ANNUAL CONTRACT FOR GRAVITY SANITARY SEWER REHABILITATION

INVITATION TO BID

The Utilities Commission, City of New Smyrna Beach, Florida (COMMISSION) is seeking bids from an Underground Utility Contractor or General Contractor, licensed in the State of Florida, to:

REHABILITATE, WITH TRENCHLESS TECHNOLOGY, GRAVITY SANITARY SEWER PIPE [SIZES 6” THROUGH 18”] AND 4-FOOT DIAMETER MANHOLES.

REHABILITATION SHALL INCLUDE FURNISHING AND INSTALLING AN INTERIOR PROTECTIVE COATING SYSTEM TO PROVIDE A WATERPROOF, CORROSION RESISTANT LINER TO PREVENT ANY DETERIORATION FROM HYDROGEN SULFIDE AND OTHER CORROSIVE GASES/ACIDS PRODUCED BY WASTEWATER.

PIPE SHALL BE LINED USING CURED-IN-PLACE PIPE METHOD.

MANHOLES SHALL BE LINED WITH GEOPOLYMER EPOXY LINING MATERIAL BY ONE OF THE FOLLOWING: QUADEX (VORTEX COMPANIES), ENGINEERED SPRAY SOLUTIONS OR STANDARD CEMENT.

CONTRACT WILL BE FOR ONE (1) YEAR WITH AN OPTION TO EXTEND THREE ADDITIONAL ONE-YEAR PERIODS. PRICE ESCALATION/DE-ESCALATION WILL BE PERMITTED AT THE END OF EACH ONE-YEAR TERM UPON MUTUAL AGREEMENT IN WRITING PRIOR TO THE END OF CONTRACT TERM.

ANNUAL ESTIMATED BUDGET IS $2,000,000.00 TO $2,500,000.00.

Notice is hereby given that sealed bids will be received at 200 Canal Street, New Smyrna Beach, FL 32168, until 2:30 P.M. on November 24, 2020 at which time they will be publicly opened in the 3rd floor DeBerry Room.

Submit Bids To: Caleb Fisher, CPPB
Purchasing Agent
Utilities Commission,
City of New Smyrna Beach
(386) 424.3045 Voice
(386) 424.2748 Fax
CFISHER@UCNSB.ORG

Mailing Address: 200 Canal Street
New Smyrna Beach, FL 32168

Walk In Delivery: 200 Canal Street
New Smyrna Beach, FL 32168

Bidders must indicate on the sealed envelope the following:

A. Invitation To Bid Number
B. Hour and Date of Opening
C. Name of Bidder
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ATTACHMENTS

A. LOCATION MAP SHOWING KNOWN AREAS FOR REHABILITATION
B. BY-PASS PUMPING SPECIFICATION – SECTION 02730
C. CURED-IN-PLACE PIPE SPECIFICATION – SECTION 02740
D. MANHOLE LINER SPECIFICATION – SECTION 02750
UTILITIES COMMISSION  
CITY OF NEW SMYRNA BEACH, FLORIDA

ITB #01-21  
ANNUAL CONTRACT FOR GRAVITY SANITARY SEWER REHABILITATION

**BID SCHEDULE**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
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<tbody>
<tr>
<td>October 05, 2020</td>
<td>DISTRIBUTION OF THE INVITATION TO BID</td>
</tr>
<tr>
<td>October 29, 2020</td>
<td>DEADLINE FOR FINAL QUESTIONS BY 2:30 P.M.</td>
</tr>
<tr>
<td></td>
<td>E-MAIL: <a href="mailto:cfisher@ucnsb.org">cfisher@ucnsb.org</a></td>
</tr>
<tr>
<td>November 10, 2020</td>
<td>ADDENDUM PUBLISHED BY 5:00 P.M.</td>
</tr>
<tr>
<td>November 24, 2020</td>
<td>BID RETURN DEADLINE BY 2:30 P.M.</td>
</tr>
<tr>
<td></td>
<td>LOCATION: UTILITIES COMMISSION RECESSION</td>
</tr>
<tr>
<td></td>
<td>200 CANAL STREET</td>
</tr>
<tr>
<td></td>
<td>NEW SMYRNA BEACH, FL 32169</td>
</tr>
</tbody>
</table>

VENDORS ARE ENCOURAGED NOT TO ATTEND IN PERSON BUT TO ATTEND BY DIALING 1 (646) 570-1040 PIN: 924-5593

THE UTILITIES COMMISSION, CITY OF NEW SMYRNA BEACH TAKES THIS STEP IN AN ABUNDANCE OF CAUTION FOR THE SAFETY AND WELLBEING OF OUR STAFF AND COMMUNITY.
GENERAL TERMS AND CONDITIONS

1. **INSTRUCTIONS TO BIDDERS:** To insure consideration of your bid, please follow these instructions. Bids not in compliance with conditions specified herein are subject to rejection.

2. **SEALED BIDS:** An original bid and 1 copy plus a USB Flash Drive or a CD must be in the Finance Department by the date and time specified. The Bid Reply, Certification of Drug-Free Workplace Form, Public Entity Crimes Form, Non-Collusion Affidavit of Prime Bidder Form, Evaluation Factors, Questionnaire, and any addenda issued must be included. Proposals must be sealed and clearly labeled with the following information:
   a. Name and address of Bidder
   b. Bid number
   c. Date and time of Bid Opening

3. **COMMISSION:** The term COMMISSION used herein refers to the Utilities Commission, City of New Smyrna Beach, Florida, or its duly authorized representative.

4. **BIDDER:** The term BIDDER used herein refers to the dealer/manufacturer or business organization submitting a bid to the COMMISSION in response to this solicitation.

5. **BID EXAMINATION:** BIDDERS are expected to examine, when applicable, the drawings, specifications, delivery requirements, performance sites and all instructions to satisfy themselves of conditions affecting cost of performing this contract.

6. **FURNISHED ITEMS:** No material, labor or facilities will be furnished by the COMMISSION unless specifically stated.

7. **COLLUSION:** The BIDDER hereby attests that the prices in this offer have been arrived at independently without consultation, communication or agreement with any competitor for the purpose of restricting competition.

8. **PRICE WARRANTY:** The BIDDER warrants that the prices of the items set forth herein do not exceed the prices charged by the BIDDER under a contract with the State of Florida.

9. **COMMERCIAL WARRANTY:** The BIDDER agrees that the supplies and services furnished under this award shall be covered by the most favorable commercial warranties the BIDDER gives any customers for comparable quantities of such supplies or services and that the rights and remedies provided herein are in addition to and do not limit any rights afforded to the COMMISSION by any other provision of this award.

10. **INSPECTION AND ACCEPTANCE:** A duly authorized representative of the COMMISSION will accomplish inspection and acceptance of the supplies/services purchased herein at the designated delivery point.
11. **QUESTIONS REGARDING BID:** **COMMISSION** has made every effort to provide prospective vendors with the information needed to appropriately respond to this bid. **COMMISSION** realizes that some clarification, interpretation, or additional information may be required.

**Questions regarding any portion of this bid shall be directed, in writing, to:**
Utilities Commission, City of New Smyrna Beach
Caleb Fisher, Purchasing Agent
cfisher@ucnsb.org
or
P.O. Box 100
New Smyrna Beach, FL 32170-0100

All such requests must be received no later than 2:30 PM, Eastern Standard Time, **October 29, 2020**. Responses to all requests for more information will be included in any addenda and will be made available to all **BIDDERS** on **November 10, 2020**.

Requests for additional information received after the **October 29, 2020** deadline will not receive a response. Responses will **not** be made orally.

Any additional information pertaining to this Bid or to the services being sought hereunder obtained in a manner other than as described in the preceding paragraph should be regarded as unofficial. **COMMISSION** will not be bound in any way by information so obtained, or by a Bidder’s reliance thereon.

12. **COMMUNICATIONS:** Any communication between any potential vendor, service provider, bidder, lobbyist or consultant and any U.C. Commission Member, staff member, or consultant of the U.C. regarding this procurement is strictly prohibited from the date on which the solicitation advertisement appears on the U.C.’s website, Demandstar, or newspaper through the date of contract award. Also from the date of the filing of any notice of protest of award through resolution for the parties involved in the protest or contract award, whichever is longer. The only exceptions to this are communications with the U.C.’s Material Manager or the U.C.’s designated point of contact. Any violation shall constitute grounds for immediate and permanent disqualification of the offending firm and possible debarment or suspension. At the U.C.’s General Manager/CEO and Director of Finance (CFO)’s sole discretion, it may also serve as grounds for the voiding of any Contract with the violator and/or to temporarily or permanently debarring the violator from future work with the U.C. This process will safeguard the integrity of the U.C.’s procurement and protest process and also provide an ethical, equitable, and transparent procurement process.

13. **NON DISCLOSURE:** The Utilities Commission understands the vendors concerns regarding confidential and/or proprietary information for both participating parties. In response UCNSB is incorporating the following verbiage into **ITB# 01-21 ANNUAL CONTRACT FOR GRAVITY SANITARY SEWER REHABILITATION**. Upon receipt by UCNSB, responses to solicitations become public records subject to the provisions of Florida’s state policy on public records, Section 119 Florida Statutes. If you believe that any
portion of your response is exempt you should clearly identify the specific documents for which confidentiality is claimed, and provide specific legal authority of the asserted exemption.

14. **INVOICES**: All invoices resulting from the award of this bid will be paid within 30 days of receipt of invoice or receipt of goods or acceptance of work performed.

15. **E-VERIFY**: By [registering as a vendor, submitting a response to this solicitation, entering into a Contract], you are obligated to comply with the provisions of Section 448.095, Fla. Stat., "Employment Eligibility." Further, by your [registration as a vendor/response to this solicitation/entering into a contract] you affirm and represent that you are registered with the E-Verify system are using same, and will continue to use same as required by Section 448.095, F.S. Compliance with Section 448.095includes, but is not limited to, utilization of the E-Verify System to verify the work authorization status of all newly hired employees, and requiring all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. Failure to comply will lead to termination [as a vendor, disqualifying you for award of this solicitation, entering into a contract and/or, cancellation of an active contract], or if your subcontractor knowingly violates the statute, the subcontract must be terminated immediately. Any challenge to termination under this provision must be filed in the Circuit Court no later than 20 calendar days after the date of termination. If terminated for a violation of the statute by the Vendor/Contractor, the Vendor/Contractor may not be allowed to do business with The Utilities Commission or be awarded a solicitation or contract for a period of 1 year after the date of termination. All costs incurred to initiate and sustain the aforementioned programs shall be the responsibility of the Vendor/Contractor.

16. **BID FORM**: A Bid Form is provided and a completed original and one duplicate copy shall be returned in a sealed envelope properly marked with Bid number and acknowledgment of receipt of addenda where applicable. It is incumbent upon each bidder to ensure that they have received all addenda before submitting their bid.

17. **BID OPENING**: Bids will be publicly opened, read aloud and recorded, on the date and time indicated, at the location specified in the request for bid. It is the BIDDER’s sole responsibility to assure his/her bid is delivered at the proper time and place of the bid. The COMMISSION will not be responsible for late deliveries or delayed mail. Bids delivered after the time specified shall not be considered; such bids shall remain unopened.

18. **QUOTING PRICES**: Carelessness in quoting prices or in preparation of bid otherwise will not relieve the BIDDER. BIDDERs are expected to examine specifications, delivery schedule, extensions, and all terms and conditions in the bid documents. Bids having erasures or corrections must be initialed in ink by the BIDDER. In the event of an extension error(s), the unit price will prevail.

19. **AMENDED OR WITHDRAWN BIDS**: Bids may be amended or withdrawn only by written notice prior to the bid opening. Amendments will only be accepted in the form of a new bid package. The bidder must pick up the original bid package and submit an amended
sealed bid prior to the bids closing date and time. Amendments or withdrawals received after the bid opening will not be effective, and the original bid submitted will be considered.

20. **PUBLIC ENTITY CRIMES:** UNDER SECTION 287.133(2)(a), FLORIDA STATUTES, 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 287.017, for Category two for a period of 36 months from the date of being placed on the convicted vendor list. See attachment “A”.

21. **CONSIDERATION OF BIDS:** The COMMISSION reserves the right to award the contract to the Bidder(s) that the COMMISSION deems to offer the best overall bid. The COMMISSION is therefore not bound to accept a bid on the basis of lowest price. In addition, the COMMISSION at its sole discretion, reserves the right to cancel this Bid, to reject any and all bids, to waive any and all informalities and/or irregularities, to re-advertise with either the identical or revised specifications, or not award a contract at all if it is deemed to be in the best interest of the COMMISSION to do so. The COMMISSION also reserves the right to make multiple or split awards if it is deemed to be in the COMMISSION’S best interest. The COMMISSION shall not be responsible for any cost or expense incurred by the Bidder in preparing or submitting a bid or any cost prior to the execution of a contract agreement.

22. **TIE BID:** In the event of a tie bid where quality and service are equal; a preference is given to vendors submitting, with the proposal, a certification of a drug free work place in accordance with Section 287.087 Florida Statutes. Where tie bids are between bidders, one of which is located in Volusia County and the other bidder is not, the recommended award shall be to the local bidder. Past Performance-Consideration will be given to a vendor based on previous history and performance on similar Utilities Commission projects or requirements. Delivery availability or completion period. Capacity to perform in terms of service availability, facilities, personnel or financial availability. Closeness to delivery point. If all conditions are equal, a flip of a coin, with two witnesses present, shall be the deciding factor.

23. **SUBMITTING BIDS:** Bids shall be addressed and mailed or delivered as specified on page one (1) to 200 Canal St. New Smyrna Beach, Florida 32168.

24. **NO BID:** In the event an Invitation to Bid is returned as a no bid, "NO BID" shall be properly marked on the outside of the envelope with the bid number.

25. **REJECTED BIDS:** The COMMISSION reserves the right to reject bids containing any additional terms or conditions not specifically requested in the original conditions and specifications.
26. **FAILURE OF THE CONTRACTOR TO DELIVER:** Failure of the contractor to deliver within the time specified, or within a reasonable time as interpreted by the COMMISSION or failure to make replacements of rejected articles as directed, shall permit the COMMISSION to purchase on the open market articles of comparable grade to take the place of those rejected or not delivered. On all such purchases, the contractor shall reimburse the COMMISSION, within a reasonable time specified by the Purchasing Authority, for any expenses incurred in excess of the defaulted price. Payments due the contractor by the COMMISSION may be withheld until reimbursement is received.

27. **BRAND OR TRADE NAMES:** When brand or trade names are used in the bid invitation, it is for the purpose of item identification and to establish standards for quality; style and features. Bids on equivalent items will be considered unless items are noted as no substitutes. Equivalent bids must be accompanied by descriptive literature and/or specifications to receive consideration. Demonstrations and/or samples may be required and shall be at no charge to the COMMISSION. The COMMISSION reserves the right to determine if bid goods are equivalent to specified goods.
28. **AWARDS:** Awards shall be made as required for the best interest of the COMMISSION. The right is reserved to make award(s) by individual items, group of items, all or none, or any combination thereof, with one or more suppliers.

