agreed upon in writing in a document of equal dignity herewith prior to any deviation from the terms of this Contract. In giving instructions, the City shall have authority to make minor changes in the work, not involving extra cost, and not inconsistent with the purposes of the work. Except in an emergency endangering life or property, no extra work or change shall be made unless in pursuance of a written order by the City; and no claim for an addition to the Contract sum shall be valid, unless ordered.

Contingency: An amount added to an estimate to allow for items, conditions, or events for which the state, occurrence, or effect is uncertain and that experience shows will likely result, in aggregate, in additional costs. All contingency items will require approval from the Purchasing Manager or designee, the Finance Director and City Manager prior to any work being performed.

Value of any such extra work or change shall be determined in one or more of the following ways:

1. By estimate and acceptance in a lump sum.
2. By unit prices named in the contract or subsequently agreed upon.
3. By cost and percentage or by cost and a fixed fee.
4. By Change order executed by City Manager
5. By Contingency Authorization (executed by City Manager).

If none of the previous methods are agreed upon, the Contractor, provided he receives an order as above, shall proceed with the work. In such case and also under case, he shall keep amendment in such form as the City may direct, a correct amount of the net cost of labor and materials, together with vouchers. The City shall certify to the amount, including reasonable allowance for overhead and profit, due to the Contractor. Pending final determination of value, no payment on changes shall be made.

SP-14 CONTRACTOR'S RESPONSIBILITY OF EXISTING CONDITIONS: The plans, technical specifications, and other documents provided are intended to provide the Contractor with known conditions of the existing site and proposed work area. The Contractor is responsible to conduct any and all investigation, survey, or other activities required to fully

understand the existing site and conditions that will be encountered during the project, and on which their bid will be based. Additional investigations may be necessary for the purposes of carrying out the construction project. If the Contractor desires additional below water and subsurface investigation, it will be done at Contractor's expense, prior to bidding. The City of North Port will not consider or approve any claim for additional time or monetary compensation submitted by the Contractor caused by unknown site conditions or a failure by the Contractor to fully investigate and understand the full extent and nature of the work. This includes, but is not limited to, existing utilities, subsurface conditions, existing creek bottom conditions (rock, rubble, etc.), de-mucking required to achieve proper construction, limited access, Gopher Tortoise Borrows and water flow.

SP-15 COORDINATION OF THE SPECIFICATIONS: Where conflicts between the City of North Port General Provisions, Special Provisions, Technical Specifications and Construction Plans, references, should they exist, it is the responsibility of the bidding Contractor to bring those conflicts to the attention of the Purchasing Agent prior to the bid date. After bids, have been received, the Contractor will be held to the most stringent requirement.

The Contractor shall take no advantage of any apparent error or omission in the plans or specifications. If the Contractor discovers such an error or omission, he shall immediately notify the City. The City will then make such corrections and interpretations as may be deemed necessary for fulfilling the intent of the plans and specifications.

SP-16 PHOTOGRAPHIC DOCUMENTATION: The Contractor will provide 8"x10" color photographs of the project "just before construction" and for unusual conditions during construction. The photographs will show pertinent physical features along the entire line of construction before construction begins. The Contractor will furnish two copies of all pictures to the City's representative. Electronic submission is acceptable in lieu of photographs.

SP-17 PRIVATE PROPERTY: The Contractor shall not occupy private land outside of any easements or rights of way unless a written authorization has been signed by the property owner. It shall be the Contractor's responsibility to provide these agreements prior to construction, if required. Prior to the use of private lands, the Contractor shall submit a copy of the agreement(s) to the City. In the event that the Contractor uses private property for any purpose without first having obtained the necessary approvals from the property owner or provided the necessary agreement to the City, the City will direct the Contractor in writing to immediately cease using such property.

Prior to application for final payment, the Contractor shall provide documentation from the owner of each piece of private property for which an agreement for use was provided, or for which the City has issued written notification to the Contractor, that each owner is satisfied with the manner in which the Contractor has restored the property. Final payment or reduction in retainage shall not be paid until such documentation is received by the City.

SP-18 MEASUREMENT OF QUANTITIES: The Contractor shall submit quantities measured in accordance with the Technical Specifications. The quantities of work performed and submitted will be verified and/or adjusted by the City. The City verified or adjusted measurements shall be final and binding. All work computed under the contract shall be measured according to the United States Standard Measurement and Weights. The City does not assume any responsibility that the final quantities will remain in accord with estimated quantities, nor shall the Contractor claim misunderstanding or deception because of such estimate of quantities. The estimated quantities of work to be done and material to be provided may be increased, decreased, or omitted, as provided herein. Any increase in quantities shall be approved by the City prior to any work.

SP-19 CONTRACTOR'S UNDERSTANDING: It is understood and agreed that the Contractor has, by careful examination, satisfied himself as to the nature and location of the work, the conformation of the ground, the character, quality, and quantity of materials to be encountered, the character of equipment and facilities needed prior to and during prosecution of the work under this Contract. No verbal agreement or conversation with any officer, agent, or employee

of the City, either before or after execution of this Contract, shall affect or modify the terms or obligations herein contained.

SP-20 ASSIGNMENT AND SUBLETTING: The Contractor shall not sub-let or otherwise assign more than fifty percent (50%) of the contract value. The Contractor shall perform at least 50% of the entire activities as specified with his/her own staff. The City may request contractor to provide proof concerning their staff and or equipment.

SP-21 QUALIFICATIONS AND EXPERIENCE: Contractor shall submit a minimum of three (3) recent (within the past five (5) years) references of projects of similar size and scope involving paving, stormwater system improvements and all associated testing, miscellaneous work, restoration, and clean-up. Each reference shall include a project description, project location, name and phone number of a contact person, total project amount, and completion date. The City reserves the right to contact references. Bidder is referred to MINIMUM QUALIFICATIONS AND REFERENCE FORM included later herein.

SP-22 PAYMENT TERMS: Payment terms are defined in the instructions to bidders/contract. Please note the City has implemented Bank of America's ePayables solution, a convenient new payment option for our bidders, and going forward would like to pay all future invoices with Visa credit card. If you would like to obtain additional information, please contact Cheryl Dwyer, Business Professional with the Finance Department at 941.429.7111.

SP-23 ERRORS OR OMISSIONS IN PERMITS, PLANS OR SPECIFICATIONS: The Bidder shall take no advantage of any apparent error or omission, which may be discovered in the Permits, Plans or Specifications but shall forthwith notify the City Representative of such discovery, who will then make such correction and interpretations as deemed necessary for reflecting the actual spirit and intent of the Permits and Specifications.

SP-24 FAILURE OF ENGINEER TO REJECT WORK DURING CONSTRUCTION: If, during or prior to construction operations, the Engineer fails to reject defective work or materials, whether from lack of discovery of such defect or for any other reason, such initial failure to reject in no way prevents the later rejection when such defect is discovered, or obligates the City to final acceptance. The City is not responsible for losses suffered due to any necessary removals or repairs of such defects.

SP-25 CRITERIA FOR AWARD: The award of this bid shall be to the lowest responsive, responsible bidder who meets or exceeds the minimum requirements of these specifications. The City reserves the right to add one or more options to the lowest responsive responsible bid. Other considerations of award are Local preference, favorable references, qualifications, similar project experience, and successfully completed projects.

The City reserves the right to reject the bid proposal of any bidder who has previously failed to perform properly, or on time, contracts of similar nature; or who is not in a position to satisfactorily perform the contract.

SP-26 FACILITY OPERATIONS: The Community Education Center building and tenants will remain operational during construction. Contractor must provide a safe, convenient, and accessible travel path for pedestrians and provide timely phasing of the parking lot improvements to allow for ingress and egress of vehicles and parking access throughout the construction.

SP-27 TESTING: Any and all testing requirements born out of, but not limited to contract requirements and permits, for the installation of utility piping, including but not limited to, pressure testing, will be included in the Contractor's bid price. Testing shall include all utilities installed as part of the work of these Contract Documents. Testing will be arranged in advance with an independent testing firm (also included in the bid price) for the testing of concrete and compaction. The City requests to be notified three (3) business days in advance of any test in order to have a City representative and the Engineer of Record, if required, present. Where less time for notice is specified in the specifications or plans, this special provision shall prevail.

SP-28 MISCELLANEOUS ITEMS: Miscellaneous items and accessories which are not specifically mentioned, but which are essential to produce a complete and properly operating installation, or usable structure or plant, providing the indicated function, shall be furnished and installed without change in the Contract Price. Such miscellaneous items and accessories shall be of the same quality standards, including material, style, finish, strength, class, weight and other applicable characteristics, as specified for the major component of which the miscellaneous items or accessory is an essential part, and shall be approved by the City's Engineer of Record before installation. The above requirement is not intended to include major components not covered by or inferable from the Drawings and Specifications.

SP--29 NOTIFICATIONS OF 48 HOURS: Wherever the technical specifications or plans indicate a minimum of 48 hours' notice to Owner/City or Engineer, this special provision shall prevail dictating a minimum of three (3) business days' notice to Owner/City or Engineer.

SP--30 CITY'S STATUS: The City shall examine and inspect the work to assure compliance with the requirements of these Contract Documents. The City shall determine the quality and acceptability of materials and workmanship relative to the requirements of the Plans and Technical Specifications. The City has the authority as follows:

1. To stop the work whenever such stoppage may be necessary to insure the proper execution of the Contract.
2. To reject all work which does not conform to the Contract.
3. To resolve questions which arise in the execution of the work.
4. To stop work whenever materials or shop drawings have not been approved prior to placement.

No additional time or compensation will be added to the Contract when stopping the work for the above listed reasons.

SP--31 COMPLETION OF THE PROJECT: The Completion of the project shall be accomplished and finalized prior to submittal of the application for final payment by the Contractor. The City shall determine the date of completion for the project when at the minimum, the following are met as well as all other conditions defined in the Contract Documents:

- All punch list items have been addressed to the satisfaction of the City;
- All testing has been completed and results are satisfactory (including but not limited to Pipe Pressure Test, Concrete, and Compaction Tests);
- Record Drawing requirements have been accepted and approved by the City and all other governmental agencies, if applicable;
- All associated equipment and facilities necessary for the reliable operation of the project are complete in accordance with contract requirements; and,
- All release of liens have been submitted and are satisfactory to the City, certifying that all payrolls, material bills, and other indebtedness incurred by the Contractor in connection with this project have been paid in full.

SP--32 RECORD DRAWINGS: 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. Record Drawings shall list all equipment removed from existing facilities. These shall be available to the City, City's Representative, City's Engineer of Record, and to the State of Florida Department of Environmental Protection (FDEP), and shall be delivered by him to the City upon completion of the Project. It shall be used for this purpose only. Final payment will not be made until receipt and approval by the City of Record Drawings.

SP--33 RECORD DRAWINGS CERTIFICATION: The certification statement shall be as follows:

"I hereby certify that the as-built location information of the water and/or wastewater facilities shown on these drawings conforms to the Minimum Technical Standards for Land Surveying in the State of Florida, chapter 5J-17.052

(Florida Administrative Code), as adopted by the Department of Agriculture and Consumer Services, Division of Consumer Services, Board of Professional Surveyors and Mappers in 2010, and that said as-builts are true and correct to the best of my knowledge and belief as surveyed under my direction."