29. **INDEPENDENT CONTRACTORS:** Contractor is an independent contractor, and all persons employed by Contractor in connection herewith shall be its employees and not employees of COMMISSION in any respect.

30. **INSURANCE:** The Contractor shall, at its sole expense, maintain in effect at all times during the performance of the services insurance coverage with limits not less than those set forth below and with insurers and under forms of policies satisfactory to COMMISSION.

<table>
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<tr>
<th>Coverage</th>
<th>Minimum Amounts and Limits</th>
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<tbody>
<tr>
<td>(a) Worker's Compensation</td>
<td>Statutory requirements at location of work</td>
</tr>
<tr>
<td>Employer's Liability</td>
<td>$100,000 Each occurrence</td>
</tr>
<tr>
<td></td>
<td>$300,000 Disease, aggregate</td>
</tr>
<tr>
<td></td>
<td>$100,000 Disease, each employee</td>
</tr>
<tr>
<td>(b) General Liability</td>
<td>$1,000,000 General Aggregate</td>
</tr>
<tr>
<td></td>
<td>$1,000,000 Products - Comp Ops Agg</td>
</tr>
<tr>
<td></td>
<td>$500,000 Each Occurrence</td>
</tr>
<tr>
<td></td>
<td>$50,000 Fire Damage</td>
</tr>
<tr>
<td></td>
<td>$5,000 Medical Expense</td>
</tr>
<tr>
<td>(c) Automobile Liability</td>
<td>$1,000,000 Combined Single Limit</td>
</tr>
<tr>
<td>(owned, hired and non-owned)</td>
<td></td>
</tr>
<tr>
<td>Option of Split Limits:</td>
<td></td>
</tr>
<tr>
<td>(1.) Bodily Injury</td>
<td>$500,000 Per Person</td>
</tr>
<tr>
<td></td>
<td>$1,000,000 Per Accident</td>
</tr>
<tr>
<td>(2.) Property Damage</td>
<td>$500,000</td>
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</tbody>
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**Contractor’s Pollution Liability**

For the purposes of this project, pollution shall be contamination of the surrounding water body by a substance or energy that has undesired effects, or adversely affects the usefulness, of said water body. Examples of potential contaminants are, but not limited to, sewerage and oils.

Contractor’s Pollution Liability for each construction project during the Term of this Agreement, a broad form contractor’s pollution liability insurance policy which covers losses caused by pollution conditions (including sudden and non-sudden pollution conditions) arising from the services and operations of Manager or his contractor and all subcontractors pursuant
to this Agreement. Such policy shall apply, without limitation, to bodily injury, property
damage (including loss of use of damaged property or of property which has not been physically
injured or destroyed) and clean-up costs and shall provide coverage for pollution conditions
which arise from encountering preexisting environmental conditions at the project site and for
liability resulting from the transportation of hazardous wastes. Further, such policy shall be
written with a per claim limit of liability of at least One Million Dollars ($1,000,000) for each
occurrence, $2,000,000 policy aggregate and with a deductible no greater than Twenty-
five Thousand Dollars ($25,000). Such policy must include a retroactive date prior to or as of
the date of execution of this Agreement and must be kept in force for three (3) years after the
termination of this Agreement.

Coverage shall apply to the indemnity agreement and shall include the COMMISSION their
officers and employees, each as additional insured’s but only as regards to their liability arising
out of Contractor's performance of the work or out of operations performed by others on behalf
of Contractor under this Contract. The insurance as afforded to such additional insured’s shall
state that it is primary insurance and shall provide for a severability of interest or cross-liability
clause. Prior to commencing performance of any work or site mobilization, Contractor shall
furnish COMMISSION with Certificates of Insurance (identifying on the face thereof the
Project name and Contract number) as evidence of the above required insurance and such
Certificates shall provide for thirty (30) days written notice to COMMISSION prior to
cancellation thereof.

COMMISSION is not maintaining any insurance on behalf of Contractor covering loss or
damage to the work or to any other property of Contractor unless otherwise specifically set
forth herein.

None of the requirements contained herein as to types, limits and approval of insurance
coverage to be maintained by Contractor are intended to and shall not in any manner limit
or qualify the liabilities and obligations assumed by Contractor under this contract.

Contractor shall deliver the original Certificate of Insurance and one copy to the agent of the
COMMISSION.

Notices, in original and one copy, of cancellation, termination and alternation of such
policies shall also be provided to the agent of the COMMISSION.

31. **WARRANTY AND ACCEPTANCE**: All material shall be new and workmanship shall be
first class in every respect. The work shall be subject to inspection and acceptance by
COMMISSION. Contractor guarantees its work hereunder for a period of twelve (12)
months after completion and acceptance of the work unless otherwise set forth herein. In the
event COMMISSION discovers defects in material or workmanship at any time before the
expiration of the specified warranty period, Contractor shall, upon written notice from
COMMISSION, repair or replace at its sole expense any such defects. COMMISSION may
perform such repairs or replacements by other reasonable means and Contractor agrees to pay
for such corrective measures. Neither acceptance of the work by COMMISSION nor
payment shall relieve Contractor from liability under the indemnity clause or any of the
guarantees or warranties contained or implied herein.
32. **LAWS, REGULATIONS, PERMITS AND TAXES:** Contractor must comply with COMMISSION’s jobsite procedures and regulations and with all applicable local, state and federal laws, rules and regulations and must obtain all permits required for any of the work performed hereunder. Contractor must procure and pay for all permits and inspections required for any of the work performed hereunder and must furnish any bonds, security or deposits required to permit performance of the work. Contractor must, to the extent permissible under applicable law, comply with the jobsite provisions which validly and lawfully apply to work on the specific jobsite being performed under this Contract.

33. **WORK RULES, SECURITY:** For work performed on COMMISSION premises, Contractor shall strictly observe COMMISSION work rules and security requirements. All work shall be carried out during normal COMMISSION working hours unless specifically agreed to in writing by COMMISSION. Contractor shall, at COMMISSION’s request remove from site any employee whom COMMISSION deems to be incompetent, dishonest or uncooperative.

34. **CHANGES:** COMMISSION may, at any time, direct in writing additions, deletions or changes to all or any part of the work. If any such changes cause an increase or decrease in the cost of or in the time required to perform such work, Contractor shall submit detail information substantiating such claims and an equitable adjustment shall be made to the price or time of performance.

35. **RELEASE AGAINST LIENS OR CLAIMS:** Contractor shall promptly pay all claims of persons or firms furnishing labor, equipment or materials used in performing the work hereunder. COMMISSION may require Contractor to submit satisfactory evidence of payment and releases of all such claims. If there is any evidence of any such unpaid claim, the COMMISSION may withhold any payment until Contractor has furnished such evidence of payment and release.

36. **ASSIGNMENT:** Any assignment by Contractor of this Contract or of any rights hereunder or hypothecation thereof in any manner, in whole or in part, by operation of law or otherwise, without the prior written consent of the COMMISSION shall be voided.

37. **SAFETY AND FIRE PREVENTION:** Contractor shall at all times conduct all operations under the Contract in a manner to avoid risks of bodily harm to persons, damage to any property and fire. Contractor shall be responsible to take all precautions necessary and continuously inspect all work, materials and equipment to discover, determine and correct any such conditions which may result in any of the aforementioned risks.
38. **SUSPENSION OF WORK AND TERMINATION:** The **COMMISSION** may suspend work - The **COMMISSION** may at any time and without cause suspend the Work or any portion thereof by notice in writing to the Contractor. The Project Manager shall fix the date on which Work shall be resumed and the Contractor will resume the Work on the date so fixed. The Contractor will be allowed an extension of the Contract Time, if directly attributable to any suspension. However, no change to the contract price will be allowed on claims for suspended work or delays, whatever the Cause or reason.

**COMMISSION** may terminate for cause - If the Contractor is adjudged bankrupt or insolvent; if he makes a general assignment for the benefit of his creditors without **COMMISSION** approval; if a trustee or receiver is appointed for the Contractor or for any of his property; if he files a petition to take advantage of any debtor's act or to reorganize under the bankruptcy or similar laws; if he fails to prosecute and complete the Work in accordance with the established Project Schedule or within the Contract Time allowed; if he repeatedly fails to supply sufficient skilled workers or suitable materials or equipment; if he repeatedly fails to make prompt payment to subcontractors for labor, materials or equipment; if he disregards laws, ordinances, rules, regulations or orders of any public body having jurisdiction; if he disregards the authority of the Project Manager; or if he otherwise substantially violates any provisions of the Contract Documents, then the **COMMISSION** may, without prejudice to any other right or remedy and after giving the Contractor and his Surety seven (7) days written notice, terminate the services of the Contractor and take possession of the Work and of all materials, equipment, tools, construction equipment and machinery thereon owned by the Contractor and assign the completion of the Work to the Surety, or finish the Work by whatever method it may deem expedient. In such case, the Contractor shall not be entitled to receive any further payment until the Work is finished. If the unpaid balance of the Contract Amount exceeds the direct and indirect cost of completing the Work, including compensation for additional professional services, such excess shall be paid to the Contractor. If such cost exceeds such unpaid balance, the Contractor will pay the difference to the **COMMISSION**. Such cost incurred by the **COMMISSION** will be determined by the **COMMISSION** and incorporated in a Change Order.

Where the Contractor's services have been so terminated by the **COMMISSION**, said termination shall not affect any rights of the **COMMISSION** against the Contractor then existing or which may thereafter accrue. Any retention or payment of moneys by the **COMMISSION** due the Contractor will not release the Contractor from liability.

Upon Termination for Cause, the Contractor shall not be entitled to payment for any anticipated supplemental costs, administrative expenses and/or profit for uncompleted Work. If after notice of termination of the services of the Contractor for cause, it is determined that the Contractor was not in default, the termination shall be deemed to have been for the convenience of the **COMMISSION**. In such event the Contractor may recover from the **COMMISSION** payment for Work completed and reasonable termination costs as provided in the following paragraph.
Termination for Convenience: Upon seven (7) days written notice to the Contractor and the Surety, or sooner if reasonable under the circumstances, the COMMISSION may, without cause and without prejudice to any other right or remedy, elect to terminate any part of the Work, or the Contract in whole or in part, as the COMMISSION may deem appropriate. In any termination for convenience, the Contractor shall be paid for work completed, and costs incurred, materials delivered or ordered by the Contractor and subcontractors at the time of termination provided, however, that the payment to the Contractor will exclude any and all anticipated supplemental costs, administrative expenses and profit for uncompleted Work. Upon termination for convenience, the COMMISSION shall have full power and authority to take possession of the Work, assume any sub-agreements with Subcontractors and suppliers which the COMMISSION selects, and prosecute the Work to completion by contract or as the COMMISSION may deem expedient.

Removal of Contractor Employee: The COMMISSION retains the right to require immediate removal of any contractor employee, including the foreman or superintendent if in the COMMISSION's sole determination it is in the interest of the COMMISSION or the project. Such removal should be immediate and not subject to approval or discussion.

39. **MAINTENANCE OF RECORDS:** The Contractor will keep adequate records and supporting documents applicable to this contract. Said records and documentation will be retained by the Contractor for a minimum of five (5) years from the date of final payment on this Contract. The COMMISSION and its authorized agents shall have the right to audit, inspect and copy records and documentation as often as the COMMISSION deems necessary during the period of this contract and a period of five (5) years after completion of contract performance; provided however, such activity shall be conducted only during normal business hours. The COMMISSION, during the period of time defined by the preceding sentence, shall also have the right to obtain a copy of and otherwise inspect any audit made at the direction of the Contractor as concerns the aforesaid records and documentation.

40. **CONFLICT OF INTEREST OF OFFICERS OR EMPLOYEES OF THE CONTRACTING ENTITY/LOCAL JURISDICTION, MEMBERS OF THE LOCAL GOVERNING BODY, OR OTHER ELECTED OFFICIALS:** No member or employee of the contracting entity/local jurisdiction or its designees or agents; no member of the governing body; and no other public official of the COMMISSION who exercises any function or responsibility with respect to this contract, during his/her tenure or for one year thereafter, shall have any interest, direct or indirect, in any contract or subcontract, or the proceeds thereof, for work to be performed. Further, the Contractor shall cause to be incorporated in all subcontracts, the language set forth in this paragraph prohibiting conflict of interest.
41. **EMPLOYEE CONFLICT OF INTEREST**: It shall be unethical for any COMMISSION employee to participate directly or indirectly in a procurement contract when the COMMISSION employee knows that:

   (1) The COMMISSION employee or any member of the COMMISSION employee's immediate family has a financial interest in the procurement contract; or

   (2) Any other person, business, or organization with whom the COMMISSION employee or any member of a COMMISSION employee's immediate family is negotiating or has an arrangement concerning prospective employment is involved in the procurement contract.

   A COMMISSION employee or any member of a COMMISSION employee's immediate family who holds a financial interest in a disclosed blind trust shall not be deemed to have a conflict of interest with regard to matters pertaining to that financial interest.

42. **GRATUITIES AND KICKBACKS**:  

   (1) Gratuities. It shall be unethical for any person to offer, give, or agree to give any COMMISSION employee or former COMMISSION employee, or for any COMMISSION employee or former COMMISSION employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, or preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity COMMISSION in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, pertaining to any program requirement or a contract or subcontract, or to any solicitation or proposal therefore.

   (2) Kickbacks. It shall be unethical for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier sub-contractor or any person associated therewith, as an inducement for the award of a subcontract or order.

   (3) Contract Clause. The prohibition against gratuities and kickbacks prescribed in this Section shall be conspicuously set forth in every contract and solicitation therefore.
43. **USE OF PREMISES:** The Contractor will confine his equipment, the storage of materials and equipment, and the operations of his workers to the areas permitted by law, ordinances, permits or the requirements of the Contract Documents and shall not unreasonably encumber the premises with materials or equipment.

The Contractor shall confine the operation of workmen and equipment, and the storage of materials and equipment to the COMMISSION’s property or to other non- COMMISSION property or in public right-of-way areas indicated on the Contract Drawings as including work to be done pursuant to the Contract documents. In the event the Contractor desires to have access to the project site, or perform work or operations pertaining to the contract on, over or from non- COMMISSION property adjacent to the project site, the Contractor shall obtain written authorization to do so from the respective adjacent property owner(s) prior to using such property. Such written authorization shall include a provision whereby the property owner agrees to hold the COMMISSION harmless, and to defend the Utilities Commission, in the event of any liability, loss, injury, or claim incurred as a result of the Contractors work or operations involving the use of the adjacent non-COMMISSION property. The COMMISSION shall be provided with a notarized, certified copy of such written authorization(s) before the Contractor commences work or operations or use of such property in connection with work or operations pursuant to this contract.