SP--34 LABOR, MATERIALS AND EQUIPMENT: The Contractor will provide competent, suitably qualified personnel to survey and 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.

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

All materials and equipment will be new, except as otherwise provided in the Contract Documents. When special makes or grades of material which are normally packaged by the supplier or manufacturer are specified or approved, such materials shall be delivered to the site in their original packages or container with seals unbroken and labels intact.

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

SP--35 LICENSE(S) REQUIREMENT: Certified General Contractor

End of Special Provisions

END OF SECTION III

SECTION IV.

INSURANCE REQUIREMENTS

A. INSURANCE

A. Before performing any contract work, Contractor and subcontractors shall procure and maintain during the life of the Contract the insurance listed below, unless otherwise specified. The policies of insurance shall be primary and written on forms acceptable to the City and placed with insurance carriers approved and licensed by the Insurance Department in the State of Florida and meet a minimum financial AM Best and Company rating of no less than “Excellent.” No changes are to be made to these specifications without prior written specific approval by the City Manager or designee. The City Manager or designee may alter the amounts or types of insurance policies required by this Contract upon agreement with Contractor.

- i. **Workers Compensation:** Coverage to apply for all employees at the statutory limits provided by state and federal laws. The policy must include Employers’ Liability with a limit of \$1,000,000 each accident; \$1,000,000 each employee; and \$1,000,000 policy limit for disease.
- ii. **Comprehensive Commercial General Liability Insurance:** Occurrence from required. Aggregate must apply separately to this Contract. Minimum \$1,000,000 each occurrence; \$2,000,000 general aggregate; \$1,000,000 products and completed ops; and \$100,000 fire damage.
- iii. **Commercial Automobile Insurance:** To include all vehicles owned, leased, hired and non-owned vehicles with limits of not less than \$1,000,000 per each accident and for property damage and bodily injury, with contractual liability coverage for all work performed under this Contract.

General requirements: The City of North Port is to be named additional insured on **Comprehensive Commercial General Liability Policy**. All certificates of insurance must be on file with and approved by the City before commencement of any work activities under this Contract. The Certificate of Insurance MUST be accompanied by a copy of the additional insured endorsement (CG20101185 or combination of CG20100704 and GC20370704).

Any and all deductibles to the above referenced policies are to be the responsibility of the Contractor. The Contractor’s insurance is considered primary for any loss regardless of any insurance maintained by the City. The Contractor is responsible for all insurance policy premiums, deductibles, or SIR (self-insured retentions) or any loss or portion of any loss that is not covered by any available insurance policy.

All insurance policies must be issued by companies of recognized responsibility licensed to do business in Florida and must contain a provision that prohibits cancellation unless the City is provided notice as stated within the policy. It is the Contractor’s responsibility to provide notice to the City.

B. **WAIVER OF SUBROGATION:** All required insurance policies, with the exception of Workers Compensation, are to be endorsed with a waiver of subrogation. The insurance companies, by proper endorsement or thru other means, agrees to waive all rights of subrogation against the City, its officers, officials, employees and volunteers, and the City’s insurance carriers, for losses paid under the terms of these polices that arises from the contractual relationship or work performed by the Contractor for the City. It is the Contractor’s responsibility to notify their insurance company of the Waiver of Subrogation and request written authorization or the proper endorsement. Additionally, the Contractor, its officers, officials, agents, employees, volunteers, and any Subcontractors, agrees to waive all rights of subrogation against the City and its insurance carriers for any losses paid, sustained or

incurred, but not covered by insurance, that arise from the contractual relationship or work performed. This waiver also applies to any deductibles or self-insured retentions the Contractor or its agents may be responsible for.

C. POLICY FORM

1. All policies, required by this Contract, with the exception of Workers Compensation, or unless specific approval is given by Risk Management through the City's Purchasing Office, are to be written on an occurrence basis, shall name the City of North Port, its Commissioners, officers, agents, employees and volunteers as additional insured as their interest may appear under this Contract. Insurer(s), with the exception of Professional Liability and Workers Compensation, shall agree to waive all rights of subrogation against the City of North Port, its Commissioners, officers, agents, employees, or volunteers.

2. Insurance requirements itemized in this Contract, and required of the Contractor, shall be provided by or on behalf of all subcontractors to cover their operations performed under this Contract. The Contractor shall be held responsible for any modifications, deviations, or omissions in these insurance requirements as they apply to subcontractors.

3. Each insurance policy required by this Contract shall:

a. Apply separately to each insured against whom claim is made and suit is brought, except with respect to limits of the insurer's liability.

b. Be endorsed to state that coverage shall not be suspended, voided or cancelled by either party except after notice is delivered in accordance with the policy provisions. The Contractor is to notify the City Purchasing Office by written notice via certified mail, return receipt requested.

4. The City shall retain the right to review, at any time, coverage, form, and amount of insurance.

5. The procuring of required policies of insurance shall not be construed to limit Contractor's liability nor to fulfill the indemnification provisions and requirements of this Contract. The extent of Contractor's liability for indemnity of the City shall not be limited by insurance coverage or lack thereof, or unreasonably delayed for any reason, including but not limited to, insurance coverage disputes between the Contractor and its carrier.

6. The Contractor shall be solely responsible for payment of all premiums for insurance contributing to the satisfaction of this Contract and shall be solely responsible for the payment of all deductibles and retentions to which such policies are subject, whether or not the City is an insured under the policy.

7. Claims Made Policies will be accepted for professional and hazardous materials and such other risks as are authorized by the City's Purchasing Office. All Claims Made Policies contributing to the satisfaction of the insurance requirements herein shall have an extended reporting period option or automatic coverage of not less than two (2) years. If provided as an option, the Contractor agrees to purchase the extended reporting period on cancellation or termination unless a new policy is affected with a retroactive date, including at least the last policy year.

8. Certificates of Insurance evidencing Claims Made or Occurrences form coverage and conditions to this Contract, as well as the contract number and description of work, are to be furnished to the City's Purchasing Office (4970 City Hall Boulevard, Suite 337, North Port, FL 34286) prior to commencement of work AND a minimum of thirty (30) calendar days prior to expiration of the insurance contract when applicable. All insurance certificates shall be

received by the City's Purchasing Office before the Contractor will be allowed to commence or continue work. The Certificate of Insurance issued by the underwriting department of the insurance carrier shall certify compliance with the insurance requirements provided herein.

Applicants / bidders should carefully review their existing insurances and consider their ability to meet these requirements prior to submission. The requirements should be forwarded to their agent, broker, and insurance providers for review

**SECTION V.
BIDDER CHECKLIST**

This checklist is provided to assist each Bidder in the preparation of their bid response. Included in this checklist are important requirements, which is the responsibility of each Bidder to submit with their response in order to make their response fully compliant. This checklist is only a guideline it is the responsibility of each Bidder to read and comply with the Invitation to Bid in its entirety.

- 1. Carefully read and become familiar with the Instructions to Bidders, General Provisions, Special Conditions and Technical Provisions, Permits, Inspections Reports, Surveys and Insurance Requirements.
- 2. Fill out and sign **Bid Form (acknowledge addenda, bond information, subcontractors and suppliers, if applicable).**
- 3. Fill out **Bid Price Schedule (unit prices must be filled in every block).**
- 4. Fill out and sign the **Statement of Organization** and have it properly notarized.
- 5. Provide **State of Florida Registration (<http://www.sunbiz.org/search.html>)**
- 6. Fill out and sign the **Non-Collusive Affidavit** and have it properly notarized.
- 7. Fill out and sign the **Conflict of Interest Form**
- 8. Fill out the **Reference Form**
- 9. Fill out and Sign the **Vendor Drug Free Workplace Form.**
- 10. Fill out and sign the **“Local Business Affidavit” or “North Port Local Business Affidavit”**
- 11. Fill out and sign **Public Entity Crime Information**
- 12. Fill out and sign **No Lobbying Affidavit**
- 13. Fill out and sign the **SWORN STATEMENT: THE FLORIDA TRENCH SAFETY ACT**
- 14. Fill out and sign the **EQUIPMENT LIST**
- 15. Fill out and sign the **SCRUTINIZED BUSINESS FORM**
- 16. Provide **any additional documentation requested** within the Bid Document.
- 17. **Submit ONE (1) Original AND ONE (1) Copy of submittal.**
- 18. Provide **USB drive** (pdf of submittal)
- 19. Clearly mark the sealed bid with the **BID NUMBER AND BID NAME** on the outside of the package.

City of North Port
Finance Department/Purchasing Division
Keith Raney, Contract Administrator II
4970 City Hall, Suite 337
North Port, Florida 34286

RFB NO. 2020-29 Community Education Center Parking Lot Improvements

- **If supplying a bid bond use the attached BID BOND FORM.**
- **PERFORMANCE AND PAYMENT BOND form attached, (for the awarded contractor to turn in at the pre-construction meeting.**

Date: _____

Signed (Person authorized to bind the company): _____

Name (printed): _____ Title: _____

(THIS PAGE MUST BE COMPLETED AND SUBMITTED)

BID FORM

Name of Bidder: _____

Business Address: _____

Telephone Number: _____ Fax Number: _____

E-mail Address: _____

Contractor License #: _____ FEID #: _____

To the City Commission of the City of North Port pursuant to and in compliance with your notice inviting sealed bids (Invitation to Bid), Instructions to Bidders, and the other documents relating thereto, the undersigned bidder, having familiarized himself/herself with the terms of the Contract documents, local conditions affecting the performance of the Contract, and the cost of the work at the place where the work is to be done, hereby proposes and agrees to perform within the time stipulated in the Contract, including all of its component parts and everything required to be performed, and to provide and furnish any and all of the labor, material, tools, expendable equipment, and all utility and transportation services and design of certain items necessary to perform the Contract and complete in a workmanlike manner, all of the work required in connection with the construction of said work all in strict conformity with the plans and specifications and other Contract documents for the prices hereinafter set forth.

The undersigned, as bidder, does hereby declare that he has read the Request for Bids, Instructions to Bidders, General Provisions, Special Provisions, Technical Specifications & Conditions, Insurance Requirements, Bid Form, Permit Fees, Plan Revisions, Plans, Schematics and any other documentation for: and further agrees to furnish all items listed on the attached Bid Form in accordance with the Unit prices in the line items as indicated on the bid schedule form submitted. The above specified documents are herein incorporated into the Bid Form.

The undersigned as bidder, declares that the only persons or parties interested in this submittal as principals are those named herein; that this submittal is made without collusion with any person, firm, or corporation; and he/she proposes and agrees, if the proposal is accepted, that he/she will execute a Contract with the City in the form set forth in the Contract documents and that he/she will accept in full payment thereof the following prices, to wit:

TOTAL BID PRICE:

_____ \$ _____
(TYPE/PRINT) **(NUMERIC)**

Through the signing of this Bid Form, Bidder attests his/her bid is guaranteed for a period of not less than **NINETY (90) DAYS** from the date of the official bid opening.

Date: _____

Signed (Person authorized to bind the company): _____

Name (printed): _____ Title: _____

THIS PAGE MUST BE COMPLETED AND SUBMITTED

The undersigned acknowledges receipt of the following addenda, and the cost, if any, of such revisions has been included in the bid price.

| | | | | | | | |
|--------------|--|-------|--|--------------|--|-------|--|
| Addendum No. | | Dated | | Addendum No. | | Dated | |
| Addendum No. | | Dated | | Addendum No. | | Dated | |
| Addendum No. | | Dated | | Addendum No. | | Dated | |
| Addendum No. | | Dated | | Addendum No. | | Dated | |

BID BOND AND PERFORMANCE/PAYMENT BOND

BID BOND: ACCOMPANYING THIS PROPOSAL IS _____ (insert: "cash", "bidder's bond", or "certified check", as the case may be) in an amount equal to at least 5% of the total amount of the bid, payable to the City of North Port. Cashier's checks will be returned to all bidders after award of bid.

Note: Failure to submit a bid bond will be cause for rejection of bid.

The undersigned deposits the above-named security as a proposal guarantee and agrees that it shall be forfeited to the City as liquidated damages in case this proposal is accepted by the City and the undersigned fails to execute a contract with the City as specified in the contract documents accompanied by the required labor and material and faithful performance bonds with sureties satisfactory to the City, and accompanied by the required certificates of insurance coverage. Should the City be required to engage the services of an attorney in connection with the enforcement of this bid, bidder promises to pay City's reasonable attorneys' fees incurred with or without suit.

PERFORMANCE AND PAYMENT BOND: The undersigned agrees, if awarded this bid, to furnish a Performance and Payment Bond in the amount of 100% of the total project price within ten (10) calendar days after notification of award to the Purchasing Department. The undersigned shall be responsible and bear all costs associated to record Performance and Payment Bond with Sarasota County Clerk's Office. Receipt of said recording and a certified copy of the Bond shall be furnished to the Purchasing Division at the time of the pre-construction meeting.

All contract documents (i.e.; performance and payment bond, cashier's check, bid bond) shall be in the name of "City of North Port".

Date: _____

Signed (Person authorized to bind the company): _____

Name (printed): _____ Title: _____

THIS PAGE MUST BE COMPLETED AND SUBMITTED

SUMMARY OF PAY ITEMS

BID SCHEDULE - SUMMARY OF PAY ITEMS

It is understood that the estimated summary of pay item quantities are approximate only and are solely for the purpose of facilitating the comparison of bids, and that the Contractor's compensation shall be computed upon the basis of the actual quantities in the completed work, whether they be more or less than those shown.

Preparation of Bid Schedules: Contractor MUST use the bid schedule provided in this document **or** in excel document format provided by the City (**DO NOT RECREATE THIS FORM**). All blank spaces in the Bid Form must be filled in legibly.

Bidder should not reference the words "No Charge, N/A, included, dash, etc." in any of the blocks. Bidder must identify a monetary amount for each UNIT PRICE line item and the extended price (unless the unit price is "x" out by the City).

If bidder is not providing a bid price for an item, zero (0) must be designated on that line item. Failure to identify a monetary amount in any of the UNIT PRICE line items may cause bidder to be deemed non-responsive and bid response be rejected. In case of discrepancy between unit price and extended price, the unit price will govern. Apparent errors in extension will be corrected.

MEASUREMENT OF QUANTITIES: The Contractor shall submit quantities measured in accordance with the Technical Specifications. The quantities of work performed and submitted will be verified and/or adjusted by the City. The City verified or adjusted measurements shall be final and binding. All work computed under the contract shall be measured according to the United States Standard Measurement and Weights. The City does not assume any responsibility that the final quantities will remain in accord with estimated quantities, nor shall the Contractor claim misunderstanding or deception because of such estimate of quantities. The estimated quantities of work to be done and material to be provided may be increased, decreased, or omitted, as provided herein. Any increase in quantities shall be approved by the City prior to any work.

***THIS SPACE IS LEFT INTENTIONALLY BLANK
GO TO NEXT PAGE FOR SCHEDULE***

COMPANY NAME: _____

NAME/TITLE OF PERSON AUTHORIZED TO BIND: _____

This page must be completed and submitted

BID SCHEDULE – Community Education Center Parking Lot Improvements

| No. | Description | Qty. | Units | Unit Price | Amt. |
|---|---|------|-------|------------|------|
| I. GENERAL | | | | | |
| 101-1 | Mobilization | 1 | LS | | |
| 102-1 | Maintenance of Traffic | 1 | LS | | |
| 1001-1 | Survey, Stakeout & Record Drawings | 1 | LS | | |
| SUBTOTAL = | | | | | |
| II. CLEARING, GRUBBING & EARTHWORK | | | | | |
| 104-1 | Erosion Control, including Silt Fence | 1 | LS | | |
| 110-1 | Clearing & Grubbing (Includes Tree Removal & Existing Asphalt and Conc. Sidewalk Removal) | 1 | LS | | |
| 120-1 | Grading | 1 | LS | | |
| 327-70-1 | Milling of Existing Asphalt Pavement (1") | 1809 | SY | | |
| SUBTOTAL = | | | | | |
| III. DRAINAGE | | | | | |
| 425-1-529 | Type 'C' Drainage Inlet | 2 | EA | | |
| 430-175-215 | 12"x18" ERCP | 259 | LF | | |
| 430-982-625 | 12"x18" MES, CD | 2 | EA | | |
| SUBTOTAL = | | | | | |
| IV. PAVEMENT | | | | | |
| 160-4-8 | Type 'B' Stabilization (LBR 40) (8" Thick) | 3778 | SY | | |
| 285-704 | Shell Rock Base (LBR 100) (6" Thick) | 3676 | SY | | |
| 334-1-15A | 1" Asphalt Structure Course (Type SP12.5) | 102 | TN | | |
| 334-1-15B | 2" Asphalt Structure Course (Type SP12.5) | 205 | TN | | |
| 520-2-4 | Type D Curb | 791 | LF | | |
| 520-2S | Concrete Bumper Guard (Wheel Stop) | 67 | EA | | |
| 522-1 | Concrete Sidewalk (4" Thick) | 500 | SY | | |
| SUBTOTAL = | | | | | |
| V. SIGNAGE & STRIPING | | | | | |
| 527-2 | Detectable Warning Devices (ADA Mats) | 8 | EA | | |
| 700-1-40 | Single Sign & Post (Stop Signs, ADA Parking, No Right Turn, No Left Turn) | 12 | EA | | |
| 710-11-111 | Painted Pavement Marking, 6" Wide (Black/White) | 2430 | LF | | |
| 710-11-123 | 12" White Solid Stripe (Crosswalk) | 104 | EA | | |
| 710-11-170 | Painted Pavement Marking, Standard, White, Arrows | 14 | LF | | |
| 710-11-211 | 6" Yellow (Traffic Control Stripe) | 467 | LF | | |
| 710-11-421 | 6" Blue Solid Stripe | 140 | LF | | |
| 711-11-125 | 24" Solid White Stripe (Thermoplastic) | 84 | LF | | |
| SUBTOTAL = | | | | | |
| | | | | | |

COMMUNITY EDUCATION CENTER PARKING LOT IMPROVEMENTS

| | | | | | |
|--|---|------------|------------|--|----|
| VI. MISCELLANEOUS | | | | | |
| M-1 | Dumpster Enclosure (w/Gates, Bollards, Signage, Containers, etc.) | 1.00 | LS | | |
| | | 1.00 | SUBTOTAL = | | |
| VII. LANDSCAPING | | | | | |
| 570 | Performance Turf (Sod, Bahia) | 2.00 | LS | | |
| LS-1 | Trees | 1.00 | LS | | |
| LS-2 | Shrubs | 1.00 | LS | | |
| LS-3 | Irrigation Allowance | 3.00 | LS | | |
| 600-1 | Hydroseed and Mulch (Bahia) | | SY | | |
| | | SUBTOTAL = | | | |
| OPTIONS- MUST BE BID | | | | | |
| OPT 1 | Brick Paver Crosswalk (Pan American Blvd, includes all work within right-of way) | 1.00 | LS | | |
| OPT 2 | Stamped Concrete Crosswalk (Pan American Blvd, includes all work within right-of-way) | 1.00 | LS | | |
| OPT 3 | Gazebo Relocation | 1.00 | LS | | |
| OPT 4 | Shuffle Board | 1.00 | LS | | |
| | | SUBTOTAL = | | | |
| SUMMARY | | | | | |
| I. GENERAL | | | | | \$ |
| II. CLEARING, GRUBBING & EARTHWORK | | | | | \$ |
| III. DRAINAGE | | | | | \$ |
| IV. PAVEMENT | | | | | \$ |
| V. SIGNAGE & STRIPING | | | | | \$ |
| VI. MISCELLANEOUS | | | | | \$ |
| VII. LANDSCAPING | | | | | \$ |
| | | | | | \$ |
| SUBTOTAL = | | | | | \$ |
| | | | | | \$ |
| TOTAL = | | | | | \$ |
| OPTIONS | | | | | |
| TOTAL WITH OPTION 1- Brick Paver Crosswalk | | | | | \$ |
| TOTAL WITH OPTION 2- Stamped Concrete Crosswalk | | | | | \$ |
| TOTAL WITH OPT 3 - Gazebo Relocation | | | | | \$ |
| TOTAL WITH OPT 4 - Shuffle Board | | | | | \$ |
| TOTAL WITH OPT 3 & 4 - Gazebo Relocation & Shuffle Board | | | | | \$ |

COMPANY NAME: _____

NAME/TITLE OF PERSON AUTHORIZED TO BIND: _____

This page must be completed and submitted

REFERENCES AND QUALIFICATIONS AND EXPERIENCE

Bidder not demonstrating minimum similar and acceptable experience shall be deemed non-responsible. Documentation demonstrating that bidder meets this minimum requirement (**AS PER SP-21**) shall be stated in the below along with reference contact information and additional documentation may be submitted with your Submittal Package (**attach additional sheets if necessary**).

1. Business/Customer Name: _____

Name of Contact Person: _____ Telephone# _____

E-mail: _____

Project Description/Location: _____

Contract Term: From _____ TO _____

Contract Price \$ _____ Contract Price at Completion of the Project \$ _____

2. Business/Customer Name: _____

Name of Contact Person: _____ Telephone# _____

E-Mail: _____

Project Description/Location: _____

Contract Term: From _____ TO _____

Contract Price \$ _____ Contract Price at Completion of the Project \$ _____

3. Business/Customer Name: _____

Name of Contact Person: _____ Telephone# _____

E-Mail: _____

COMPANY NAME: _____

NAME/TITLE OF PERSON AUTHORIZED TO BIND: _____

This page must be completed and submitted

Project Description/Location: _____

Contract Term: From _____ TO _____

Contract Price \$ _____ Contract Price at Completion of the Project \$ _____

4. Business/Customer Name: _____

Name of Contact Person: _____ Telephone# _____

E-Mail: _____

Project Description/Location: _____

Contract Term: From _____ TO _____

Contract Price \$ _____ Contract Price at Completion of the Project \$ _____

5. Business/Customer Name: _____

Name of Contact Person: _____ Telephone# _____

E-Mail: _____

Project Description/Location: _____

Contract Term: From _____ TO _____

Contract Price \$ _____ Contract Price at Completion of the Project \$ _____

COMPANY NAME: _____

NAME/TITLE OF PERSON AUTHORIZED TO BIND: _____

This page must be completed and submitted

STATEMENT OF ORGANIZATION

Name of Business: _____

DBA (if any): _____

Type of Entity (Sole Proprietor, Corporation, LLC, LLP, Partnership, etc): _____

Business Address: _____

Mailing Address (If applicable): _____

Phone: _____ Fax: _____

E-Mail: _____

Name/Title of person authorized to bind: _____

Signature: _____

Are you registered with the State of Florida Department of State? Yes or No

If yes, what is your State document number? _____

Respondent shall submit proof that it is authorized to do business in the State of Florida unless registration is not required by law.