44. **EMERGENCIES:** In emergencies affecting the safety of persons, the Work or property at the site or adjacent thereto, the Contractor, without special instruction or authorization from the Project Manager, is obligated to act at his discretion to prevent threatened damage, injury or loss. He will give the Engineer and or Project Manager prompt written notice of any significant changes in the Work or deviations from the Contract Documents caused thereby, and a Change Order shall thereupon be issued covering the changes and deviations involved. If the Contractor believes that additional Work done by him in an emergency which arose from causes beyond his control entitles him to an increase in the Contract Amount or an extension of the Contract Time, he may make a claim.

45. **CHANGES IN THE WORK:** Without invalidating the Agreement, the COMMISSION may, at any time or from time to time, order additions, deletions or revisions in the Work authorized by written Change Orders or directive. Upon receipt of a Change Order, the Contractor will proceed with the work involved. All such work shall be executed under the applicable conditions of the Contract Documents. If any Change Order causes an increase or decrease in the Contract Amount or any extension or shortening of the Contract Time, an equitable adjustment will be made.

Additional Work performed by the Contractor without authorization of a Change Order will not entitle him to an increase in the Contract Amount or any extension of the Contract Time, except in the case of an emergency.
It is the Contractor's responsibility to notify his Surety of any changes affecting the general scope of the Work or change of the Contract Amount and the amount of the applicable bonds shall be adjusted accordingly, and an amended bond document furnished to the COMMISSION.

In the event the COMMISSION directs the Contractor to make a change in the Work, and if the COMMISSION and the Contractor do not arrive at a mutually acceptable increase of decrease in the Contract Amount, the Contractor shall not use any such lack of mutual acceptance as a basis or cause to stop or otherwise delay the progress or the execution and completion of any of the work ordered, directed or required pursuant to the Contract Documents.

46. **PERFORMANCE AND PAYMENT BONDS**: In the event the Contract is awarded to the Bidder, he will thereafter enter into a written contract with the Owner and furnish a Payment and Performance Bond in an amount equal to the contract price, in strict accordance with Section 255.05 of Florida Statutes. Payment and Performance Bonds shall be secured from or countersigned by an agency or surety company recognized in good standing and authorized to do business in the State of Florida.

47. **BID BOND**: Bids shall be accompanied by a security deposit as follows: Bid Bond in the amount of a sum no less than 10 percent of the Bid Price/Sum. Endorse the Bid Bond in the name of the COMMISSION as the obligee, signed and sealed by the principal (Contractor) and surety.

48. **HURRICANE OR TROPICAL STORM SUSPENSIONS**: During official hurricane season (June 1 to Nov. 30) this provision will be effective. If a hurricane or tropical storm watch or warning is issued for any part of the COMMISSION service area contractors will be required to take the following actions at no added cost to COMMISSION.

1. Cease all work except to secure the completed work and protect any stored materials from storm damage, or from being caught into motion by storm forces that may damage other property.
2. Fill any excavations and secure from erosion and traffic.
3. Collect and remove or secure any loose material or packing from work or storage areas.
4. Remove all materials or equipment from any street or roadway.
5. Remove equipment from the barrier islands.
6. Evacuate all personnel from work areas upon issue of order by emergency services agency.

Contractors may return to work upon lifting of watches and warnings and restoration of public access. Allowance will be made to contract time for storm warning/watch & preparation plus reasonable time (not more than 5 days unless special circumstances warrant) after access is restored if it has been interrupted by official order. No adjustments will be made to the contract prices.
49. **LIQUIDATED DAMAGES:** Not Applicable

50. **INDEMNIFICATION FOR TORT ACTIONS/LIMITATION OF LIABILITY:**

The provisions of Florida Statute 768.28 applicable to the Utilities Commission, City of New Smyrna Beach apply in full to this contract. Any legal actions to recover monetary damages in tort for injury or loss of property, personal injury, or death caused by the negligent or wrongful act or omission of any employee of the Utilities Commission acting within the scope of his/her office or employment are subject to the limitations specified in this statute.

No officer, employee or agent of the Utilities Commission acting within the scope of his/her employment or function shall be held personally liable in tort or named as a defendant in any action for injury or damage suffered as a result of any act, event or failure to act.

The Utilities Commission shall not be liable in tort for the acts or omissions of an officer, employee or agent committed while acting outside the course and scope of his/her employment. This exclusion includes actions committed in bad faith or with malicious purpose, or in a manner exhibiting wanton and willful disregard of human rights, safety, or property.

To the fullest extent permitted by law, the vendor shall defend, indemnify, and hold harmless the Utilities Commission, its officials, agents, and employees from and against any and all claims, suits, judgments, demands, liabilities, damages, cost and expenses (including attorney’s fees) of any kind or nature whatsoever arising directly or indirectly out of or caused in whole or in part by any act or omission of the vendor or its subcontractors (if any), anyone directly or indirectly employed by them, or anyone for whose acts any of them may be liable; excepting those acts or omissions arising out of the sole negligence of the Utilities Commission.

Provided, however, if the contract between the Utilities Commission and the Contractor is deemed by a court of competent jurisdiction to be a construction contract for purposes of Section 725.06, Florida Statutes, any obligation of the Contractor to defend, indemnify or hold harmless the Utilities Commission, shall be limited to an obligation to indemnify or hold harmless the Utilities Commission, its officers and employees from liability damages, losses, and costs, including but not limited to reasonable attorney’s fees, to the extent caused by the negligence, recklessness or intentionally wrongful conduct of the contractor and persons employed or utilized by the Contractor in the performance of the contract.
IDENTICAL TIE BIDS - Preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids which are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

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 this firm complies fully with the above requirements.

VENDOR SIGNATURE
PUBLIC ENTITY CRIMES FORM
SWORN STATEMENT UNDER SECTION 287.133(3) (1) FLORIDA STATUTES

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

1. This sworn statement is submitted Bid, Bid or Contract for ITB# 01-21 ANNUAL CONTRACT FOR GRAVITY SANITARY SEWER REHABILITATION.

2. This sworn statement is submitted by ______________________________ whose business address is: ______________________________ and (if applicable) its Federal Employer Identification Number (FEIN) is ______________________. If entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: ____________________________.

3. My name is ______________________________ and my relationship to the entity named above is ______________________________.

4. I understand that a “public entity crime” as defined in Paragraph 287.133 (1) (g), Florida Statutes, means a violation of any state of federal law be a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state, or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

5. I understand that “convicted” or “conviction” as defined in Paragraph 287.133 (91) (b), Florida Statutes means a finding of guilt or a conviction of a public entity crime, with or without adjudication of guilt, in any federal or state trial court or recording, relating to charges brought by federal or state trial court or recording, relating to charged brought by indictment or information after July 1, 1989, as a result of just verdict, non-jury trial, or entity of a plea of guilty or nolo contendere.

6. I understand the “affiliate” as defined in Paragraph 287.133(1)(a), Florida Statutes, means: (1) A Predecessor or Successor of a person convicted of public crime: or (2) An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term “affiliate” includes those officers, directors, executives, partners, shareholder, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm’s length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of public crime in Florida during the preceding 36 months shall be considered an affiliate.
7. I understand that a “person” as defined in Paragraph 287.133(1) (e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provisions of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term “person” includes those officers, directors, executives, partners, shareholders, employees, members and agents who are active in management of an entity.

8. Based on information and belief, that statement which I have marked below is true in relation to the entity submitting this sworn statement. [Please indicate which statement applies]

____ Neither the entity submitting this sworn statement, or one more of the officers, directors, executives, partners, shareholders, employees, members or agents who are active in the management of the entity, nor any affiliate or the entity, has been charged with and convicted of public entity subsequent to July 1, 1989, AND [Please indicate which additional statement applies.]

____ There has been a proceeding concerning the conviction before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer did not place the person or affiliate on the convicted vendor list. [Please attach a copy of the final order.]

____ The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. [Please attach a copy of the final order.]

____ The person or affiliate has not been placed on the convicted vendor list. [Please describe any action taken by or pending with the Department of General Services.]

Date        Signature

STATE OF: _________________ COUNTY OF: _________________

PERSONALLY APPEARED BEFORE ME, the undersigned authority, _________________ [name of individual signing] who after first sworn by me affixed his/her signature in the space provided above on this ___ day of _________________, 20___.

My commission expires:       Personally known to me, or
                                Produced Identification:

_________________________  __________________________
Notary Public               Print, Type or Notary Stamp
NON-COLLUSION AFFIDAVIT OF PRIME BIDDER FORM

State of ______________

County of ______________

______________________________, being first duly sworn, deposes and says that:

He/she is _______________ of ________________, Bidder that has submitted the attached Bid;

He/she is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid;

Neither the said Bidder nor any of its officers, partners, owners, agent representatives, employees, or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm or person, to fix the price or prices in the attached Bid or of any other Bidder, or to fix any overhead, profit or cost element of the Bid price or the Bid price of any other Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the COMMISSION.

The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

_______________________________

Signed

_______________________________

Title

Subscribed and sworn to before me this _____day of ________, 20__.

_______________________________

Title

My Commission Expires: ____________
Authorized Signatures/Negotiators

The BIDDER or proposer represents that the following persons are authorized to sign and/or negotiate contracts and related documents to which the BIDDER or proposer will be duly bound:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Phone #</th>
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</tbody>
</table>

(Signature)

(Title)

(Name of Business)

The BIDDER/offeror shall complete and submit the following information with the bid or proposal:

Type of Organization

- _____ Sole Proprietorship
- _____ Partnership
- _____ Joint Venture
- _____ Corporation

State of Incorporation: ____________________________________________________________

Federal I.D. or Social Security number is: ________________________________________
Form W-9 (Rev. October 2018)  
Department of the Treasury  
Internal Revenue Service  

Request for Taxpayer Identification Number and Certification  

Go to www.irs.gov/FormW9 for instructions and the latest information.  

Give Form to the requester. Do not send to the IRS.  

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.  

2 Business name/disregarded entity name, if different from above  

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.  

- Individual/sole proprietor or single-member LLC  
- C Corporation  
- S Corporation  
- Partnership  
- Trust/estate  
- Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership). Exempt payee code (if any)  
- Other (see instructions)  

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.  

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 9); Exemption from FATCA reporting code (if any)  

(Applies to accounts maintained outside the U.S.)  

5 Address (number, street, and apt. or suite no.) See Instructions.  

6 City, state, and ZIP code  

Requester's name and address (optional)  

7 List account number(s) here (optional)  

Part I Taxpayer Identification Number (TIN)  

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN, later.  

Note: If the account is in more than one name, see the instructions for line 1. Also see What Name and Number To Give the Requester for guidelines on whose number to enter.  

Social security number  

Or  

Employer identification number  

Part II Certification  

Under penalties of perjury, I certify that:  

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me) and  

2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and  

3. I am a U.S. citizen or other U.S. person (defined below); and  

4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.  

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.  

Sign Here  

Signature of U.S. person  

Date  

General Instructions  

Section references are to the Internal Revenue Code unless otherwise noted.  

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.  

Purpose of Form  

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN); which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.  

- Form 1099-INT (interest earned or paid)  
- Form 1099-DIV (dividends, including those from stocks or mutual funds)  
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)  
- Form 1098 (home mortgage interest, 1098-E (student loan interest), 1098-T (tuition)  
- Form 1099-C (canceled debt)  
- Form 1099-A (acquisition or abandonment of secured property)  

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.  

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.  

Cat. No. 10231X  

Form W-9 (Rev. 10-2018)
VENDOR APPLICATION

In addition to General conditions, your BID may be disqualified if the following vendor information is not returned with your BID.

Vendor is:
( ) Corporation
( ) Partnership
( ) Sole Proprietorship
( ) Other ________________________________________________ (Explain)

Federal Employer Identification Number or Social Security Number: _________________________________

Do you collect Florida State Sales Tax? ( ) Yes ( ) No

Firm Name: ______________________________________________________

Mailing Address: __________________________________________________

Telephone No. _______________________ Fax No. ____________________

Email Address: ____________________ Web Address:____________________

Commodity or Service Supply: ________________________________________

If vendor is quoting, as a manufacturer’s representative and the purchase order should be addressed to the manufacturer in care of the vendor, so indicate.

If remittance address is different from the mailing address so indicate below.

Firm Name: ______________________________________________________

Mailing Address: __________________________________________________

__________________________________________________

__________________________________________________

Submitted by: ____________________________________________________

Name & Title Printed: _______________________________________________
UTILITIES COMMISSION
CITY OF NEW SMYRNA BEACH, FLORIDA

ITB #01-21
ANNUAL CONTRACT FOR GRAVITY SANITARY SEWER REHABILITATION

QUESTIONNAIRE

Additional space may be required. Please answer questions in the order presented. All questions must be answered or contractor may be disqualified.

1. Has your company ever been denied insurance or had insurance canceled?

2. Is your company bondable? Has your company ever been denied bond? If yes, explain.

3. Can your insurance company produce a certificate of insurance stating your limits and naming UCNSB as an Additional Insured?

4. Since January 1, 2015, has your company been a defendant in any lawsuits?

5. Is your company a subsidiary or otherwise legally affiliated with any other company?

6. Is your company rated by Dunn & Bradstreet or any other rating agency? If yes, what is the name of the agency and rating?

7. Is your company in any stage of bankruptcy, including initial filing?

8. Has your company been disbarred by the Federal Government or any State Government?

9. How many employees does your company have?

   Staff Employees: Full Time__________ Part Time__________

   Contract Employees: Full Time__________ Part Time__________
REQUIRED DISCLOSURE

At its sole discretion, the COMMISSION may reject any bidder the COMMISSION finds to lack, or whose present or former executive employees, officers, directors, stockholders, partners or owners are found by the COMMISSION to lack honesty, integrity, or moral responsibility. The discretion of the COMMISSION may be exercised based on the COMMISSION’S own investigation, public records, or any other reliable sources of information. By submitting a bid, bidder recognizes and accepts that the COMMISSION may reject the bid based upon the exercise of its sole discretion and bidder waives any claim it might have for damages or other relief resulting from the rejection of its bid based on these grounds.
BID SUBMITTAL REQUIREMENTS

Bids shall include all of the information solicited in this ITB, and any additional information that the BIDDER deems pertinent to the understanding and evaluating of the bid. Bids shall be organized and sections tabbed in the following order. The BIDDER should not withhold any information from the written response in anticipation of presenting the information orally or in a demonstration, since oral presentations or demonstrations may not be solicited. All bids shall include, at a minimum, the following information. Failure to supply all of the information requested shall result in the bid being excluded from consideration. The COMMISSION reserves the right to request information or clarification from bidders following the bid opening if omissions are deemed curable.

TAB #1 Experience:
Provide a profile showing company history, business structure, and a list of principals. A minimum of five (5) years in business is required.

TAB #2 References:
Submit a detailed list of clients receiving similar services within the last five (5) years. Please include a brief description of the scope of work performed and the name, phone number and email address of the contact person.

TAB #3 Pricing:
Complete, sign and submit the Bid Tabulation and Bid Form.

TAB #4 License and Insurance:
Submit a current Occupational License, from an authorizing government agency, and a current Certificate of Insurance including Pollution Liability. The COMMISSION does not need to be named as an Additional Insured at this time but this is a requirement when work commences.

TAB #5 Other Required Forms:
Complete, sign, notarize (if required) and submit the following:
A. Certification of Drug-Free Workplace
B. Public Entity Crimes
C. Non Collusion Affidavit of Prime Bidder
D. Authorized Signatures/Negotiators
E. Taxpayer Identification Number and Certification W-9
F. Vendor Application
G. Questionaire
H. Compliance with the Florida Trench Safety Act

TAB #6 Addenda Acknowledgement:
Complete, sign and submit all addenda (if any).
TAB #7 Other Information:

______ initial here  BIDDER understands this Contract will be for one (1) year with an option to extend three additional one-year periods. Price escalation/de-escalation will be permitted at the end of each one-year term upon mutual agreement in writing prior to the end of contract term.

______ initial here  Both pipe and manhole liners shall be applied by one of the selected manufacturer’s Certified Applicators.

______ initial here  Provide the pipe and manhole liner specification and warranty information.

______ initial here  Both Pipe and Manhole Liner Installer shall be certified by Manufacturer.

______ initial here  5 Year Workmanship Warranty

______ initial here  5 Year Product Warranty

Estimated Start Date (Month/Day/Year): ______________________________________

Subject to Completion of Contract Documents

Cured-In-Place Liner Manufacturer:_____________________________________________

Manhole Liner Manufacturer:_________________________________________________
BIDDER hereby acknowledges that all costs for complying with the Florida Trench Safety Act (553.60-553.64 inclusive Florida Statutes) are included in the various items of the proposal and in the total bid price. For informational purposes only, the BIDDER is required to further identify these costs to be summarized below:

<table>
<thead>
<tr>
<th>Trench Safety Measure (Description)</th>
<th>Unit of Measure (LF, SY)</th>
<th>Unit (Quantity)</th>
<th>Extended Cost</th>
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<tbody>
<tr>
<td>A.</td>
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**THIS IS NOT A PAY ITEM.** The purpose of this form is to disclose information on the costs associated with trench safety measures and to insure that the BIDDER has considered these costs and has included them in the bid price. Contractor will not receive additional payment if actual quantities differ from those estimated above or if the contractor uses a safety measure different than those listed.

Failure to complete the above form, if applies to BID, may result in the BID being declared non-responsive.
BID SCOPE OF WORK

The COMMISSION is seeking an Underground Utility Contractor or General Contractor, licensed in the State of Florida, to complete the following scope of work.

REHABILITATE, WITH TRENCHLESS TECHNOLOGY, GRAVITY SANITARY SEWER PIPE [SIZES 6” THROUGH 18”] AND 4-FOOT DIAMETER MANHOLES.

REHABILITATION SHALL INCLUDE FURNISHING AND INSTALLING AN INTERIOR PROTECTIVE COATING SYSTEM TO PROVIDE A WATERPROOF, CORROSION RESISTANT LINER TO PREVENT ANY DETERIORATION FROM HYDROGEN SULFIDE AND OTHER CORROSIVE GASES/ACIDS PRODUCED BY WASTEWATER.

PIPE SHALL BE LINED USING CURED-IN-PLACE PIPE METHOD.

MANHOLES SHALL BE LINED WITH GEOPOLYMER EPOXY LINING MATERIAL BY ONE OF THE FOLLOWING: QUADEX (VORTEX COMPANIES), ENGINEERED SPRAY SOLUTIONS OR STANDARD CEMENT.

CONTRACT WILL BE FOR ONE (1) YEAR WITH AN OPTION TO EXTEND THREE ADDITIONAL ONE-YEAR PERIODS. PRICE ESCALATION/DE-ESCALATION WILL BE PERMITTED AT THE END OF EACH ONE-YEAR TERM UPON MUTUAL AGREEMENT IN WRITING PRIOR TO THE END OF CONTRACT TERM.

ANNUAL ESTIMATED BUDGET IS $2,000,000.00 TO $2,500,000.00.

Contractor shall provide insurance, materials, tools, labor, equipment and supervision to perform all work necessary to complete this scope of work. Contractor shall reference plans and specifications attached for further detail.
BIDDER NAME: _____________________________________________________________

CONTRACT WILL BE FOR ONE (1) YEAR WITH AN OPTION TO EXTEND THREE ADDITIONAL ONE-YEAR PERIODS. PRICE ESCALATION/DE-ESCALATION WILL BE PERMITTED AT THE END OF EACH ONE-YEAR TERM UPON MUTUAL AGREEMENT IN WRITING PRIOR TO THE END OF CONTRACT TERM.

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<thead>
<tr>
<th>Item No.</th>
<th>Description</th>
<th>Est. Quantity</th>
<th>Unit</th>
<th>Unit Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Mobilization/Demobilization</td>
<td>1</td>
<td>LS</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>2</td>
<td>Maintenance of Traffic</td>
<td>1</td>
<td>LS</td>
<td>$</td>
<td>$</td>
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<tr>
<td>3</td>
<td>6” Cured-In-Place Pipe</td>
<td>150</td>
<td>LF</td>
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</tr>
<tr>
<td>4</td>
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<tr>
<td>5</td>
<td>10” Cured-In-Place Pipe</td>
<td>300</td>
<td>LF</td>
<td>$</td>
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<tr>
<td>6</td>
<td>12” Cured-In-Place Pipe</td>
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<td>LF</td>
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<td>7</td>
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<tr>
<td>8</td>
<td>Tuberculation/Root Removal</td>
<td>250</td>
<td>LF</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>9</td>
<td>Manhole Prep - Chemical Grout</td>
<td>75</td>
<td>GAL</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>10</td>
<td>Manhole Prep - Cementitious Grout</td>
<td>300</td>
<td>VF</td>
<td>$</td>
<td>$</td>
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<tr>
<td>11</td>
<td>Manhole Liner – Structural</td>
<td>300</td>
<td>VF</td>
<td>$</td>
<td>$</td>
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<tr>
<td>12</td>
<td>Manhole Liner – Non-Structural</td>
<td>500</td>
<td>VF</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>13</td>
<td>Manhole Bench/Channel/Invert Reconstruction</td>
<td>25</td>
<td>EA</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>14</td>
<td>Manhole Bag Liner Removal</td>
<td>5</td>
<td>EA</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>
BIDDER NAME: ____________________________________________________________

CONTRACT WILL BE FOR ONE (1) YEAR WITH AN OPTION TO EXTEND THREE
ADDITIONAL ONE-YEAR PERIODS. PRICE ESCALATION/DE-ESCALATION WILL BE
PERMITTED AT THE END OF EACH ONE-YEAR TERM UPON MUTUAL AGREEMENT
IN WRITING PRIOR TO THE END OF CONTRACT TERM.

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Description</th>
<th>Est. Quantity</th>
<th>Unit</th>
<th>Unit Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td>Lateral Reinstatement</td>
<td>1,000</td>
<td>EA</td>
<td>$</td>
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<tr>
<td>16</td>
<td>Lateral Grout</td>
<td>200</td>
<td>EA</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>17</td>
<td>Lateral Liner (4”/6”) ≤ 30 feet</td>
<td>250</td>
<td>EA</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>18</td>
<td>Lateral Liner (4”/6”) &gt; 30 feet</td>
<td>100</td>
<td>LF</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>19</td>
<td>Protruding Lateral Removal</td>
<td>25</td>
<td>EA</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>20</td>
<td>Bypass Pumping</td>
<td>50</td>
<td>DAY</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>21</td>
<td>Project Contingency</td>
<td>1</td>
<td>LS</td>
<td>$100,000.00</td>
<td>100,000.00</td>
</tr>
</tbody>
</table>

TOTAL NUMERIC BID COST $ ____________________________________________

TOTAL WRITTEN BID COST: ____________________________________________
BIDDER NAME: ________________________________________________________________

- All unit prices shall include tools, labor, materials, equipment and supervision to perform all work necessary to complete the scope of work.
- Contractor shall be Licensed Underground Contractor in the State of Florida.
- Construction shall adhere to the attached Construction Plan, these Specifications and the COMMISSION’s “Wastewater Rules, Design and Construction Specifications”, current edition.
- All work shall adhere to Occupational Health and Safety Administration (OSHA) standards, current edition.
- Contractor is responsible for staging area and storage of materials. The COMMISSION will pay for installed materials only.
- Construction may be dependent on non-peak flow periods, determined by the COMMISSION; therefore, some work may be outside typical business hours, prior to 7:00 A.M. and after 5:00 P.M.
- All work is subject to the COMMISSION’s inspection.
- The COMMISSION will obtain Right-of-Way Permit and City permission for all required lane or road closures.
- The above listed quantities are estimated. Payment of final quantities shall be based on installed materials and completed work. After Award of Bid, it is the Contractor’s responsibility to verify quantities prior to ordering materials.
After Award of Bid, Contractor shall present the COMMISSION with a detailed plan defining the Cured-In-Place Pipe Liner and Manhole Liner order of operation and schedule of work.

Mobilization/Demobilization unit cost shall include mobilizing (and subsequent demobilizing) of preparatory work and operations to complete scope of work, the movement of personnel, equipment, supplies & incidentals to the project site, bonds, insurance, all other preconstruction expense necessary for the start of work.

Maintenance of Traffic unit cost shall include any and all Maintenance of Traffic Plan and Devices required to complete this scope of work and take into account all areas within the New Smyrna Beach service area. Road closures and detours must be approved by Right-of-Way Agency.

Cured-In-Place Pipe unit cost shall include all labor, materials and equipment necessary to line sanitary sewer pipe, including cleaning, preparation, removal & disposal of material(s) generated from pipe cleaning/preparation, manhole connections, pre-lining video (after pipe is cleaned/prepped) and post-lining video (after lining and lateral reinstatements), testing and clean-up.

Manhole Prep and Manhole Liner unit cost shall include all labor, materials and equipment necessary to line sanitary sewer manholes, including cleaning, surface preparation/grout repair, crack/leak repair and final coat/liner on walls, channels and benches.

Lateral Liner and Lateral Grout unit cost shall include labor, materials and equipment necessary to line sanitary sewer service laterals from the sewer main to the property line or access point. The lateral liner shall fit the internal circumference, be joint-less and watertight. Lateral connection at the sewer main shall be grouted the connection has visible infiltration.
• Bypass Pumping unit cost shall include labor, materials and equipment for all by-pass pumping, where necessary, to complete this scope of work. The unit cost “Per Day” for by-pass pumping shall be continuous running of pumps for no less than 12 hours. The COMMISSION will coordinate high and low flows at each location with the Contractor.

• The Project Contingency Bid Item monies shall be included in the total bid cost. Examples of work that fall under this Bid Item are supplemental preparation work on pipe or manholes, open cut pipe repair, pavement restoration, greenspace restoration, ring and cover replacement, etc. The Contractor shall get written approval by the COMMISSION’s Director of Engineering and/or Project Manager for all work under this Bid Items. Payment for Project Contingency approved work will be made for actual work completed. Any monies unused from this Bid Item will be returned to the COMMISSION via a deduct change order.

BIDDERS must sign BID FORM.
BIDDER NAME: __________________________________________________________

Pursuant to, and in compliance with, COMMISSION’S ADVERTISEMENT FOR BID dated October 05, 2020 and the INFORMATION FOR BIDDERS AND OTHER CONTRACT DOCUMENTS relating hereto, the undersigned hereby proposes to furnish all tools, labor, equipment and materials to perform all the work necessary for the ITB #01-21 – ANNUAL CONTRACT FOR GRAVITY SANITARY SEWER REHABILITATION for the UTILITIES COMMISSION, CITY OF NEW SMYRNA BEACH, VOLUSIA COUNTY, FLORIDA, all as required by and in strict accordance with the Contract Documents, Schedules, Scope of Work and Construction Plan, at the prices listed in the Bid Tabulation enclosed. The undersigned BIDDER agrees to commence work within FOURTEEN (14) CALENDAR DAYS after the date of the Notice-to-Proceed letter, and shall complete the Work described in the Bid Scope of Work and the Bid Tabulation within THREE HUNDRED (365) CONSECUTIVE CALENDAR DAYS.

The undersigned BIDDER hereby represents that the Drawings and the Contract, including all Contract Documents, have been carefully examined and the BIDDER will execute the Contract and perform all its items, covenants and conditions, all in strict compliance with the requirements of the specifications and drawings. The BIDDER, by and through the submission of his bid, agrees that he has examined and that he shall be held responsible for having heretofore examined the site, the location and route of all proposed work and for having satisfied himself as to the character of the route, the location, surface and underground obstruction, the nature of the groundwater conditions, and all other physical characteristics of the Work, in order that he may include in the prices which he bid, all costs pertaining to the Work and thereby provide for the satisfactory completion thereof; including the removal, relocation or replacement of any objects or obstructions which will be encountered in doing the proposed Work.

BIDDERS must sign BID FORM.
The undersigned hereby declares that the following list states any and all variations from, and exceptions to, the requirements of the instruction and specifications.

__________________________________________________________________________________

These Prices are valid for orders placed within ninety (90) days from date of fully executed Contract Documents.

Submitted By:

Company ________________________________

Name and Title __________________________ Signature __________________________

Telephone No. __________________________ e-mail______________________________

The COMMISSION reserves the right to award the contract to the Bidder(s) that the COMMISSION deems to offer the best overall bid. The COMMISSION is therefore not bound to accept a bid on the basis of lowest price. In addition, the COMMISSION at its sole discretion, reserves the right to cancel this Bid, to reject any and all bids, to waive any and all informalities and/or irregularities, to re-advertise with either the identical or revised specifications, or not award a contract at all if it is deemed to be in the best interest of the COMMISSION to do so. The COMMISSION also reserves the right to make multiple or split awards if it is deemed to be in the COMMISSION’S best interest. The COMMISSION shall not be responsible for any cost or expense incurred by the Bidder in preparing or submitting a bid or any cost prior to the execution of a contract agreement.

As representative for the PROPOSER, I have read and understand this statement.