STATE OF _____

COUNTY OF _____

Sworn to and subscribed before me this ___ day of _____, 20___, by _____ who is personally known to me or has produced his/her driver's license as identification.

Notary Public - State of Florida

Print Name: _____

Commission No: _____

This page must be completed and submitted

EQUIPMENT LIST

Equipment is located at: _____

The following is a listing of your equipment, inclusive of manufacturer, year and condition. Condition to be listed in accordance with the following scale: **1-Excellent; 2-Good; 3-Fair; 4-Poor.** (Attach additional sheets, if required.)

| DESCRIPTION | MANUFACTURER | YEAR | CONDITION | LEASED/OWNED (IF LEASED, DATE OF EXPIRATION) |
|-------------|--------------|------|-----------|--|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

SOURCE OF SUPPLY AND SUBCONTRACTOR FORM

The following sources of supply and subcontractors shall be used for the **Community Education Center Parking Lot Improvements**. If bidder does not have a source of supply or subcontractor, insert "to be determined". When a source or subcontractor is determined, selection will be subject to City approval. (If not applicable, state N/A).

SUBCONTRACTOR(S)
(PLEASE INCLUDE ADDRESS/TELEPHONE NUMBER)

1. _____
2. _____
3. _____
4. _____

SUPPLIER(S)

1. _____
2. _____
3. _____
4. _____

COMPANY: _____

SIGNATURE: _____

This page must be completed and submitted

CONFLICT OF INTEREST FORM

F.S. §112.313 places limitations on public officers (including advisory board members) and employees' ability to contract with the City either directly or indirectly. Therefore, please indicate if the following applies:

PART I.

- I am an employee, public officer or advisory board member of the City
_____ (List Position or Board)
- I am the spouse or child of an employee, public officer or advisory board member of the City
Name: _____
- An employee, public officer or advisory board member of the City, or their spouse or child, is an officer, partner, director, or proprietor of Respondent or has a material interest in Respondent. "Material interest" means direct or indirect ownership of more than 5 percent of the total assets or capital stock of any business entity. For the purposes of [§112.313], indirect ownership does not include ownership by a spouse or minor child.
Name: _____
- Respondent employs or contracts with an employee, public officer or advisory board member of the City
Name: _____
- None of The Above

PART II:

Are you going to request an advisory board member waiver?

- I will request an advisory board member waiver under §112.313(12)
- I will NOT request an advisory board member waiver under §112.313(12)
- N/A

The City shall review any relationships which may be prohibited under the Florida Ethics Code and will disqualify any bidders whose conflicts are not waived or exempt.

COMPANY: _____

SIGNATURE: _____

DATE: _____

This page must be completed and submitted

**AFFIDAVIT
Claiming Status as a LOCAL BUSINESS**

****CONTRACTOR MUST MEET ALL 4 REQUIREMENTS BELOW TO CLAIM LOCAL BUSINESS STATUS****

State of _____ }
County of _____ } SS.

Before me, the undersigned authority, personally appeared: _____
who, being first duly sworn, deposes and says that:

1. I am the _____ (Owner, Partner, Officer, Representative or Agent) of _____, the Bidder that has submitted the attached proposal;

AND

2. I am fully informed respecting the operation and employees of the Bidder;

AND

3. I affirm that the Bidder has maintained a physical business address located within the limits of Sarasota County, Charlotte County or Desoto County for a period of six (6) months or more before submitting this bid, from which the Bidder operates or performs business. The qualifying local address is _____

AND

4. I affirm that at least fifty percent (50%) of the Bidder's employees are residents of the City of North Port. If requested by the City, the bidder will be required to provide documentation substantiating the information given in this affidavit. City of North Port reserves the right to request supporting documentation as evidence to substantiate the information given in this affidavit. Failure to do so will result in the bidder's submission being deemed non-responsive.

Any bidder that misrepresents its status as a local business or North Port local business shall be barred from receiving any City contracts for a period of three (3) years.

State of Florida
County of _____

Sworn to and subscribed before me this _____ day of _____, 20____, by _____ who is personally known to me or has produced his driver's license as identification.

NOTARY SEAL:

Notary Public - State of Florida
Print Name: _____
Commission No: _____

**This page to be returned ONLY if Contractor is claiming a Local Business Status.
AFFIDAVIT**

Claiming Status as a North Port Local Business

****CONTRACTOR MUST MEET ALL 4 REQUIREMENTS BELOW TO CLAIM NORTH PORT BUSINESS STATUS****

State of _____ }
County of _____ } SS.

Before me, the undersigned authority, personally appeared:

_____ who, being first duly sworn, deposes and says that:

1. I am the _____ (Owner, Partner, Officer, Representative or Agent) of _____, the Bidder that has submitted the attached bid;

AND

2. I am fully informed respecting the operation and employees of the Bidder;

AND

3. I affirm that the Bidder has maintained its primary physical business address within the limits of the City of North Port for a period of six (6) months or more before submitting this bid, from which the Bidder operates or performs business. The qualifying local address is _____.

AND

4. I affirm that at least fifty percent (50%) of the Bidder's employees are residents of the City of North Port.

If requested by the City, the bidder will be required to provide documentation substantiating the information given in this affidavit. City of North Port reserves the right to request supporting documentation as evidence to substantiate the information given in this affidavit. Failure to do so will result in the bidder's submission being deemed non-responsive.

Any bidder that misrepresents its status as a local business or North Port local business shall be barred from receiving any City contracts for a period of three (3) years.

State of Florida
County of _____

Sworn to and subscribed before me this ___ day of _____, 20___, by _____ who is personally known to me or has produced his driver's license as identification.

NOTARY SEAL:

Notary Public - State of Florida
Print Name: _____
Commission No: _____

This page to be returned ONLY if Contractor is claiming a North Port Local Business Status.

PUBLIC ENTITY CRIME INFORMATION

As provided by F.S. §287.133, a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a Contractor, supplier, Subcontractor, or Consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

I, _____, being an authorized representative of the Respondent,
_____, located at _____

City: _____ State: _____ Zip Code: _____, have read and understand
the contents above. I further certify that Respondent is not disqualified from replying to this solicitation because of F.S.
§287.133.

Signature: _____ Date: _____

Telephone #: _____ Fax #: _____

Federal ID #: _____

STATE OF _____
COUNTY OF _____

Sworn to and subscribed before me this ___ day of _____, 20___, by _____

who is personally known to me or has produced his/her driver's license as identification.

Notary Public - State of Florida

Print Name: _____

Commission No: _____

THIS PAGE MUST BE SUBMITTED

NON-COLLUSIVE AFFIDAVIT

State of _____
County of _____

SS. }
}

Before me, the undersigned authority, personally appeared:
_____ who, being first duly sworn, deposes and says that:

1. He/She is the _____ (Owner, Partner, Officer, Representative or Agent) of _____, the Respondent that has submitted the attached reply;
2. He/She is fully informed respecting the preparation and contents of the attached reply and of all pertinent circumstances respecting such reply;
3. Such reply is genuine and is not a collusive or sham reply;
4. Neither the said Respondent nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other Respondent, firm, or person to submit a collusive or sham reply in connection with the work for which the attached reply has been submitted; or have in any manner, directly or indirectly sought by agreement or collusion, or communication or conference with any Respondent, firm, or person to fix the price or prices in the attached reply or of any other Respondent, or to fix any overhead, profit, or cost elements of the reply price or the reply price of any other Respondent, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the reply work.

Signed, sealed and delivered this _____ day of _____, 20____.

By: _____

(Printed Name)

(Title)

STATE OF _____
COUNTY OF _____

Sworn to and subscribed before me this ___ day of _____, 20 __, by _____ who is personally known to me or has produced his/her driver's license as identification.

Notary Public - State of Florida
Print Name: _____
Commission No: _____

COMPANY: _____

SIGNATURE: _____

This page must be completed and submitted

LOBBYING CERTIFICATION

“The undersigned hereby certifies, to the best of his or her knowledge and belief, that”:

STATE OF FLORIDA

COUNTY OF SARASOTA

This _____ day _____ of 20__

_____, being first duly sworn, deposes and says that he or she is the authorized representative of _____ (Name of the contractor, firm or individual), and that the vendor and any of its agents agree to have no contact or communication with, or discuss any matter related in any way to any active City of North Port solicitation, with any City of North Port elected officials, officers, their appointees or their agents or any other staff or outside individuals working with the city in respect to this request other than the designated Procurement Official Contact and to abide by the restrictions outlined in the General Terms and Conditions of the Solicitation. Technical questions directed to the project manager, is prohibited. These persons shall not be lobbied, either individually or collectively, regarding any questions for bid, proposal, qualification and/or any other solicitations released by the city. To do so is grounds for immediate disqualification from the selection process. The selection process is not considered final until such a time as the Commission has made a final and conclusive determination.

(a) No City appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence either directly or indirectly an officer or employee of the City, City Commission in connection with the awarding of any City Contract.

(b) If any funds other than City appropriated funds have been paid or will be paid to any person for influencing or attempting to influence a member of City Commission or an officer or employee of the City in connection with this contract, the undersigned shall complete and submit Standard Form-L “Disclosure Form to Report Lobbying”, in accordance with its instructions.

Signed, sealed and delivered this _____ day of _____, 20__.

By: _____

(Printed Name)

(Title)

STATE OF _____

COUNTY OF _____

Sworn to and subscribed before me this ___ day of _____, 20__, by _____ who is personally known to me or has produced his/her driver's license as identification.

Notary Public - State of Florida

Print Name: _____

Commission No: _____

THIS PAGE MUST BE SUBMITTED

DRUG FREE WORKPLACE FORM

The undersigned Respondent in accordance with Florida Statute §287.087 hereby certifies that _____ does:

(Company Name)

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business’s policy of maintaining a drug free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee’s community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that Respondent complies fully with the above requirements.

Check one:

- As the person authorized to sign this statement, I certify that this firm complies fully with above requirements.
- As the person authorized to sign this statement, this firm **does not** comply fully with the above requirements.