Name and Title __________________________ Signature __________________________

BIDDERS MUST SIGN BID FORM.
UTILITIES COMMISSION
CITY OF NEW SMYRNA BEACH, FLORIDA

ITB #01-21
ANNUAL CONTRACT FOR GRAVITY SANITARY SEWER REHABILITATION

STATEMENT OF NO BID

If you do NOT intend to bid on this requirement/project, please return this form immediately. Thank you, Utilities Commission, City of New Smyrna Beach, Florida

We, the undersigned have declined to submit a bid due to the following reason(s):

☐ Specifications too “tight”, i.e. geared toward one brand/manufacturer service only (explain below).
☐ Unable to meet time period for responding to bid.
☐ We do not offer this product or service.
☐ Our schedule would not permit us to perform.
☐ Unable to meet specifications.
☐ Unable to meet Bond/Insurance requirement(s).
☐ Specifications unclear (explain below).
☐ Unable to meet insurance requirements.
☐ Please remove us from your “bidder’s list”.
☐ Other (specify below).

REMARKS:
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

We understand that if the “No Bid” letter is not executed and returned our name may be deleted from the bidder’s list of the Utilities Commission, City of New Smyrna Beach, FL.

Company Name: ___________________________ E-mail: ___________________________
Bid Number: ___________________________ Date: ___________________________
Signature: ___________________________ Fax: ___________________________
Telephone: ___________________________
KNOW ALL MEN BY THESE PRESENTS, That we, the undersigned,
_________________________________________ as Principal, and __________________________
_________________________________________ as Surety, are hereby held and firmly bound unto
the Utilities Commission, City of New Smyrna Beach, Florida as Owner in the penal sum of, (ten percent (10%) of the Contract Bid) __________________________
for the payment of which, well and truly to be made, we hereby jointly and severally bind
ourselves, successors and assigns to pay Owner upon default of Bidder the penal sum set forth on
the face of this Bond.

Signed, this __________________________ day of ______________________, 20_____

The condition of the above obligation is such that whereas the Principal has submitted to the
Utilities Commission, City of New Smyrna Beach, Florida a certain Bid, attached hereto and
hereby made a part hereof, to enter into a contract in writing, for the Project Name Project.

NOW THEREFORE,

1. Default of Bidder shall occur upon failure of Bidder to deliver within the time
required by the Bidding Documents the executed Agreement required by the
Bidding Documents and any performance and payment bonds required by the
bidding documents and Contract Documents.

2. This obligation shall be null and void if:

   2.1 Owner accepts Bidder’s bid and Bidder delivers within the time required by
the Bidding Documents (or any extension thereof agreed to in writing by
Bidder and, if applicable, consented to by Surety when required by
paragraph 5 hereof).

   2.2 All bids are rejected by the Owner, or
2.3 Owner fails to issue a notice of award to bidder within the time specified in the Bidding Documents (or any extension thereof agreed to in writing by Bidder and, if applicable, consented to by Surety when required by paragraph 5 hereof).

3. Payment under this bond will be due and payable upon default of Bidder and within thirty (30) calendar days after receipt of Bidder and Surety of written notice of default from Owner which notice will be given with reasonable promptness, identifying this Bond and the Project and including a statement of the amount due.

4. Surety waives notice of any and all defenses based on or arising out of any time extension to issue notice of award agreed to in writing by Owner and Bidder, provided that the time for issuing notice of award including extensions shall not in the aggregate exceed one hundred twenty (120) days from Bid Due without Surety’s written consent.

5. No suit or action shall be commenced under this Bond prior to thirty (30) calendar days after the notice of default required in paragraph 3 above is received by Bidder and Surety, and in no case later than one year after Bid Due Date.

6. Any suit or action under this Bond shall be commenced only in a court of competent jurisdiction located in Volusia County, Florida.

7. Notice required hereunder shall be in writing and sent to Bidder and Surety at their respective addresses shown on the face of this Bond. Such notices may be sent by personal delivery, commercial courier or by United States Registered or Certified Mail, return receipt requested, postage pre-paid, and shall be deemed to be effective upon receipt by the party concerned.

8. Surety shall cause to be attached to this Bond a current and effective Power of Attorney evidencing the authority of the officer, agent or representative who executed this Bond on behalf of Surety to execute, seal and deliver such Bond and bind the Surety thereby.
9. This Bond is intended to conform to all applicable statutory requirements. Any applicable requirement of any applicable statute that has been omitted from this Bond shall be deemed to be included herein as if set forth at length. If any provision of the Bond conflicts with any applicable provision of any applicable statute, then the provisions of said statute shall govern and the remainder of the Bond that is not in conflict therewith shall continue in full force and effect.

10. The term “bid” as used herein includes a bid, offer or proposal as applicable.

IN WITNESS WHEREOF, the Principal and the Surety have hereunto set their hands and seals, and such of them as are corporations have caused their corporate seals to be hereunto affixed and these presents to be signed by their proper officers, the day and year first set forth above.

Principal (Print Full Name)                      Surety (Print Full Name)
______________________________________________  ______________________________________

By: ___________________________(L. S.)         By: ____________________________
Signature (attach power of attorney)

Title: ______________________________________   Title: ______________________________________

Attest: ____________________________         Attest: ____________________________
Signature and Title                        Signature and Title

IMPORTANT – Surety companies executing bonds must appear on the Treasury Department’s most current list (Circular 570 as amended) and be authorized to transact business in the State of Florida.

END OF SECTION
AGREEMENT FOR SANITARY SEWER REHABILITATION SERVICES

(TO BE COMPLETED BY UCNSB AND CONTRACTOR AFTER BID IS AWARDED)

THIS AGREEMENT FOR CONTINUING PROFESSIONAL SERVICES ("AGREEMENT") is made and entered into this __________ day of __________________, 20__, by and between the UTILITIES COMMISSION, CITY OF NEW SMYRNA BEACH, FLORIDA, (hereafter "COMMISSION"), located at 200 Canal Street, New Smyrna Beach, Florida 32168, and _____________________, (hereafter SERVICE PROVIDER"), located at _________________________________.

RECITALS

1. The COMMISSION was created by special act of the Florida Legislature as a political subdivision of the State of Florida with certain powers, authorities, and duties related to the provision of water, wastewater, reclaimed water, and electric utility services, including the authority to enter into contracts.

2. The COMMISSION wishes to obtain Sanitary Sewer Rehabilitation services.

3. The SERVICE PROVIDER is willing to provide such services.

ACCORDINGLY, for and in consideration of the Recitals hereof, the mutual undertakings and agreements herein contained and assumed, and other good and valuable consideration the receipt and sufficiency of which are acknowledged by the Parties, the Parties hereby covenant and agree as follows:

SECTION 1. RECITALS. The above Recitals are true and correct and form a material part of this Agreement.

SECTION 2. TERM. This Agreement is to become effective upon execution by both parties. The initial term shall be for ONE (1) year(s). Additionally, the parties agree that this Agreement may be renewed beyond the initial term, up to Three (3) additional one year periods upon mutual agreement in writing. Either party may elect to terminate the Agreement by giving written notice prior to THIRTY DAYS (30).

SECTION 3. DESCRIPTION OF SERVICES. SERVICE PROVIDER agrees to perform Sanitary Sewer Rehabilitation services as specified in Exhibit "A" attached to and incorporated into this Agreement.
SECTION 4.  CHANGES IN THE SCOPE OF WORK.

4.1 **COMMISSION** may make changes in the services at any time by giving written notice to **SERVICE PROVIDER**. If such changes increase, decrease or eliminate any amount of work, **COMMISSION** and **SERVICE PROVIDER** will negotiate any change in total cost or schedule modifications. If **COMMISSION** approves, **COMMISSION** shall amend the Scope of Services to reflect the modifications; and **SERVICE PROVIDER** shall be compensated for said services in accordance with the terms of Section 5 herein. All change orders shall be in writing and executed by both **COMMISSION’S** designated representative and the **SERVICE PROVIDER**.

4.2 All of **COMMISSION’s** said Scope of Services and amendments thereto shall be performed in strict accordance with the terms of this Agreement insofar as they are applicable.

SECTION 5.  SCHEDULE AND PERIOD OF PERFORMANCE.

5.1 **SERVICE PROVIDER** shall perform its services in conformance with the agreed upon schedule. **SERVICE PROVIDER** shall complete all of said services in a timely manner and will keep **COMMISSION** apprised of the status of work on a monthly basis. Should **SERVICE PROVIDER** fall behind the agreed-upon schedule, it shall employ such resources so as to comply with the agreed-upon schedule.

5.2 No extension for completion of services shall be granted to **SERVICE PROVIDER** without **COMMISSION’s** prior written consent, except as provided in Sections 4.1 and 22.1 herein.

SECTION 6.  COMPENSATION FOR SERVICES. **COMMISSION** agrees to compensate **SERVICE PROVIDER** for services properly performed at the **Per Unit** rates of

<table>
<thead>
<tr>
<th>Mobilization/Demobilization</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintenance of Traffic</td>
</tr>
<tr>
<td>6” Cured-In-Place Pipe</td>
</tr>
<tr>
<td>8” Cured-In-Place Pipe</td>
</tr>
<tr>
<td>10” Cured-In-Place Pipe</td>
</tr>
<tr>
<td>12” Cured-In-Place Pipe</td>
</tr>
</tbody>
</table>
## SECTION 7. PAYMENT; INVOICES.

7.1 Invoices for SERVICE PROVIDER’S services shall be submitted to the COMMISSION at monthly intervals for services rendered during the previous period. Each invoice shall delineate the period in which the services were rendered; shall include a summary of the progress to date as a percentage of the major phases of the work. Each invoice shall be certified as correct by a duly authorized representative of SERVICE PROVIDER. The bill[s] shall identify the services completed and the amount charged.

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>18” Cured-In-Place Pipe</td>
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<tr>
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<tr>
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<td></td>
</tr>
<tr>
<td>Contingency</td>
<td>$100,000.00</td>
</tr>
</tbody>
</table>

**SECTION 00500**

ITB #01-21
7.2 COMMISSION or its authorized representative shall have the right, at all reasonable times, at its own expense, to inspect and audit the books and records of SERVICE PROVIDER insofar as they pertain to the direct charges payable by COMMISSION under this Agreement and such audit is performed within three (3) years after the expiration of this Agreement. The composition of fixed rates will not be subject to audit.

7.3 All invoices shall be due and payable thirty (30) days from receipt thereof by COMMISSION, subject to COMMISSION’S right to contest, in good faith, all or any part of the charges set forth therein. Payment of invoices shall not be unreasonably withheld by COMMISSION, but the COMMISSION reserves the right to reject any statement which fails to adequately describe the services rendered by SERVICE PROVIDER. Upon written notice to SERVICE PROVIDER, payment may be withheld, in whole or in part, for SERVICE PROVIDER’S failure to comply with a term, condition or requirement of this Agreement. SERVICE PROVIDER will help effect resolution and transmit a revised invoice as necessary. Thereafter, the withheld amount(s) shall be paid upon SERVICE PROVIDER’S satisfactory demonstration of compliance to the COMMISSION. Amounts not questioned by COMMISSION shall be promptly paid to SERVICE PROVIDER in accordance with the above payment procedures.

SECTION 8. RIGHT TO INSPECTION. COMMISSION or its affiliates shall at all times have the right to review or observe the services performed by SERVICE PROVIDER. No inspection, review, or observation shall relieve SERVICE PROVIDER of its responsibility under this Agreement.

SECTION 9. COMMERCIAL WARRANTY. The SERVICE PROVIDER agrees that the supplies and services furnished under this award shall be covered by the most favorable commercial warranties the SERVICE PROVIDER gives any customers for comparable quantities of such supplies or services and that the rights and remedies provided herein are in addition to and do not limit any rights afforded to the COMMISSION by any other provision of this award.

SECTION 10. INSPECTION AND ACCEPTANCE. A duly authorized representative of COMMISSION will accomplish inspection and acceptance of the supplies/services purchased herein at the designated delivery point.

SECTION 10. SAFETY. To the extent the COMMISSION’S safety standards do not violate other County, State or Federal standards, SERVICE PROVIDER agrees to comply with COMMISSION’S safety standards while on the property of the COMMISSION. SERVICE PROVIDER shall have full responsibility and assume all liability for the safety and supervision of its employees while performing services provided hereunder.
SECTION 11. INSURANCE.

11.1 SERVICE PROVIDER shall maintain in force during the term of this Agreement, at its own expense, public liability insurance and other insurance coverage as set forth in Exhibit "B" which is hereby made a part of this Agreement.

11.2 SERVICE PROVIDER and COMMISSION waive all rights against each other and their respective directors, officers, partners, commissioners, officials, agents, subcontractors, SERVICE PROVIDERs, and employees for damages covered by any type of property insurance during and after the completion of the services. A similar provision shall be incorporated into all construction contractual arrangements entered into by COMMISSION and shall protect COMMISSION and SERVICE PROVIDER to the same extent. All project contractors shall be required to include COMMISSION and SERVICE PROVIDER as additional insureds on their general liability insurance policies.

SECTION 12. STANDARDS OF CONDUCT; COMPLIANCE WITH FEDERAL, STATE, AND LOCAL LAWS.

12.1 The SERVICE PROVIDER warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the SERVICE PROVIDER to solicit or secure this Agreement, and that he has not paid or agreed to pay any person, company, corporation, individual, or firm other than a bona fide employee working solely for the SERVICE PROVIDER any fee, commission, percentage, gift, or any other consideration, contingent upon or resulting from the award of this Agreement.

12.2 The SERVICE PROVIDER covenants that it or any of its employees presently has no interest and shall not acquire any interest, direct or indirect, financial or otherwise, that would conflict in any manner or degree with performance of services hereunder.

12.3 The SERVICE PROVIDER agrees that it and its employees shall be bound by the Standards of Conduct provided in Section 112.313, Florida Statutes, as it relates to services performed under this Agreement, which standards will by reference be made a part of this Agreement as though set forth in full. The SERVICE PROVIDER agrees to incorporate the provisions of this paragraph in any subcontract into which it might enter with reference to the services performed.

12.4 The SERVICE PROVIDER shall comply with all federal, state, and local laws and ordinances applicable to the work or payment for work thereof, and shall not discriminate on the grounds of race, color, religion, sex, or national origin in the performance of work under this Agreement.

12.5 The SERVICE PROVIDER warrants that he has not employed or retained any company or person, other than a bona fide employee working solely for the SERVICE PROVIDER to solicit or secure this agreement and that he has not paid or agreed to pay
any person, company, corporations, individual, or firm, other than a bona fide employee working solely for the SERVICE PROVIDER any fee, commission, percentage, gift or other consideration contingent upon or resulting from the award or making of this agreement.

12.6 SERVICE PROVIDER is subject to the provisions of Section 287.133(2)(a), Florida Statutes, on Public Entity Crimes.

SECTION 13. SERVICE PROVIDER’S REPRESENTATIONS. On behalf of its employees, agents, servants and contractors, SERVICE PROVIDER represents and warrants to the COMMISSION each of the following:

13.1 SERVICE PROVIDER represents that the services provided hereunder shall conform to all requirements of this Agreement; shall be consistent with recognized and sound consulting practices and procedures; and shall conform to the professional standards of care, skill, and diligence appropriate to the nature of the services rendered.

13.2 SERVICE PROVIDER represents that the personnel furnishing such services shall be qualified and competent to perform the services assigned to them and that such guidance given by and the recommendations and performance of such personnel shall reflect their best personal knowledge and judgment.

13.3 SERVICE PROVIDER represents that if SERVICE PROVIDER, through its negligent acts, errors, or omissions, causes any injury to COMMISSION or causes any physical damage to, or destruction of, any of COMMISSION's property during the term of this Agreement, it shall be liable for said injuries and/or damages, including reasonable attorney fees and costs incurred as a result therefrom.

13.4 SERVICE PROVIDER represents that none of SERVICE PROVIDER’s principals or the immediate family of SERVICE PROVIDER’s principals has a compensation arrangement of any kind with City. For purposes of this subsection, the term “immediate family” shall include a spouse, natural or adoptive parent, child or sibling, stepparent, stepchild, stepbrother or stepsister, father-in-law, mother-in-law, grandparent, grandchild or spouse of a grandparent or grandchild. For purposes of this subsection, compensation shall be defined as any type of remuneration directly or indirectly, overtly or covertly, paid in cash or in kind.

13.5 SERVICE PROVIDER represents that it is not undergoing any type of audit by a public or private, state or regulatory body or auditing entity.

13.6 SERVICE PROVIDER represents that it and its principals have not engaged in, and during the term of this Agreement agree not to engage in, any activities prohibited under the federal anti-kickback laws (42 U.S.C. 1320a-7, 1320a-7a, 1320a-7b), the regulations promulgated pursuant to such federal statutes, related state or local statutes or regulations, or rules of professional conduct.
13.7 Should SERVICE PROVIDER breach the representations set forth above, COMMISSION shall have such remedies as are set forth in this Agreement. To the extent an applicable remedy is not provided herein, both Parties shall have all such remedies as allowed under the laws of the State of Florida. Additionally, without limiting the generality of the foregoing, if prior to the expiration of two (2) years from the date SERVICE PROVIDER completes its services hereunder, SERVICE PROVIDER'S services are negligent or erroneous and COMMISSION notifies SERVICE PROVIDER in writing that a negligent error or omission has been discovered in SERVICE PROVIDER'S services, SERVICE PROVIDER shall correctly perform such negligent services at no additional cost to COMMISSION and within a reasonable time period.

SECTION 14. GUARANTEE AGAINST INFRINGEMENT. SERVICE PROVIDER guarantees that all services provided under this Agreement shall be free from claims of patent, copyright, and trademark infringement. SERVICE PROVIDER shall indemnify, hold harmless, and defend COMMISSION, its officers, directors, employees, agents, assigns, and servants from and against any and all liability, including expenses, legal or otherwise, for actual or alleged infringement of any patent, copyright, or trademark resulting from the use of any goods, services, or other item delivered under this Agreement.

SECTION 15. INDEMNIFICATION. SERVICE PROVIDER shall defend, indemnify, and hold harmless the COMMISSION, its officers, agents and employees, from and against any and all demands, claims, losses, suits, liabilities, causes of action, judgment or damages, arising out of, related to, or any way connected with SERVICE PROVIDER'S negligent performance or non-performance of any provision of this Agreement including, but not limited to, liabilities arising from Agreements between the SERVICE PROVIDER and third parties made pursuant to this Agreement. SERVICE PROVIDER shall reimburse the COMMISSION for all its expenses including reasonable attorneys' fees and costs incurred in and about the defense of any such claim or investigation and for any judgment or damages arising out of, related to, or in any way connected with SERVICE PROVIDER'S performance or non-performance of this Agreement. This section shall be interpreted and construed in a manner to comply with any applicable Florida Statutes, including without limitation Sections 725.06 and 725.08, Fla. Stat., if applicable. The provisions of this section shall survive termination of this Agreement. Ten dollars ($10) of the payments made by the COMMISSION constitute separate, distinct, and independent consideration for the granting of this indemnification, the receipt and sufficiency of which is voluntary and knowingly acknowledged by the SERVICE PROVIDER.

SECTION 16. AUDIT; PUBLIC RECORDS RETENTION; DOCUMENTS; OWNERSHIP.

16.1 Upon COMMISSION'S or its designated Project Leader's request, at any time during the term of this Agreement or upon completion or termination of this Agreement, SERVICE PROVIDER shall provide COMMISSION or its designated Project Leader with...
a copy of all documents prepared by SERVICE PROVIDER under this Agreement. Documents shall be original and PDF versions.

16.2 The parties acknowledge that the COMMISSION is a part of the government of the City of New Smyrna Beach, Florida, and subject to the Florida Public Records Law. SERVICE PROVIDER has been advised the COMMISSION that all its activities are subject to the Public Records Law (Chapter 119, Florida Statutes) and the Sunshine Law (Section 286.011, Florida Statutes), and agrees to maintain all records necessary to comply with the requirement of such laws, and for the proper supervision of the services performed pursuant to this Agreement. SERVICE PROVIDER agrees to comply with all COMMISSION policies and procedures in observing the requirement of said laws. SERVICE PROVIDER shall allow public access to all documents, papers, letters, or other material subject to the provisions of Chapter 119, Florida Statutes, made or received by the SERVICE PROVIDER in conjunction with this AGREEMENT. Specifically, the SERVICE PROVIDER must:

(1) Keep and maintain public records that ordinarily and necessarily would be required by the COMMISSION in order to perform the services being performed by the SERVICE PROVIDER.

(2) Provide the public with access to public records on the same terms and conditions that the COMMISSION would provide the records and at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law.

(3) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law.

(4) Meet all requirements for retaining public records and transfer, at no cost, to the COMMISSION all public records in possession of the SERVICE PROVIDER upon termination of the AGREEMENT and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the COMMISSION in a format that is compatible with the information technology systems of the COMMISSION.

The SERVICE PROVIDER shall promptly provide the COMMISSION with a copy of any request to inspect or copy public records in possession of the SERVICE PROVIDER and shall promptly provide the COMMISSION a copy of the SERVICE PROVIDER’S response to each such request. Failure to grant such public access will be grounds for immediate termination of this AGREEMENT by the COMMISSION.

16.3 COMMISSION shall have the right to audit the books, records and accounts of SERVICE PROVIDER that are related to the performance of Services pursuant to this Agreement. SERVICE PROVIDER shall keep such books, records and accounts as may be necessary in order to record complete and correct entries related to this Agreement. SERVICE PROVIDER shall preserve and make available, at reasonable times for
examination and audit by COMMISSION, all financial records, supporting documents, statistical records, and any other documents pertinent to this Agreement for the required retention period of the Florida Public Records Act (Chapter 119, Florida Statutes), if applicable, or if the Florida Public Records Act is not applicable for a minimum period of three (3) years after termination of this Agreement. If any audit has been initiated and audit findings have not been resolved at the end of the retention period or three (3) years, whichever is longer, the books, records and accounts shall be retained until resolution of the audit findings. If the Florida Public Records Act is determined by COMMISSION to be applicable to SERVICE PROVIDER’S records, SERVICE PROVIDER shall comply with all requirements thereof; however, no confidentiality or non-disclosure requirement of either federal or state law shall be violated by SERVICE PROVIDER. Any incomplete or incorrect entry in such books, records and accounts shall be a basis for COMMISSION disallowance and/or recovery of any payment upon such entry. The SERVICE PROVIDER shall retain all records relating to this Agreement for five years after the COMMISSION makes final payment and all other pending matters are closed.

16.4 Any and all reports, photographs, surveys, and other data and documents provided or created in connection with this Agreement are and shall remain the property of COMMISSION. In the event of termination of this Agreement, any reports, photographs, surveys, and other data and documents prepared by SERVICE PROVIDER, whether finished or unfinished, shall become the property of COMMISSION and shall be delivered by SERVICE PROVIDER to the COMMISSION within seven (7) days of termination of this Agreement by either party. Any compensation due to SERVICE PROVIDER may be withheld until all documents are received as provided herein.

SECTION 17. ASSIGNMENT

17.1 SERVICE PROVIDER shall not assign or subcontract this Agreement or any rights or any monies due or to become due hereunder without the prior, written consent of COMMISSION. All requirements to be observed by the SERVICE PROVIDER shall be observed by all subcontractors.

17.2 If upon receiving written approval from COMMISSION, any part of this Agreement is subcontracted by SERVICE PROVIDER, SERVICE PROVIDER shall be fully responsible to COMMISSION for all acts and/or omissions performed by the subcontractor as if no subcontract had been made.

17.3 If COMMISSION determines that any subcontractor is not performing in accordance with this Agreement, COMMISSION shall so notify SERVICE PROVIDER who shall take immediate steps to cancel the subcontract, or correct the deficiency. COMMISSION shall also be given permission to communicate directly to the subcontractor, which communication shall not constitute interference with contractor/subcontractor relationship, provided that COMMISSION notifies SERVICE PROVIDER in writing of said communication.
17.4 If any part of this Agreement is subcontracted by SERVICE PROVIDER prior to commencement of any work by the subcontractor, SERVICE PROVIDER shall require the subcontractor to provide COMMISSION with insurance coverage as set forth by Section 11 and Exhibit "B".

SECTION 18. INDEPENDENT CONTRACTOR. The parties intend that an independent contractor relationship will be created by this Agreement. It is understood that COMMISSION does not agree to use SERVICE PROVIDER exclusively. It is further understood that SERVICE PROVIDER is free to contract for similar services to be performed for others while under contract with COMMISSION. The parties expressly acknowledge that SERVICE PROVIDER is an independent SERVICE PROVIDER, and nothing contained in this Agreement will be deemed or construed to create a partnership or joint venture between COMMISSION and SERVICE PROVIDER or any other relationship between the parties. Additionally, nothing in this Agreement is intended nor shall be construed to create an employer/employee relationship, or to allow COMMISSION, or its agents, representative, or employees, to exercise control or direction over the manner or method by which SERVICE PROVIDER performs any services which are the subject of this Agreement.

SECTION 19. AUTHORIZATION. SERVICE PROVIDER shall not, without authorization first being given by COMMISSION: a) Use or pledge money or credit of the COMMISSION, except in the usual and regular course of business and on account of or for the benefit of the COMMISSION; b) Release or discharge any debt due to COMMISSION without receiving the full amount thereof; c) Commit any act causing seizure or attachment of the COMMISSION’S property; or d) Cause COMMISSION to become a guarantor, surety, or endorser, or give any note which obligates the COMMISSION.

SECTION 20. TAXES. SERVICE PROVIDER shall assume full responsibility for payment of all federal, state, and local taxes or contributions imposed or required under unemployment insurance, Social Security, and income tax laws, with respect to SERVICE PROVIDER'S performance of this Agreement.

SECTION 21. DEFAULT. If, during the term of this Agreement, SERVICE PROVIDER shall be in default of any provision of this Agreement, COMMISSION may suspend its payment or performance hereunder until such delinquency or default has been corrected; provided, however, that no suspension shall be effective unless and until COMMISSION gives notice of the default to SERVICE PROVIDER with at least ten (10) days to cure such default.

SECTION 22. TERMINATION. Notwithstanding any other provision of this Agreement, COMMISSION may, upon fifteen (15) days written notice to SERVICE PROVIDER, terminate this Agreement if: (a) SERVICE PROVIDER is adjudged to be bankrupt; (b) SERVICE PROVIDER makes a general assignment for the benefit of its creditors; (c) SERVICE PROVIDER fails to comply with any of the conditions or provisions of this Agreement; or (d) SERVICE PROVIDER is experiencing a labor dispute
which threatens to have a substantial, adverse impact upon performance of this Agreement, without prejudice to any other right or remedy COMMISSION may have under this Agreement; or (e) when deemed by the COMMISSION (in its sole discretion) is in the best interest of the COMMISSION. In the event of such termination, COMMISSION shall be liable only for the payment of all unpaid charges, determined in accordance with the provisions of this Agreement, for work properly performed prior to the effective date of termination.

SECTION 23. FORCE MAJEURE. Any delay or failure of either party in the performance of its required obligations hereunder shall be excused if and to the extent caused by acts of God; fire; flood; windstorm; explosion; riot; war; sabotage; strikes; extraordinary breakdown or damage to COMMISSION’s generating plants, their equipment, or facilities; court injunction or order; federal and/or state law or regulation; order by any regulatory agency; or cause or causes beyond the control of the party affected; provided that prompt notice of such delay is given by such party to the other and each of the parties hereunto shall be diligent in attempting to remove such cause or causes.

SECTION 24. NOTICE. Any notices required to be given by the terms of this Agreement shall be delivered by hand or mailed, postage prepaid, to:

For SERVICE PROVIDER:

For COMMISSION:

Utilities Commission, City of New Smyrna Beach, Florida
Attention: Materials Manager
P.O. Box 100
New Smyrna Beach, FL 32170-0100
(386) 427-1361

SECTION 25. GOVERNING LAW. This Agreement is made and shall be interpreted, construed, governed, and enforced in accordance with the laws of the State of Florida.
SECTION 26. SEVERABILITY. In the event any portion of part of this Agreement is deemed invalid, against public policy, void, or otherwise unenforceable by a court of competent jurisdiction, the parties shall negotiate an equitable adjustment in the affected provision of this Agreement. The validity and enforceability of the remaining parts thereof shall otherwise be fully enforceable.

SECTION 27. WAIVER AND ELECTION OF REMEDIES.

27.1 Waiver by COMMISSION of any term, condition, or provision of this Agreement shall not be considered a waiver of any term, condition, or provision in the future.

27.2 No waiver, consent, or modification of any of the provisions of this Agreement shall be binding unless in writing and signed by a duly authorized representative of each party hereto.

27.3 Notwithstanding any other provision of this Agreement, the provisions of Sections 14, 15 and 16 shall survive the termination or expiration of this Agreement.

SECTION 28. THIRD PARTY RIGHTS. Nothing in this Agreement shall be construed to give any rights or benefits to anyone other than COMMISSION and SERVICE PROVIDER.

SECTION 29. LIMITATION OF LIABILITY. To the fullest extent permitted by law, SERVICE PROVIDER'S total liability for any and all claims, losses, damages and expenses resulting in any way from this Agreement shall not exceed the total compensation received by SERVICE PROVIDER under the applicable Scope of Services notwithstanding the fault, tort (including negligence), strict liability or other basis of legal liability of the SERVICE PROVIDER and shall extend to its officers, directors, employees, licensors, agents, subcontractors, vendors and related entities.

SECTION 30. CONSEQUENTIAL DAMAGES. Notwithstanding any provision in this Agreement to the contrary, and to the fullest extent permitted by law, SERVICE PROVIDER shall not be liable to COMMISSION for loss of profits, revenue, use, opportunity, and goodwill; cost of substitute facilities, goods, and services; cost of capital; and increased operating costs.