Signature

Print Name

Date

This page must be completed and submitted

SWORN STATEMENT: THE FLORIDA TRENCH SAFETY ACT
(Complete if applicable)

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC BY AN OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This Sworn Statement is submitted with Bid No. _____ for the construction of _____.
2. This Sworn Statement is submitted by _____ whose business address is _____ and (if applicable) its Federal Employer Identification Number (FEIN) is _____.
3. My name is _____ (PRINTED OR TYPED NAME OF INDIVIDUAL SIGNING) and hold the position of _____ with the above entity.
4. The Trench Safety Standards that will be in effect during the construction of this Project are Florida Statute Section 553.60-55.64, Trench Safety Act, and OSHA Standard.
5. The undersigned assures that the entity will comply with the applicable Trench Safety Standards and agrees to indemnify and hold harmless the County and ENGINEER, and any of their agents or employees from any claims arising from the failure to comply with said standard.
6. The undersigned has appropriated \$_____ per linear foot of trench to be excavated over 5' deep for compliance with the applicable standards and intends to comply by instituting the following procedures: _____
7. The undersigned has appropriated \$_____ per square foot for compliance with shoring safety requirements and intends to comply by instituting the following procedures: _____
8. The undersigned, in submitting this Bid, represents that he or she has reviewed and considered all available geotechnical information and made such other investigations and tests as he or she may deem necessary to adequately design the trench safety system(s) he or she will utilize on this Project.

Authorized Signature/Title

Sworn to and subscribed before me

this _____
(date)

Notary Public Signature

(Notary Seal)

My Commission Expires: _____

Scrutinized Company Certification Form

| | | | |
|---|-----------------------|--------------|------------|
| Company Name: _____ | | | |
| Authorized Representative Name and Title: _____ | | | |
| Address: _____ | City: _____ | State: _____ | ZIP: _____ |
| Phone Number: _____ | E-mail Address: _____ | | |

A company is ineligible to, and may not, bid on, submit a proposal for, or enter into or renew a contract with the City of North Port for goods or services of any amount if, at the time of bidding on, submitting a proposal for, or entering into or renewing such contract, the company is on the Scrutinized Companies that Boycott Israel List, created pursuant to Florida Statutes, section 215.4725, or is engaged in a boycott of Israel.

A company is ineligible to, and may not, bid on, submit a proposal for, or enter into or renew a contract with the City of North Port for goods or services of \$1 million or more if, at the time of bidding on, submitting a proposal for, or entering into or renewing such contract, the company is on the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to Florida Statutes, section 215.473, or with companies engaged in business operations in Cuba or Syria.

CHOOSE ONE OF THE FOLLOWING

- This bid, proposal, contract or contract renewal is for goods or services of less than \$1 million. As the person authorized to sign on behalf of the above-named company, and as required by Florida Statutes, section 287.135(5), I hereby certify that the above-named company is not participating in a boycott of Israel.

- This bid, proposal, contract or contract renewal is for goods or services of \$1 million or more. As the person authorized to sign on behalf of the above-named company, and as required by Florida Statutes, section 287.135(5), I hereby certify that the above-named company is not participating in a boycott of Israel, is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, and it does not have business operations in Cuba or Syria.

| | |
|---|-------------------------------------|
| I understand that pursuant to Florida Statutes, section 287.135, the submission of a false certification may result in the termination of the contract if one is entered into, and may subject the above-named company to civil penalties, attorney's fees and costs. | |
| Certified By: _____ | AUTHORIZED REPRESENTATIVE SIGNATURE |
| Print Name and Title: _____ | |
| Date Certified: _____ | |

Solicitation/Contract/PO Number (Completed by Purchasing): _____

CITY OF NORTH PORT

BID BOND

In Compliance with F.S. Chapter 255.051

STATE OF FLORIDA, CITY OF NORTH PORT

KNOW ALL BY THESE PRESENTS, that _____, authorized by law to do business as a _____ contractor in the State of Florida, as Principal, and _____, a Corporation chartered and existing under the laws of the State of _____, as Surety, with its principal offices in the City of _____, and authorized to do business in the State of Florida, and in accordance with Section 255.051, Florida Statutes, are held and firmly bound unto the City of North Port, Florida, in the full and just sum of 5% of the Total Bid Price, in good and lawful money of the United States of America, to be paid upon demand by the City of North Port, to which payment well and truly to be made, we bind ourselves, our heirs, executors, administrators, and assigns, joint and severally and firmly by these presents.

The condition of the obligation is such, that whereas the Principal has submitted the attached Bid, dated _____, for **(Contract No. 2020-29 Community Education Center Parking Lot Improvements)**.

NOW, THEREFORE, if the Principal shall withdraw said bid prior to the date of opening the same, or shall within 10 days after the prescribed forms are presented to him for signature enter into a written Contract with City of North Port, Florida, in accordance with the bid as accepted and give a Performance and Payment Bond with good and sufficient surety or sureties as may be required for the faithful performance and proper fulfillment of such Contract and for the prompt payment of all persons furnishing labor or materials in connection therewith or, in the event of failure to enter into such Contract and give such bond within the time specified, if the Principal shall pay the City the difference between the amount specified in said bid and the amount for which the City may procure the required work and/or supplies provided the latter amount to be excess of the amount specified in said bid, then the above obligations shall be void; otherwise, to remain in full force and effect.

IN THE WITNESS WHEREOF, the above written parties have executed this instrument under their several seals dated _____, the name and corporate seal of each corporate party being hereto affixed and these presents duly signed by its undersigned representative, pursuant to authority of its governing body.

Witness as to Principal:

(Principal) (SEAL)

(By)

Witness as to Surety:

Printed Name

(Surety's Name) (SEAL)

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

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

CITY OF NORTH PORT

PERFORMANCE AND PAYMENT BOND

In compliance with F.S. Chapter 255.05(10(a) and Code
of the City of North Port Sec. 2-414

BOND NO.:

BOND AMOUNT:

_____ \$ _____

CONTRACTOR NAME:

PRINCIPAL ADDRESS:

PRINCIPAL PHONE NO.:

SURETY COMPANY NAME:

SURETY AGENT:

PRINCIPAL ADDRESS:

PRINCIPAL PHONE NO.:

CITY NAME:

PRINCIPAL ADDRESS:

CITY CONTACT PHONE NO.:

City of North Port, Florida
4970 City Hall Boulevard
North Port, Florida 34286
(941) _____

CONTRACT NO.: (if applicable)

PROJECT ADDRESS:

(if applicable)

DESCRIPTION OF PROJECT:

(if applicable)

DESCRIPTION OF

IMPROVEMENT:

By this Bond, we, _____, as Principal, hereinafter called Contractor, and _____, a corporation organized and existing under the laws of the State of _____, with its principal office in the City of _____, as Surety, hereinafter called Surety, are held firmly bound unto the City of North Port, Florida, as Obligee, hereinafter called City, in the amount of _____ Dollars (\$_____), for the payment whereof Contractor and Surety bind themselves, their heirs, executors, administrators, personal representatives, successors, and assigns, jointly and severally, firmly by these presents.

WHEREAS, Contractor has by written agreement dated _____, entered into a contract with City for _____

In accordance with drawings and specifications prepared by _____

Which contract is by reference made a part hereof, and is hereinafter referred to as the CONTRACT.

NOW, THEREFORE, THE CONDITION OF THIS BOND is such that if Contractor:

1. Performs the Contract dated _____, between Contractor and City for construction of **Contract No. 2020-29 Community Education Center Parking Lot Improvements**, the Contract being made a part of this bond by reference, at the times and in the manner prescribed in the Contract; and
2. Promptly makes payments to all claimants, as defined in Section 255.05(1), Florida Statutes, supplying Contractor with labor, materials, or supplies, used directly or indirectly by Contractor in the prosecution of the work provided for in the Contract; and
3. Pays City all losses, damages, expenses, costs, and attorney’s fees, including appellate proceedings, that City sustains because of a default by Contractor under the Contract; and
4. Performs the guarantee of all work and materials furnished under the Contract for the time specified in the Contract, then this bond is void; otherwise it remains in full force.

Any action instituted by City under this bond for payment must be in accordance with the notice and time limitation provisions in Section 255.05(2), Florida Statutes.

Any changes in or under the Contract documents and compliance or noncompliance with any formalities connected with the Contract or the changes does not affect Surety’s obligation under this bond.

In witness whereof, the said Contractor and Surety have signed and sealed this instrument

this

(date)

Principal

By:

As President

(SEAL)

Surety

By:

Any Claims under this bond may be addressed to
(name and address of Surety):

Telephone No: _____

Name and address of agent or representative in Florida if different from above:

Telephone No: _____

“SAMPLE” CONTRACT

SUBJECT TO CHANGE

This **Contract No. 2020-29** (“Contract”) is entered into this ____ day of _____, 2019, by and between the City of North Port, Florida, a municipal corporation of the State of Florida, hereinafter referred to as the “City” and, INC., a Florida corporation, registered to do business in the State of Florida, whose principal place of business is, Florida 32608, hereinafter referred to as the “Contractor.”

WITNESSETH

That the parties to this Contract, in consideration of their mutual agreements and promises hereinafter contained, bind themselves, their partners, successors, assigns and legal representatives to all covenants, agreements and obligations contained in the agreements and bid documents executed between the parties, and do hereby further agree as follows:

1. RESPONSIBILITIES OF THE CONTRACTOR:

A. Responsibility for Supervision:

1. The Contractor shall supervise and direct all work performed pursuant to this Contract to the best of its ability, give it all the attention necessary for such proper supervision and direction and not employ for work on the project any person without sufficient skill to perform the job for which the person is employed.
2. The Contractor assumes full responsibility for any and all acts, negligence, or omissions of its employees, for those subcontractors and their employees, and for those of all other persons doing work under a contract with Contractor in furtherance of this Contract. All contracts between the Contractor and any such subcontractor as the Contractor shall hire, must conform to the provisions of this Contract and bid documents and must incorporate in them the relevant portions of this Contract.

B. Furnishing of Labor and Materials:

1. The Contractor shall provide and pay for all labor, materials, and equipment, including tools, construction equipment and machinery, and all transportation and all other facilities and services necessary for the proper completion of the work performed in furtherance of this Contract in strict conformity with the provisions herein contained, and with the Request for Bid No. 2020-29 (“RFB”), plans and/or drawings and specifications, addenda and with the proposal submitted by the Contractor and on file with the City.
2. The Contractor represents and warrants to the City that all equipment and materials used in such work, and made a part of the structures thereon, or placed permanently in connection therewith, will be new unless otherwise specified in this Contract and bid documents, of good quality, free of defects, and in conformity with this Contract and bid documents. It is understood between the parties thereto that all equipment and materials not in conformity are defective.

C. Incorporation of Bid Documents: The RFB, including plans and/or drawings, specifications, and addenda, and the Contractor’s response to RFB, are specifically made a part of this Contract and are incorporated herein. In the event of a conflict between or among the documents or any ambiguity or missing specifications or instruction, the following priority is established:

1. This Contract (Contract No. 2020-29) approved by the City Commission, and any attachments.
 2. The RFB, including any and all attachments and addenda.
 3. Contractor's response to the solicitation.
 4. Specific direction from the City Manager.
- D. Public Records Law: In accordance with Florida Statutes, Section 119.0701, Contractor must comply with all public records laws, and shall specifically:
1. Keep and maintain public records required by the City to perform the service.
 - a. The timeframes and classifications for records retention requirements must be in accordance with the General Records Schedule GS1-SL for State and Local Government Agencies.
(See <http://dos.dos.state.fl.us/library-archives/records-management/general-records-schedules/>)
 - b. "Public records" means and includes those items specified in Florida Statutes, Section 119.011(12), as amended from time to time, and currently defined as: All documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business with the City. Contractor's records under this Contract include but are not limited to, supplier/subcontractor invoices and contracts, project documents, meeting notes, e-mails and all other documentation generated during the term and in furtherance of this Contract.
 2. Upon request from the City's custodian of public records, provide the City, at no cost, with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided for by law. All records kept electronically must be provided to the City, upon request from the City's custodian of public records, in a format that is compatible with the information technology systems of the City.
 3. Ensure that project records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Contract term and, if the Contractor does not transfer the records to City following completion of the Contract, for the time period specified in General Records Schedule GS1-SL for State and Local Government Agencies.
 4. Upon completion of the Contract, transfer, at no cost, to the City all public records in Contractor's possession or keep and maintain public records required by the City to perform the service. If the Contractor transfers all public records to the City upon completion of the Contract, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon the completion of the Contract, the Contractor shall meet all applicable requirements for retaining public records.
 5. **IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC**

RECORDS AT CUSTODIAN OF PUBLIC RECORDS, 4970 CITY HALL BOULEVARD, NORTH PORT, FLORIDA 34286, 941.429.7063 OR HOTLINE 941.429.7270; E-MAIL: publicrecordsrequest@cityofnorthport.com.

6. Failure of the Contractor to comply with these requirements shall be a material breach of this Contract. Further, Contractor may be subject to penalties under Florida Statutes, Section 119.10.

2. CONTRACT PRICE:

- A. In consideration of the foregoing services, work, labor, and materials to be furnished by the Contractor as per said plans, specifications and addendums, the City agrees to pay, and the Contractor agrees to receive payments in accordance with the prices set forth in the RFB as amended from time to time to account for actual field conditions.
- B. The Contract Price is _____ (\$XXXXXX).

3. PAYMENT:

- A. One (1) original request for payment must be submitted to the City on a City approved form. Each pay request must be accompanied by an updated work schedule to reflect the progress of all work. Payment must be accompanied by either written approval and direction of the surety, or receipt of updated affidavits of payment by subcontractors and/or suppliers, in accordance with Florida Statutes, Section 255.05(11).
- B. Contract price is net and all invoices payable according to the Florida Local Government Prompt Payment Act (Florida Statutes, Section 218.70, *et seq.*). Upon certification and approval by the City or its duly authorized agent, progress payments may be made to the Contractor upon its application for all services or work completed or materials furnished in accordance with this Contract.
- C. Prior to fifty-percent (50%) completion, the Contractor will be paid monthly the total value of the work completed and accepted during the preceding month, less ten-percent (10%) license. After fifty-percent (50%) completion of the construction services purchased pursuant to this Contract, the City must reduce to five-percent (5%) the amount of retainage withheld from each subsequent progress payment made to the Contractor upon request of the Contractor. For purposes of this subsection, the term "fifty-percent (50%) completion" is the point at which the City has expended fifty-percent (50%) of the total cost of the construction services purchased as identified in this Contract together with all costs associated with existing change orders and other additions or modifications to the construction services provided for in this Contract. The City must inform the Contractor's Surety of any reduction in retainage.
- D. Contractor must update each new pay request in accordance with any changes made to the previous submittal. City approval is required before making final payment for all work, materials, or services furnished under this Contract. Retainage may be reduced upon issuance of the Certificate of Substantial Completion by the City if, in the sole opinion of the City, sufficient progress on the schedule has been accomplished, all required affidavits have been provided, and the City has retained adequate coverage for the project through the achievement of Final Completion.

- 4. CONTRACT TIME:** The Contractor specifically agrees that it will commence operations within a mutually agreed upon time following notification by the City to commence work and that all work performed under the provisions of this Contract must be completed in not more than **One Hundred Eighty (180) calendar days** from the notice to

proceed; subject only to delays caused through no fault of the Contractor or acts of God. The work must be substantially completed within **One Hundred Eighty (180) calendar days** with final completion within **Thirty (30) calendar days** after attaining Substantial Completion. Time is of the essence in the performance of this Contract.

5. LIQUIDATED DAMAGES:

- A. The work performed pursuant to this Contract must be completed within the times specified herein. The Contract time includes the preparation, submittal, review, and approval of submittals, delivery of materials, and construction, assembly, adjustment, and placement into service for beneficial use of all facilities covered under this Contract.
- B. The City must issue a Notice of Substantial Completion when it has determined that the work identified in this Contract is substantially complete, record drawings are submitted and approved by the City, and that the facility is operating satisfactorily. The Contract time also includes up to **fourteen (14)** calendar days for the review of submittals, excluding pay requests, by the City. The City must provide the Contractor a punch list within **two (2)** calendar days after the Notice of Substantial Completion is issued. The punch list must identify the remaining items to be addressed to the satisfaction of the City in order for the Contractor to meet its obligations under this Contract. The Contractor must complete the items on the punch list to the satisfaction of the City within **twenty-eight (28)** additional calendar days following the issuance of the Final Punch List or Notice of Substantial Completion, whichever is later, and prior to submittal of the application for reduction of retainage or final payment. Any cost incurred by the City (i.e. inspection time) after the **twenty-eight (28)** calendar day period must be charged to the Contractor.
- C. The City and the Contractor hereby agree that time is of the essence on this Contract and the City will suffer damages if the work is not substantially completed within the Contract time, plus any extensions thereof allowed by Change Order. It is further recognized and agreed by the City and the Contractor that the determination of the exact value of the damages the City would suffer due to a delay in the Substantial Completion of the work would be a difficult, time consuming and costly process. It is therefore hereby agreed by the City and the Contractor that it is in their mutual interest to establish a figure of **ONE THOUSAND, TWO HUNDRED FORTY ONE- DOLLARS AND ZERO CENTS (\$1,241.00)** as Liquidated Damages (but not as a penalty) to be paid by the Contractor to the City for each calendar day that Substantial Completion is delayed beyond the Contract Time.
- D. It is mutually agreed by the City and the Contractor that neither will make any claim to increase or reduce the amount to be paid under Liquidated Damages as the result of any calculation of actual damages suffered by the City as the result of delay in the Substantial Completion of the work.

6. BOND REQUIREMENTS:

A. Bond Requirements:

- 1. The successful bidder must provide the required performance and payment bond or other acceptable security to the City within **ten (10)** business days of being awarded the bid. Failure by the successful bidder to provide the bond within **ten (10)** business days shall be considered a default under Sec. 2-404 of the Code of City of North Port, Florida. Upon such default the City may immediately award the bid to the next lowest responsive and responsible bidder and recover from the original successful bidder the difference in cost between the original winning bid and the next lowest responsive and responsible bidder. Such default is only curable at the option of the City.

2. In addition, the Contractor is responsible and bears all costs associated to record the Performance and Payment Bond with Sarasota County Clerk's Office. The Contractor must furnish the receipt of said recording and certified copy of the bond to the Purchasing Department at the time of the pre-construction meeting. Such default is only curable at the option of the City.

B. Performance and Payment Bond: The Contractor must provide a Performance and Payment Bond, in the form prescribed in Florida Statutes, Section 255.05, in the amount of one hundred percent (100%) of the Contract amount, the costs of which are to be paid by the Contractor. The bond will be acceptable to the City only if the Surety Company:

1. Is licensed to do business in the State of Florida;
2. Holds a certificate of authority authorizing it to write surety bonds in the State of Florida;
3. Has twice the minimum surplus and capital required by the Florida Insurance Code at the time the invitation to bid is issued;
4. Is otherwise in compliance with the provisions of the Florida Insurance Code;
5. Holds a currently valid certificate of authority issued by the United States Department of Treasury under 31 U.S.C. §§ 9304-9308;
6. Has a current rating of at least Excellent (A or A-) as reported in the most current Best Key Rating Guide, published by A.M. Best Company, Inc., of 75 Fulton Street, New York, New York 10038; and
7. Has an underwriting limitation of at least two times the dollar amount of this Contract.

C. If the Surety Company for any bond furnished by the Contractor files for bankruptcy, has a receiver appointed, is declared bankrupt, becomes insolvent, has an assignment made for the benefit of creditors, has its right to do business terminated in the State of Florida, or ceases to meet the requirements imposed by the Contract Documents, the Contractor must, within five (5) calendar days thereafter, substitute another Bond and Surety Company, both of which are subject to the City's approval.

D. By execution of the bond, the Surety Company acknowledges that it has read the surety qualifications and surety obligations imposed by the Contract Documents and satisfies all conditions.

7. CONTRACTOR'S INSURANCE:

A. Insurance:

1. Before performing any work, the Contractor must procure and maintain, during the life of this Contract, the insurance listed below, unless otherwise specified. The policies of insurance must be primary and written on forms acceptable to the City and placed with insurance carriers approved and licensed by the Insurance Department in the State of Florida and meet a minimum financial AM Best and Company rating of no less than "A - Excellent: FSC VII." No changes can be made to these specifications without prior written approval by the City Manager or designee. The City Manager or designee may alter the amounts or types of insurance policies required by this Contract upon agreement with the Contractor.

2. The Contractor and its subcontractors must procure and maintain the below insurance against claims for injury to persons or damage to property which may arise from or in connection with their performance of the work hereunder by the Contractor, its agents, representatives, employees or subcontractors until all of their obligations and warranty periods under this Contract have been discharged or satisfied.
 3. The below insurance requirements are minimum requirements for this Contract and in no way limit the indemnity covenants contained in this Contract. The City in no way warrants that the minimum limits contained herein are sufficient to protect the Contractor from liabilities that might arise out of the performance of the work done under this Contract by the Contractor, its agents, representatives, employees, or subcontractors. Contractor is free to purchase such additional insurance as it may determine necessary.
- B. Workers' Compensation and Employers' Liability Insurance (Per Chapter 440, Florida Statutes): Coverage must apply at all employees at the statutory limits provided by state and federal laws. The policy must include Employers' Liability with a limit of \$1,000,000 for each accident; \$1,000,000 each employee; and \$1,000,000 policy limit for bodily injury or disease. Proof of such insurance must be filed by the Contractor with the City within ten (10) days after the execution of this Contract.
- C. Comprehensive Commercial General Liability Insurance: Coverage must apply to all employees at the statutory limits provided by state and federal laws. The Contractor must procure and maintain, and require all subcontractors to procure and maintain, during the life of this Contract, a comprehensive commercial general liability policy, including but not limited to bodily injury, property damage, broad form contractual liability and Explosion, Collapse and Underground (XCU) coverage. The general aggregate limit must apply separately to this Contract or the general aggregate limit shall be twice the required occurrence limit.
- The policy must include General Liability with a limit of \$2,000,000 for General Aggregate; \$1,000,000 for each occurrence; \$1,000,000 for Products and Completed Operations; \$100,000 for damage to rented premises; and \$100,000 for Fire Damage. Proof of such insurance must be filed by the Contractor with the City within ten (10) days after the execution of this Contract.
- D. Automobile Liability Insurance: The Contractor must procure and maintain, and require all subcontractors to procure and maintain, during the life of this Contract, automobile liability insurance to include all owned, leased, hired, and non-owned vehicles. Automobile liability insurance must be written on a standard ISO form (CA 00 01) covering any auto (Code 1), or if Contractor has no owned autos, hired (Code 8) and non-owned (Code 9) autos. The policy must include liability insurance with a limit of \$1,000,000 for Combined Single Limit (CSL) for each accident; \$1,000,000 per person for Bodily Injury; \$1,000,000 per accident for Bodily Injury; and \$1,000,000 per accident for Property Damage. Proof of such insurance must be filed by the Contractor with the City within ten (10) days after the execution of this Contract.
- E. Waiver of Subrogation: All required insurance policies, with the exception of Workers' Compensation, are to be endorsed with a Waiver of Subrogation. The insurance companies, by proper endorsement or thru other means, must agree to waive all rights of subrogation against the City, its Commissioners, officers, officials, employees, volunteers, and the City's insurance carriers, for losses paid under the terms of these policies that arises from the contractual relationship or work performed by the Contractor for the City. It is the Contractor's responsibility to notify its insurance company of the Waiver of Subrogation and request written authorization or the proper endorsement. Additionally, the Contractor, its officers, officials, agents, employees, volunteers, and any subcontractors, agree to waive all rights of subrogation against the City and its insurance carriers for any losses paid, sustained, or incurred, but not covered by insurance, that arise from the contractual relationship or work

performed. This waiver applies to any deductibles or self-insured retentions for which the Contractor or its agents may be responsible.