SECTION 31. ENTIRE AGREEMENT. This Agreement, including Exhibits "A" and "B" constitutes the entire agreement between COMMISSION and SERVICE PROVIDER with respect to the services specified and all previous representations relative thereto, either written or oral, are hereby annulled and superseded.

SECTION 32. JOINT PREPARATION. Preparation of this Agreement has been a joint effort of COMMISSION and SERVICE PROVIDER and the resulting document shall not, solely as a matter of judicial construction, be construed more severely against one of the parties than any other.
IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized representatives as of the date first written above.

COMMISSION:

UTILITIES COMMISSION, CITY OF NEW SMYRNA BEACH, FLORIDA

By: ________________________________
   Director of Finance/CFO

SERVICE PROVIDER:

UTILITIES COMMISSION, CITY OF NEW SMYRNA BEACH, FLORIDA

By: ________________________________
   Its: ______________________________

ATTEST: __________________________

By: ________________________________
   Its: __________________________
   (CORPORATE SEAL)

Director of Department
The COMMISSION is seeking an Underground Utility Contractor or General Contractor, licensed in the State of Florida, to complete the following scope of work.

REHABILITATE, WITH TRENCHLESS TECHNOLOGY, GRAVITY SANITARY SEWER PIPE [SIZES 6” THROUGH 18”] AND 4-FOOT DIAMETER MANHOLES.

REHABILITATION SHALL INCLUDE FURNISHING AND INSTALLING AN INTERIOR PROTECTIVE COATING SYSTEM TO PROVIDE A WATERPROOF, CORROSION RESISTANT LINER TO PREVENT ANY DETERIORATION FROM HYDROGEN SULFIDE AND OTHER CORROSIVE GASES/ACIDS PRODUCED BY WASTEWATER.

PIPE SHALL BE LINED USING CURED-IN-PLACE PIPE METHOD.

MANHOLES SHALL BE LINED WITH GEOPOLYMER EPOXY LINING MATERIAL BY ONE OF THE FOLLOWING: QUADEX (VORTEX COMPANIES), ENGINEERED SPRAY SOLUTIONS OR STANDARD CEMENT.

CONTRACT WILL BE FOR ONE (1) YEAR WITH AN OPTION TO EXTEND THREE ADDITIONAL ONE-YEAR PERIODS. PRICE ESCALATION/DE-ESCALATION WILL BE PERMITTED AT THE END OF EACH ONE-YEAR TERM UPON MUTUAL AGREEMENT IN WRITING PRIOR TO THE END OF CONTRACT TERM.

ANNUAL ESTIMATED BUDGET IS $2,000,000.00 TO $2,500,000.00
EXHIBIT "B": INSURANCE REQUIREMENTS

I. INSURANCE: Except as otherwise specified in this contract, the SERVICE PROVIDER and its subcontractors of any tier will be required at their own expense to maintain in effect at all times during the performance of the work insurance coverage with limits set forth below with insurers and under forms of policies satisfactory to the COMMISSION. It shall be the responsibility of the SERVICE PROVIDER and its subcontractors to maintain adequate insurance coverage and to assure that subcontractors are adequately insured at all times. Failure of the SERVICE PROVIDER and its subcontractors to maintain adequate coverage shall not relieve it of any contractual responsibility or obligation.

The SERVICE PROVIDER and its subcontractors shall furnish to the COMMISSION such Certificates of Insurance or endorsements required by the provisions set forth herein, which Certificates of Insurance shall name the COMMISSION as Additional Insured. All Certificates of Insurance must be provided by an acceptable insurance carrier to the COMMISSION and that the carrier should have no less rating than A - X by A.M. Best and Company. COMMISSION reserves the right to accept or decline carrier providing coverage.

II. CERTIFICATES OF INSURANCE: At the time of the execution of this contract and each subcontract, but in any event, prior to commencing work, the SERVICE PROVIDER and its subcontractors shall furnish the COMMISSION with Certificates of Insurance as evidence that the policies providing the required coverages and limits of insurance are in full force and effect. The Certificates shall provide that any company issuing an insurance policy for the work under this contract shall provide not less than thirty (30) days' advance notice to the COMMISSION in writing of cancellation, non-renewal, or material change in the policy of insurance. In addition, the SERVICE PROVIDER shall immediately provide written notice to the COMMISSION upon receipt of notice of cancellation of an insurance policy or a decision to terminate or alter any insurance policy. All Certificates of Insurance shall clearly state that all applicable requirements have been satisfied including certification that the Comprehensive General Liability policies are of the "occurrence form". Certificates of Insurance for SERVICE PROVIDER and subcontractor-furnished insurance and notices of any cancellations, terminations, or alterations of such policies shall be mailed to the COMMISSION’s office, ATTN: Materials Manager, at P.O. Box 100, New Smyrna Beach, Florida 32170-0100.

III. ADDITIONAL INSURED: All insurance coverages (except Workers' Compensation and Professional Liability) furnished under this contract shall include the SERVICE PROVIDER, the COMMISSION and its commissioners, officials, directors, officers, agents, and employees as Additional Insured's with respect to the activities of the SERVICE PROVIDER and its subcontractors.

These policies shall contain a "cross-liability" or "severability of interest" clause or endorsement. Notwithstanding any other provisions of these policies, the insurance...
afforded shall apply separately to each insured, named insured, or Additional Insured with respect to any claim, suit, or judgment made or brought by or for any other insured, named insured, or Additional Insured as though a separate policy had been issued to each, except the insurer's liability shall not be increased beyond the amount or amounts for which the insurer would have been liable had only one insured been named.

IV. WAIVER OF SUBROGATION: The SERVICE PROVIDER and its subcontractors shall require their insurance carrier, with respect to all insurance policies, to waive all rights of subrogation against the COMMISSION, its commissioners, officials, directors, officers, agents, and employees.

V. COMPREHENSIVE GENERAL LIABILITY: This insurance shall be an occurrence-type policy written in comprehensive form and shall protect the SERVICE PROVIDER and its subcontractors and the Additional Insured's against all claims arising from bodily injury, sickness, disease, or death of any person other than the SERVICE PROVIDER's employees or damage to property of the COMMISSION or others arising out of the act or omission of the SERVICE PROVIDER or its subcontractors or their agents, employees, or subcontractors. This policy shall include protection against claims insured by usual Personal Injury Liability coverage and an endorsement (Protective Liability) to insure the contractual liability assumed by the SERVICE PROVIDER and its subcontractors under the Section entitled "Indemnification," as well as Completed Operations, Products Liability, Contractual Liability, Broad Form Property Coverage, Premises/Operations, and Independent Contractors.

Combined Single Limit: $1,000,000 per claim and annual aggregate of $2,000,000.

VI. COMPREHENSIVE AUTOMOBILE LIABILITY: This insurance shall be written in the comprehensive form and shall protect the SERVICE PROVIDER and its subcontractors and the Additional Insured's against all claims for injuries to members of the public and damage to property of others arising from the use of motor vehicles and shall cover operation on and off the site of all motor vehicles licensed for highway use, whether they are owned, non-owned, or hired. The liability shall not be less than:

Combined Single Limit: $1,000,000 per claim and annual aggregate of $2,000,000.
VII. WORKERS’ COMPENSATION AND EMPLOYERS’ LIABILITY: The insurance shall protect the SERVICE PROVIDER and its subcontractors against all claims under applicable state workers’ compensation laws. The insured shall also be protected against claims for injury, disease, or death of employees which, for any reason, may not fall within the provisions of workers’ compensation laws. This policy shall include an all-states endorsement. The liability limits shall not be less than:

- Workers’ Compensation: Statutory
- Employers’ Liability: $100,000 each accident;
  $500,000 disease policy limit;
  and
  $100,000 disease, each employee.

VIII. PROFESSIONAL LIABILITY: Professional Liability insurance shall be provided in an amount of $100,000.

END OF SECTION
BY THIS BOND, We ____________________________, as Principal and ____________________________, a corporation, as Surety, are bound to UTILITIES COMMISSION, CITY OF NEW SMYRNA BEACH, FL., herein called Owner, in the sum of ____________________________ $, for payment of which we bind ourselves, our heirs, personal representatives, successors, and assigns, jointly and severally.

THE CONDITION OF THIS BOND is that if Principal:

1. Performs the contract dated ______________, 2019, between Principal and Owner for construction of ITB #01-21 – ANNUAL CONTRACT FOR GRAVITY SANITARY SEWER REHABILITATION, 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 Principal with labor, materials, or supplies, used directly or indirectly by Principal in the prosecution of the work provided for in the contract; and

3. Pays Owner all losses, damages, expenses, costs, and attorney’s fees, including appellate proceedings, that Owner sustains because of a default by Principal 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 a claimant 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.

DATED ON ________________, 20__.

(Name of Principal) ____________________________
By: ____________________________

(Name of Surety) ____________________________
By: ____________________________
Attorney in Fact

END OF SECTION

SECTION 00645
ITB #01-21
PART 1 - GENERAL

1.00 DESCRIPTION
A. This Section includes:
   1. Protection and Restoration of Property.
   2. Change Orders.
   4. Traffic Control.
   5. Survey Work.
   6. Existing Utilities.
   7. Special Conditions.
   8. Coordination.
   9. Abbreviations and Symbols.
B. Related work specified elsewhere includes:
   Application for Payment - Section 01027.

1.01 PROTECTION AND RESTORATION OF PROPERTY
A. The Contractor shall not enter upon private property for any purpose without first obtaining permission and he shall use every precaution necessary to prevent damage or injury to any public or private property, trees, fences, monuments, and underground structures, etc., on and adjacent to the site of the work.
B. The Contractor shall not do any work that would affect any pipeline, telephone, telegraph, or electric transmission line, or other structure. The Contractor shall not enter upon the right-of-way or other lands appurtenant thereto, until authority therefore has been secured from the proper persons.
C. The Contractor shall be responsible for all damage or injury to property of any person or entity resulting from any act, omission, neglect or misconduct in his manner or method of executing said work, from his non-execution of said work, or from defective work or materials. The Contractor shall not be released from said responsibility until the work shall have been completed and accepted and the contract requirements fulfilled.
D. When or where any direct or indirect damage or injury is done to public or private property by or on account of any act, omission, neglect, or misconduct in the execution of the work, or in consequence of the non-execution thereof on the part of the Contractor, or any act in the proper completion of work, the Contractor shall restore such property, at his own expense, to a condition equal or better to that existing before such damage or injury was done by repairing, rebuilding, or otherwise restoring, as may be directed. If not possible, the Contractor shall make good such damage or injury in a manner acceptable to the damaged or injured party.
1.02 CHANGE ORDERS

A. The Owner or Engineer may at any time make changes within the general scope of the project, issue additional instructions, require additional work or direct the omission of portions of the work; provided, however, that the Contractor shall not proceed with any change involving an increase or decrease in contract sum, without prior written authorization from the Owner or Engineer in accordance with the procedure outlined hereunder.

B. The Owner or Engineer shall order changes in the project by giving the Contractor a written change order request (“Change Order Request”), setting forth in detail the nature of the requested change. Within ten (10) days of receipt of a Change Order Request, the Contractor shall furnish to the Owner or Engineer a statement setting forth in detail, with a suitable break-down by quantity and unit price the Contractor’s estimate of the changes in the contract sum. If the Owner approves in writing such estimate by the contractor, such Change Order Request and such estimate shall constitute a Change Order, and the contract sum shall be adjusted as set forth in the Contractor’s estimate. This procedure shall apply to both additive and deductive change orders.

C. The Owner or Engineer may make minor changes to the work not involving a change in the contract sum without the use of a Change Order.

D. Additional work performed by the Contractor without authorization of a Change Order is done at its own risk and will not entitle it to an increase in the Contract Price or an extension of the Contract Time.

1.03 PUBLIC ACCESS AND CONVENIENCE

A. At all points in the work where public access to any building, house, place of business, public road, or sidewalk would be obstructed by any section of the Contractor in executing the work required by this Contract, the Contractor shall provide such temporary structure, bridges or roadway as may be necessary to maintain public access at all times. At least one lane for vehicular traffic shall be maintained in streets on which the Contractor is working unless otherwise authorized by the Engineer in writing.

B. Prior to temporarily cutting off access to driveways and garages, the Contractor shall give 24 hours notice to affected property owners. Interruptions to use of private property shall be kept to a minimum. The Contractor is responsible for and may make other suitable arrangements with owners of private driveways in lieu of the requirement of this Section.

C. Materials stored at the site of the work shall be so placed and the work shall at all times be so conducted as to cause minimum obstruction to vehicular or pedestrian traffic. No roadway shall be closed or opened except by express permission of the City, County or such other authorized public agency having jurisdiction.

D. The Contractor shall exercise precaution at all times for the protection of persons and property. The safety provisions of applicable laws, building codes and construction codes shall be observed.
1.04 TRAFFIC CONTROL
   A. It shall be the responsibility of the Contractor in performance of the work elements of the Contract to furnish all traffic control equipment and personnel.
   B. The Contractor shall provide bypasses, crossings, and other means for the maintenance of one-way traffic in all streets, and two-way traffic wherever possible, in all streets where work is in progress. The Contractor shall plan and schedule his operations to impose the least possible interference with normal traffic flow. Any such interference shall be cleared with the applicable local, County or State agency prior to beginning construction.
   C. The Contractor shall provide, erect, and maintain effective barricades, danger signals, and signs on all intercepted streets or highways and in other locations where required for the protection of the work and the safety of the public. Barricades or obstructions which encroach on, or are adjacent to public rights-of-way shall be provided with lights which shall be kept burning at all times between sunset and sunrise. Conformity with State, County and local laws and regulations is required in the use of streets and highways. The Contractor shall be responsible for all damages resulting from any neglect or failure to meet these requirements. Watchmen shall be provided as required by local regulations or as necessary to fulfill the requirements stated herein.
   D. The State of Florida Department of Transportation "Utility Accommodation Guide Procedure 616-400" and its "Uniform Manual for Traffic Control Devices" shall be followed as applicable. Additionally, traffic control requirements shall meet all local, State and Federal requirements.

1.05 SURVEY WORK
   A. Prior to commencing work, the Contractor shall satisfy himself as to the accuracy of all survey or existing site information as indicated in the Drawings or Specifications. Should the Contractor discover any errors, inaccuracies or omissions in the survey data, he shall immediately notify the Engineer. The commencing of any of the work by the Contractor shall be held as the Contractor's acceptance that all survey or existing site information is correct and accurate, without any reasonably inferable errors, inaccuracies or omissions.
   B. The Contractor shall carefully preserve all control stakes, benchmarks, reference points and property corner and will be responsible for any mistake or loss of time caused by their unnecessary loss or disturbance. If the loss or disturbance of the stakes or marks cause a delay in the Work, the Contractor shall have no claim for damages or extension of time. Control stakes, benchmarks, reference points and property corners disturbed by the Contractor's work shall be replaced by a Florida Registered Land Surveyor and Mapper, at the Contractor's expense. In the event the Owner must provide the services of the Florida Registered Surveyor and Mapper to perform this replacement work, the cost of the surveying services will be deducted from any sums due the Contractor for the work performed under this Contract.
C. All survey work shall be performed under the guidance and direction of a Florida Registered Surveyor and Mapper.
D. All survey work for Record Drawings shall be performed by a Florida Registered Surveyor and Mapper.