F. Policy Form:

1. All policies required by this Contract, with the exception of Workers' Compensation, or unless specific approval is given by Risk Management through the City's Purchasing Office, are to be written on an occurrence basis, must name the City of North Port, Florida, its Commissioners, officers, agents, employees, and volunteers as additional insured as their interest may appear under this Contract. Claims Made Policies will be accepted for professional liability and hazardous materials and such other risks as are authorized by the City's Purchasing Office. All Claims Made Policies contributing to the satisfaction of the insurance requirements herein must have an extended reporting period option or automatic coverage of not less than two (2) years. If provided as an option, Contractor must purchase the extended reporting period on cancellation or termination unless a new policy is affected with a retroactive date, including at least the last policy year.
2. Insurance requirements itemized in this Contract, and required of the Contractor, must be provided by or on behalf of all subcontractors to cover their operations performed under this Contract. The Contractor is responsible for any modifications, deviations, or omissions in these insurance requirements as they apply to its subcontractors.
3. Each insurance policy required by this Contract must:
 - a. Apply separately to each insured against whom claim is made and suit is brought, except with respect to limits of the insurer's liability.
 - b. Be endorsed to state that coverage must not be suspended, voided, or cancelled by either party except after notice is delivered in accordance with the policy provisions. The Contractor is to notify the City Purchasing Office by written notice via certified mail, return receipt requested.
4. The City retains the right to review, at any time, coverage, form, and amount of insurance.
5. The procuring of required policies of insurance must not be construed to limit Contractor's liability nor to fulfill the indemnification provisions and requirements of this Contract. The extent of Contractor's liability for indemnity of the City shall not be limited by insurance coverage or lack thereof, or unreasonably delayed for any reason, including but not limited to, insurance coverage disputes between the Contractor and its carrier.
6. The Contractor is solely responsible for payment of all premiums for insurance contributing to the satisfaction of this Contract and is solely responsible for the payment of all deductibles and retention to which such policies are subject, whether or not the City is an insured under the policy. Contractor's insurance is considered primary for any loss, regardless of any insurance maintained by the City. Contractor is responsible for all insurance policy premiums, deductibles, SIR (self-insured retentions) or any loss or portion of any loss that is not covered by any available insurance policy.
7. All certificates of insurance must be on file with and approved by the City before commencement of any work under this Contract. All certificates of insurance required herein must be accompanied by a copy of the additionally insured documents/endorsements (CG 20101185 or combination of CG 2010370704 and CG 20370704). Certificates of Insurance evidencing Claims Made or Occurrences form coverage and conditions

to this Contract, as well as the contract number and description of work, are to be furnished to the City's Purchasing Office (4970 City Hall Boulevard, Suite 337, North Port, FL 34286) prior to commencement of work AND a minimum of **thirty (30)** calendar days prior to expiration of the insurance contract when applicable. All insurance certificates must be received by the City's Purchasing Office before the Contractor will be allowed to commence or continue work. The Certificate of Insurance issued by the underwriting department of the insurance carrier must certify compliance with the insurance requirements provided herein.

8. Notices of Accidents (Occurrences) and Notices of Claims associated with work being performed under this Contract must be provided to Contractor's insurer(s) and the City's Purchasing Office as soon as practicable after notice to the insured.

8. INDEMNITY:

- A. TO THE EXTENT PERMITTED BY FLORIDA LAW, THE CONTRACTOR SHALL INDEMNIFY, DEFEND, AND HOLD HARMLESS THE CITY, ITS COMMISSIONERS, OFFICERS, AGENTS AND EMPLOYEES, FROM ALL LIABILITIES, FINES, CLAIMS, ASSESSMENTS, SUITS, JUDGMENTS, DAMAGES, LOSSES AND COSTS, INCLUDING CONSEQUENTIAL, SPECIAL, INDIRECT, AND PUNITIVE DAMAGES, (INCLUDING, BUT NOT LIMITED TO, REASONABLE ATTORNEYS' FEES AND COURT COSTS, WHETHER SUCH FEES AND COSTS ARE INCURRED IN NEGOTIATIONS, AT THE TRIAL LEVEL OR ON APPEAL, OR IN THE COLLECTION OF ATTORNEYS' FEES), ARISING OUT OF ANY ACTS, ACTIONS, BREACHES, NEGLIGENCE OR OMISSIONS OF THE CONTRACTOR, OR CONTRACTOR'S OFFICERS, EMPLOYEES, AGENTS, SUB-CONTRACTORS, SUB-CONSULTANTS, AND OTHER PERSONS EMPLOYED OR UTILIZED BY THE CONTRACTOR IN THE PERFORMANCE OF, OR THE FAILURE TO PERFORM, THE CONTRACT. THE CONTRACT DOES NOT CONSTITUTE A WAIVER OF SOVEREIGN IMMUNITY OR CONSENT BY THE CITY OR ITS SUBDIVISIONS TO SUIT BY THIRD PARTIES.
- B. THE CITY SHALL PROVIDE ALL AVAILABLE INFORMATION AND ASSISTANCE THAT THE CONTRACTOR MAY REASONABLY REQUIRE REGARDING ANY CLAIM. IN THE EVENT OF A CLAIM, THE CITY SHALL PROMPTLY NOTIFY THE CONTRACTOR IN WRITING BY PREPAID CERTIFIED MAIL (RETURN RECEIPT REQUESTED) OR BY DELIVERY THROUGH ANY NATIONALLY RECOGNIZED COURIER SERVICE (SUCH AS FEDERAL EXPRESS OR UPS) WHICH PROVIDES EVIDENCE OF DELIVERY, AT THE ADDRESS PROVIDED FOR RECEIPT OF NOTICES IN THIS CONTRACT.
- C. THIS AGREEMENT FOR INDEMNIFICATION SHALL SURVIVE TERMINATION OR COMPLETION OF THE CONTRACT. THE INSURANCE COVERAGE AND LIMITS REQUIRED IN THIS CONTRACT MAY OR MAY NOT BE ADEQUATE TO PROTECT THE CITY AND SUCH INSURANCE COVERAGE SHALL NOT BE DEEMED A LIMITATION ON THE CONTRACTOR'S LIABILITY UNDER THE INDEMNITY PROVIDED IN THIS SECTION. IN ANY PROCEEDINGS BETWEEN THE PARTIES ARISING OUT OF OR RELATED TO THIS INDEMNITY PROVISION, THE PREVAILING PARTY SHALL BE REIMBURSED ALL COSTS, EXPENSES AND REASONABLE ATTORNEY FEES THROUGH ALL PROCEEDINGS (AT BOTH TRIAL AND APPELLATE LEVELS).
- D. NOTHING IN THIS CONTRACT SHALL BE DEEMED TO AFFECT THE RIGHTS, PRIVILEGES AND IMMUNITIES OF THE CITY AS SET FORTH IN FLORIDA STATUTES, SECTION 768.28.
- F. FURTHER, THE CONTRACTOR SHALL FULLY INDEMNIFY, DEFEND, AND HOLD HARMLESS THE CITY OF NORTH PORT, FLORIDA, FROM ANY SUITS, ACTIONS, DAMAGES, AND COSTS OF EVERY NAME AND DESCRIPTION, INCLUDING ATTORNEYS' FEES, ARISING FROM OR RELATING TO VIOLATION OR INFRINGEMENT OF A TRADEMARK, COPYRIGHT, PATENT, TRADE SECRET OR INTELLECTUAL PROPERTY RIGHT.

9. **CONTRACTOR'S AFFIDAVIT:** When all work contemplated by this Contract has been completed and has been inspected and approved by the City or its duly authorized agent, the Contractor shall furnish to the City a Contractor's

Affidavit in a form acceptable to the City. Signed affidavits of payment are required from any and all subcontractors hired by the Contractor, unless payment is approved by the surety in accordance with Florida Statutes, Section 255.05(11). The affidavits must state whether the subcontractor(s) has been paid in full or whether there are payments remaining. A list of all subcontractors must be furnished to the City prior to any payments against the Contract.

10. TERMINATION:

- A. Termination with or without Cause: The performance of work under this Contract may be terminated with or without cause by the City Manager in whole or in part or whenever the City Manager determines that termination is in the City's best interest. Any such termination shall be effective by delivery to the Contractor of a written notice of termination at least thirty (30) calendar days before the date of termination, specifying the extent to which performance if the work under the Contract is terminated and the date upon which such termination becomes effective. Except as otherwise directed, the Contractor shall cease work on the date of receipt of the notice of termination or other date specified in the notice; place no further orders or subcontracts for material, services, or facilities except as necessary for completion of such portion of the work not terminated; terminate all vendors and subcontracts; and settle all outstanding liabilities and claims. Contractor must deliver to the City all documents (including but not limited to reports, designs, specifications, and all other data) prepared or obtained by the Contractor in connection with its services. Upon delivery of the documents, the City shall pay the Contractor in full settlement of all claims by it hereunder as the work actually completed bears to the entire work under the Contract, as determined by the City, less payments already made to the Contractor, and any amounts withheld by the City to settle claims against or to pay indebtedness of the Contractor in accordance with the provisions of the Contract. Under no circumstances shall the City make any payment to Contractor for services that have not been performed or that are performed subsequent to the termination date.
- B. Non-Appropriation: The parties acknowledge and agree that the obligations of the City to fulfill financial obligations of any kind pursuant to any and all provisions of this Contract, or any subsequent contract entered into pursuant to this Contract or referenced herein to which City is a party, are and shall remain subject to the provisions of Florida Statutes, Section 166.241, regardless of whether a particular obligation has been expressly so conditioned. City agrees to exercise all lawful and available authority to satisfy any financial obligations of City that may arise under this Contract; however, since funds are appropriated annually by the City Commission on a fiscal year basis, City's legal liability for the payment of any costs shall not arise unless and until appropriations for such costs are approved for the applicable fiscal year by the City Commission (nor shall such liability arise if, a request for such appropriations is excluded from the budget approved by the City Commission). Notwithstanding the foregoing, no Commissioner, officer, employee, director, member or other natural person or agent of City shall have any personal liability in connection with the breach of the provisions of this Section or in the event of a default by City under this Section. This Contract shall not constitute an indebtedness of City nor shall it constitute an obligation for which City is obligated to levy or pledge any form of taxation or for which City has levied or pledged any form of taxation. It is expressly understood by the parties that funding for any subsequent fiscal year of the Contract is contingent upon appropriation of monies by the City Commission. In the event that funds are not available or appropriated, the City reserves the right to terminate the Contract. The City will be responsible for payment of any outstanding invoices and work completed by the Contractor prior to such termination.
- C. Abandonment: In the event that the Contractor abandons performance under this Contract, the City Manager or designee may terminate this Contract upon three (3) calendar days' written notice to the Contractor indicating the intention to do so. The written notice must state the evidence indicating the Contractor's abandonment.

- D. The Contractor may terminate this Contract only in the event of the City failing to pay the Contractor's properly documented and submitted invoice within ninety (90) calendar days of the approval by the City's Administrative Agent, or if the project is suspended by the City for a period greater than ninety (90) calendar days.
- E. The City Manager or designee reserves the right to terminate this Contract in the event the Contractor is placed in either voluntary or involuntary bankruptcy, a receiver is appointed for the Contractor, or an assignment is made for the benefit of creditors.
- F. Breach: In the event Contractor breaches this Contract, the City must provide written notice of the breach and Contractor shall have ten (10) calendar days from the date the notice is received to cure. If the Contractor fails to cure within the ten (10) calendar days, the City Manager or designee can immediately terminate the Contract and/or refuse to make any additional payment, in whole or in part, and if necessary, may demand the return of a portion or the entire amount previously paid to Contractor due to:
1. The quality of a portion or all of the Contractor's work not being in accordance with the requirements of this Contract;
 2. The quantity of the Contractor's work not being as represented in the Contractor's Payment Request, or otherwise;
 3. The Contractor's rate of progress being such that, in the City's opinion, substantial or final completion, or both, may be inexcusably delayed;
 4. The Contractor's failure to use Contract funds, previously paid the Contractor by the City, to pay Contractor's project related obligations including, but not limited to, subcontractors, laborers and material and equipment suppliers;
 5. Claims made, or likely to be made, against the City or its property;
 6. Loss caused by the Contractor;
 7. The Contractor's failure or refusal to perform any of the obligations to the City, after written notice and a reasonable opportunity to cure as set forth above; or
 8. Violation of any local, state, or federal law in the performance of this Contract which will constitute a material breach of this Contract.
- G. In the event that the City makes written demand upon the Contractor for amounts previously paid by the City as contemplated in this Section, the Contractor must promptly comply with such demand. The City's rights hereunder survive the term of this Contract and are not waived by final payment and/or acceptance.

11. INDEPENDENT CONTRACTOR: The Contractor is, and shall be, in the performance of all work, services, and activities done under this Contract, an independent contractor and not an employee, agent, or servant of the City. All persons engaged in any of the work or services performed pursuant to this Contract shall at all times, and in all places, be subject to the Contractor's sole direction, supervision, and control. The Contractor shall exercise control over the means and manner in which it and its employees perform the work, and in all respects the Contractor's relationship and the relationship of its employees to the City shall be that of an independent contractor and not as employees or agents of the City. The Contractor does not have the power or authority to bind the City in any promise, agreement or representation other than as specifically provided for in this Contract. The Contractor shall not pledge the City's

credit or make it a guarantor of payment of surety for any contract, debt, obligation, judgment, lien or any form of indebtedness. The Contractor further warrants and represents that it has no obligation or indebtedness that would impair its ability to fulfill the terms of this Contract.

12. SUBCONTRACTORS AND SUPPLIERS: Contractor must furnish City with a list of all subcontractors and suppliers prior to any payments against the Contract. All subcontractors are subject to City approval. No change in subcontractors or suppliers shall be made without written consent and approval from the City.

13. LICENSES AND PERMITS/LAWS AND REGULATIONS: The Contractor must pay all taxes required by law in connection with the activities done in furtherance of this Contract including sales, use, and similar taxes, and unless mutually agreed to in writing to the contrary must secure all licenses and permits necessary for proper completion of the work, paying any fees therefore. Violation of any local, state, or federal law in the performance of this Contract shall constitute a material breach of this Contract. The Contractor must comply with all laws, ordinances, rules, regulations, and orders of all public authorities relating to the performance of the work herein. If any of the Contract documents are at variance therewith, the Contractor must notify the City promptly on the discovery of such variance.

14. AMENDMENT:

A. Except as otherwise agreed to herein, this Contract constitutes the sole and complete understanding between the parties and supersedes all other contracts between them, whether oral or written with respect to the subject matter. No amendment, change, or addendum to this Contract is enforceable unless agreed to in writing by both parties and incorporated into this Contract.

B. The City Manager or designee may agree to amendments that do not increase compensation to the Contractor. Only the City Commission can approve increases in compensation under this Contract. In the event the Contractor begins work on unauthorized changes to scope prior to receiving a signed Change Order by the City Manager or designee, the Contractor does so at its own expense and risk as unauthorized work shall not be paid for by the City.

15. EQUAL EMPLOYMENT OPPORTUNITY: The City of North Port, Florida, in accordance with the provisions of Title VII of the Civil Rights Act of 1964 (78 Stat. 252) and the Regulations of the Department of Commerce (15 CFR, Part 8) issued pursuant to such Act, hereby notifies all bidders that it will ensure that in any Contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit replies in response to this advertisement and will not be discriminated against on the ground of race, color or national origin in consideration for an award.

16. NON-DISCRIMINATION: The City of North Port, Florida, does not discriminate on the basis of race, color, national origin, sex, age, disability, family, or religious status in administration of its programs, activities, or services. Contractor must not administer this Contract in an unlawfully discriminatory manner, nor deny participation in or the benefits of same to any individual based on that individual's race, color, national origin, sex, age, disability, family, or religious status, marital status, sexual orientation, gender identity or expression, or physical characteristic.

17. ASSIGNMENT: The Contractor must not assign any interest in this Contract and must not transfer any interest in same (whether by assignment or novation) without the prior written consent of the City Manager or designee, except that claims for the money due or to become due the Contractor from the City under this Contract may be assigned to a financial institution or to a trustee in bankruptcy. Notice must be promptly given to the City.

18. NOTICES:

Any notice, demand, communication, or request required or permitted hereunder must be sent by certified mail, return receipt requested, and mailed and e-mailed to:

As to the City: City of North Port Public Works
Project Manager
1100 N Chamberlain Blvd.
North Port, Florida 34286
(941) 240-8091
cgreiner@cityofnorthport.com

With copies of notices

and demands sent to: City of North Port, Florida
City Attorney's Office
4970 City Hall Boulevard
North Port, Florida 34286
northportcityattorney@cityofnorthport.com

As to Contractor:

Notices are effective when received at the addresses specified above. Changes to the respective addresses which such notice is to be directed may be made from time to time by either party by written notice to the other party. Nothing in this Article shall be construed to restrict the transmission of routine communications between representatives of Contractor and City.

19. WAIVER: No delay or failure to enforce any breach of this Contract by either City or Contractor shall be binding upon the waiving party unless such waiver is in writing. In the event of a written waiver, such a waiver must not affect the waiving party's rights with respect to any other or further breach. The making or acceptance of a payment by either party with knowledge of the existence of a default or breach must not operate or be construed to operate as a waiver of any subsequent default or breach.

20. ATTORNEY'S FEES: In any proceedings between the parties arising out of or related to this Contract, the prevailing party must be reimbursed all costs, expenses, and reasonable attorney fees through all proceedings, at both trial and appellate levels.

21. GOVERNING LAW, VENUE AND SEVERABILITY: The rights, obligations, and remedies of the parties under this Contract are governed by the laws of the State of Florida and the exclusive venue for any legal or judicial proceedings in connection with the enforcement or interpretation of this Contract is in the Circuit Court of the Twelfth Judicial Circuit in and for Sarasota County, Florida and the United States District Court for the Middle District of Florida. The invalidity, illegality, or unenforceability of any provision of this Contract shall in no way affect the validity or enforceability of any other portion or provision of the Contract. Any void provision shall be deemed severed from the Contract and the balance of the Contract shall be construed and enforced as if the Contract did not contain the particular portion or provision held to be void.

22. PARAGRAPH HEADINGS: Section headings are for the convenience of the parties and for the reference purposes only and shall be given no legal effect.

23. SCRUTINIZED COMPANIES:

- A. As required by Florida Statutes, Section 287.135(5), for contracts of \$1,000,000.00 or less, the Contractor shall certify on a form provide by the City, that it is not on the Scrutinized Companies that Boycott Israel List, created pursuant to Florida Statutes, Section 215.4725, and that it is not engaged in a boycott of Israel.
- B. As required by Florida Statutes, Section 287.135(5), for contracts of \$1,000,000.00 or more, the Contractor shall certify on a form provided by the City, that all of the following are true:
 - 1. It is not on the Scrutinized Companies that Boycott Israel List, created pursuant to Florida Statutes, Section 215.4725, and that it is not engaged in a boycott of Israel; and
 - 2. It is not on the Scrutinized Companies with Activities in Sudan list or the Scrutinized Companies with Activities in Iran Petroleum Energy Sector list, created pursuant to Florida Statutes, Section 215.473; and
 - 3. It is not engaged in business operations in Cuba or Syria.
- C. If the Contractor provides a false certification or has been placed on one of the above-noted Lists of Scrutinized Companies or has engaged in business operations in Cuba or Syria, the Contractor will be in breach of this Contract and the City may terminate the Contract.
- D. PENALTY:
 - 1. A Contractor that has been found to have provided a false certification may be subject to a civil penalty equal to the greater of \$2 million or twice the amount of the Contract, plus all reasonable attorney’s fees and costs, including any costs for investigations that led to the finding of the false certification; and
 - 2. Shall be ineligible to bid on any contract with the City for three (3) years after the date the City determined that the Contractor submitted a false certification.

IN WITNESS WHEREOF, the parties have hereto caused the execution of these documents, the year and date first above written.

ATTEST:

CITY OF NORTH PORT, FLORIDA

By: _____
KATHRYN WONG
CITY CLERK

By: _____
PETER D. LEAR, CPA, CGMA
CITY MANAGER

APPROVED AS TO FORM AND CORRECTNESS:

By: _____
AMBER L. SLAYTON
CITY ATTORNEY

CONTRACTOR
_____, INC.

By: _____
SIGNATURE

PRINT NAME AND TITLE

STATE OF FLORIDA
COUNTY OF _____

The foregoing instrument was acknowledged before me this ____ day of _____, 2019, by _____,
who is personally known to me or who produced _____ as identification.

Notary Public