1.06 EXISTING UTILITIES

A. All existing utilities shown on the Drawings are located according to the information available to the Engineer at the time the Drawings were prepared and have not been independently verified by the Owner or the Engineer. Guarantee is not made that all existing underground utilities are shown or that the locations of those shown are accurate. The locations shown are for bidding purposes only. Finding the actual location of any existing utilities is the Contractor's responsibility and shall be done before he commences any work in the vicinity. Furthermore, the Contractor shall be fully responsible for any and all damages which might be occasioned by the Contractor's failure to exactly locate and preserve any and all underground utilities. The Owner or Engineer will assume no liability for any damages sustained or costs incurred because of the Contractor's operations in the vicinity of existing utilities or structures, nor for temporary bracing and shoring of same. If it is necessary to shore, brace, or swing a utility, the utility company or department affected shall be contacted and their permission obtained regarding the method to use for such work.

B. It is the Contractor's responsibility to locate all underground utilities before beginning work.

C. The Contractor shall schedule and execute all work involving existing utilities in order to minimize necessary interruption of services. Whenever such interruption is necessary for completion of the work the Contractor is responsible for notifying the Engineer and the appropriate utility at least 48 hours in advance. All work to repair/restore utility service shall be performed to the satisfaction of the appropriate utility. All costs related to service maintenance, interruption, and restoration shall be included in the appropriate line item in the Contract, and will not be paid as an additional item.
1.07 SPECIAL CONDITIONS

A. Visits to the construction site may be made by representatives of local regulatory agencies. The Contractor shall submit details of all instructions from the above to the Engineer immediately. The Work will not be accepted by the Owner until final acceptance has been received from the various departments of the Regulatory Agencies having jurisdiction.

B. The Contractor shall furnish sufficient labor, construction equipment and materials, and shall work such hours, including night shifts and overtime operations, as may be necessary to insure the prosecution of the work in accordance with the approved progress schedule. If, in the opinion of the Engineer, the Contractor falls behind the progress schedule, the Contractor shall take such steps as may be necessary to improve his progress and the Engineer may require him to increase the number of shifts and/or overtime operation, days of work and/or the amount of construction equipment and materials, all without additional cost to the Owner. The Contractor shall be responsible for any additional costs incurred by the Owner or Engineer due to the overtime work. The failure of the Contractor to comply with the requirements of the Engineer under this provision shall be grounds for determination of the Engineer that the Contractor is not prosecuting the work with such diligence as will insure completion within the time specified. Upon such determination, the Engineer may recommend to the Owner to seek such legal remedy as is deemed necessary to protect the Owner's interest.

C. In addition to these Specifications all work must comply with the requirements of the local governing agency, Department of Transportation, Water Management District, Department of Environmental Protection, and all other applicable State or Federal agencies' Specifications and Permits. In the event of a conflict the more stringent specification or requirement shall govern.

D. The items of work on this project are to proceed in the sequence of work items listed hereinafter and shall be operable within the time frame stated from the date of the Notice to Proceed. No work is to start that involves the modification to existing facilities without prior approval and authorization from the Owner or his designated representative. An advance notice of 48 hours is required to the Owner prior to start of any work that involves modifications to existing structures, piping or appurtenances.

E. The Contractor is responsible for notifying all permitting agencies of his intentions to begin construction. Proper notification to each agency shall be given within the time frame required by that agency.

F. The Contractor shall give the Engineer 10 days minimum notice before beginning work on the Project.

G. Before performing tests, the Contractor shall provide the Engineer with a minimum of 48 hours notice.

H. Before performing any work outside the designated limits of the work site, the Contractor shall secure any necessary permits and/or authorization from the applicable Owner, or verify that such has been previously obtained. All requirements of any said permits or authorization shall be followed.
I. Contractor shall not work overtime unless authorized to do so by Owner. If overtime is required, Contractor shall provide seven (7) days minimum notice to Engineer and Owner.

1.08 COORDINATION
The Contractor shall be fully responsible for the coordination of his work and the work of his employees, subcontractors, and suppliers and to assure compliance with schedules.

1.09 ABBREVIATIONS AND SYMBOLS
A. Referenced Standards
   1. Any reference to published specifications or standards of any organization or association shall comply with the requirements of the specification or standard which is current on the date of Advertisement for Bids. In case of a conflict between the referenced specifications or standards, the one having the more stringent requirements shall govern.
   2. In case of conflict between the referenced specifications or standards and the Contract Documents, the Contract Documents shall govern.

END OF SECTION
PART 1 - GENERAL

1.01 RELATED DOCUMENTS
   A. Drawings and general provisions of Contract, including General and Supplementary Conditions and other Division-1 Specification Sections, apply to this Section.

1.02 SUMMARY
   A. This section specifies administrative and procedural requirements necessary to prepare and process the Contractor’s Applications for Payment.
      1. Coordinate the Schedule of Values and Applications for Payment with the Contractor’s Construction Schedule, List of Subcontracts, and Submittal Schedule.
   B. The Contractor’s Construction Schedule and Submittal Schedule are included in section “Submittals”.

1.03 SCHEDULE OF VALUES
   A. Coordinate preparation of the Schedule of Values with preparation of the Contractor’s Construction Schedule.
      1. Correlate line items in the Schedule of Values with other required administrative schedules and forms, including:
         a. Application for Payment form
         b. List of subcontractors
         c. Schedule of submittals.
      2. Submit the Schedule of Values to the Owner at the earliest feasible date, but in no case later than 7 days before the date scheduled for submittal of the initial Application for Payment.
      3. Where work is separated into phases, provide sub-schedules showing values correlated with each phase of payment.
   B. Format and Content: Use the Project Manual Table of Contents as a guide to establish the line items for the Schedule of Values. Provide at least one line item for each specification section.
      1. Provide a breakdown of the Contract Sum in enough detail to facilitate continued evaluation of Applications for Payment and progress reports. Provide several line items for principal subcontract amounts, when appropriate.
      2. Schedule Updating: Update and resubmit the Schedule of Values when Change Orders or Construction Change Directives result in a change in the Contract Sum.
1.04 APPLICATIONS FOR PAYMENT

A. Each Application for Payment shall be consistent with previous applications and payments as certified by the Engineer and paid for by the Owner.
   1. The initial Application for Payment, the Application for Payment at time of Substantial Completion, and the final Application for payment involve additional requirements.

B. Payment Application Times: The date for each progress payment is indicated in the Agreement between Owner and Contractor. The period of construction Work covered by each Application for Payment is the period indicated in the Agreement.

C. Payment Application Forms: Use AIA forms for Applications for Payment.

D. Application Preparation: Complete every entry on the form, including notarization and execution by person authorized to sign legal documents on behalf of the Owner. Incomplete applications will be returned without action.
   1. Entries shall match data on the Schedule of Values and Contractor’s Construction Schedule. Use updated schedules if revisions have been made.
   2. Include amounts of Change Orders and construction Change Directives issued prior to the last day of the construction period covered by the application.

E. Transmittal: Submit 5 signed and notarized copies of each Application for Payment to the Engineer by means ensuring receipt within 24 hours; one copy shall be complete, including waivers of lien and similar attachments, if required.
   1. Transmit each copy with a transmittal form listing attachments, and recording appropriate information related to the application.

F. Waivers of Mechanics Lien: When required by the Owner, submit waivers of mechanics liens from subcontractors or sub-subcontractors and suppliers for the construction period covered by the previous application with each Application for Payment.
   1. Submit partial waivers on each item for the amount requested, prior to deduction for retainage, on each item.
   2. When an application shows completion of an item, submit final or full waivers.
   3. Waiver Delays: Submit each Application for Payment with the Contractor’s waiver of mechanics lien for the period of construction covered by the application.
      a. Submit final Application for Payment with or preceded by final waivers from every entity involved with performance of Work covered by the application who could lawfully be entitled to a lien.
   4. Waiver Forms: Submit waivers of lien on forms, and executed in a manner, acceptable to Owner.
G. Initial Application for Payment: Administrative actions and submittals that must precede or coincide with submittal of the first Application for Payment include the following:
1. List of subcontractors.
2. Schedule of Values.
3. Contractor’s Construction Schedule.
4. Submittal Schedule.
5. Certificates of insurance and insurance policies.
7. Copy of Building Permit.

H. Application for Payment at Substantial Completion: Following issuance of the Certificate of Substantial Completion, submit an Application for Payment; Administrative actions and submittals that shall proceed or coincide with this application include:
1. Warranties (guarantees) and maintenance agreements.
3. Start-up performance reports.
4. Change-over information related to Owner’s occupancy, use, operation and maintenance.
5. Final cleaning.
6. List of incomplete Work, recognized as exceptions to Engineer’s Certificate of Substantial Completion.

I. Final Payment Application: Administrative actions and submittals which must precede or coincide with submittal of the final payment Application for Payment include the following:
1. Evidence of completion of project closeout requirements.
2. Evidence of completion of items specified for completion after Substantial Completion.
3. AIA Document G706, “Contractor’s Affidavit of Payment of Debts and Claims”: or other evidence acceptable to the Owner.
5. AIA Document G707, “Consent of Surety to Final Payment”.
6. Assurance that work not complete and accepted will be completed without undue delay.
7. Transmittal of required project construction records to Owner.
8. Removal of temporary facilities and services.
10. Change of door locks to Owner’s access.

PART 2 - PRODUCTS (Not Applicable)
PART 3 - EXECUTION (Not Applicable)

END OF SECTION
PART 1 - GENERAL

1.01 RELATED DOCUMENTS

Drawings and general provisions of Contract, including General and Supplementary Conditions and other Division-1 Specification Sections, apply to this Section.

1.02 SUMMARY

A. This Section specifies requirements of photographic documentation of the project conditions before construction. The video tape and photographs will serve as record of existing conditions for disputes arising from restoration, and should therefore be taken along the lines of construction at such frequency as necessary to depict details of existing conditions.

B. Payment: All cost for photographs and video tapes including processing, indexing and cataloging shall be on a lump sum basis, and shall be paid for by the Contractor, excepting photographs taken by the Engineer or the Owner.

1.03 SUBMITTALS

A. Photographs and Digital Video Disks: capable of being viewed in Windows XP Based Software.

B. Provide full-size narrated DVD with label to identify subject areas.

C. Provide photographs, as necessary, to supplement DVD to clearly depict existing conditions.

1.04 QUALITY ASSURANCE

A. Video narration shall completely (location, orientation, etc.) identify each scene.

B. Index and catalog photographs in such a manner that each scene is readily identifiable.

C. Photographs shall indicate the orientation of view and shall indicate date and time the photograph was made.

PART 2 - PRODUCTS (NOT APPLICABLE)
PART 3 - EXECUTION

3.01 CONSTRUCTION DOCUMENTATION

A. Pre-Construction Conditions: Take photographs and video tape all areas where construction is to take place within two weeks prior to the start of construction. Submit processed photographs to the Engineer before construction commences.

B. During construction or when major equipment is installed or where problems occur, the Contractor shall take pictures and videotape.

C. Post-Construction Conditions: Upon completion of construction work and before final payment, the contractor shall take photographs and video tapes of all completed construction and of all areas disturbed or restored by construction activities.

D. Unusual Conditions encountered during construction shall be photographed and video taped if not already a matter of photographic record.

END OF SECTION
PART 1 - GENERAL

1.01 RELATED DOCUMENTS

Drawings and general provisions of Contract, including General and Supplementary Conditions and other Division-1 Specification Sections, apply to this Section.

1.02 SUMMARY

A. This Section specifies administrative and procedural requirements for project closeout, including but not limited to:
   1. Field review procedures.
   2. Project record document submittal.
   3. Operating and maintenance manual submittal.
   4. Submittal of warranties.
   5. Final cleaning.

B. Closeout requirements for specific construction activities are included in the appropriate specifications.

1.03 SUBSTANTIAL COMPLETION

A. Preliminary Procedures: Before requesting a Substantial Completion meeting, Contractor shall complete the following.
   1. Submit specific warranties, workmanship bonds, maintenance agreements, final certifications and similar documents.
   2. Obtain and submit releases enabling the Owner unrestricted use of the Work and access to services and utilities; include occupancy permits, operating certificates and similar releases.

B. Field Review Procedures: On receipt of a notice that the facilities are substantially complete, the Engineer will proceed with field review meeting with the Contractor and Owner or Owner’s representative present. The Engineer will review documentation provided by the Contractor and the Owner’s representative. From field observations and the documentation provided, the Engineer will prepare a “punch list” of items that must be completed or corrected before the work can be considered complete and the final payment is made. The work which is substantially complete will be considered cleared for partial utilization and turned over to the Owner. These items may be put into service by the Owner and shall not be altered by the Contractor.
1.04 FINAL COMPLETION

A. Preliminary Procedures: Before requesting final inspection for certification of final acceptance and final payment, Contractor shall complete the following.
   1. Submit the final payment request with releases and supporting documentation not previously submitted and accepted. Include certificates of insurance for products and completed operations where required.
   2. Submit an updated final statement, accounting for final additional changes to the Contract Sum.
   3. Submit a copy of the Engineer's final inspection list of items to be completed or corrected, stating that each item has been completed or otherwise resolved for acceptance.
   4. Submit final meter readings for utilities, a measured record of stored fuel, and similar data as of the date of Substantial Completion, or when the Owner took possession of and responsibility for corresponding elements of the Work.
   5. Submit consent of surety to final payment.
   6. Submit a final liquidated damages settlement statement.
   7. Submit evidence of final, continuing insurance coverage complying with insurance requirements.

B. Re-inspection Procedure: The Engineer will schedule a final completion meeting to review the work identified in the punch list upon receipt of notice from the Contractor that the work has been completed.
   1. Upon completion of Final Completion review, the Engineer will prepare a notification for the Contractor and Owner of final completion, or advise the Contractor of work that is incomplete or of obligations that have not been fulfilled but are required for final acceptance. This notification of final completion only implies that through examination of records and visual inspection the work appears to meet the requirements of the drawings and specifications as all construction activities are not observed by the Engineer. If the Engineer must perform another review of any work identified on the punch list because the Contractor failed to complete all work before the final completion inspection, the Contractor will be responsible for paying all of the Engineer’s cost for another field review.

1.05 RECORD DOCUMENT SUBMITTALS

A. General: Do not use record documents for construction purposes; protect from deterioration and loss in a secure, fire-resistive location; provide access to record documents for the Engineer's reference during normal working hours.

B. Record Drawings: Maintain a clean, undamaged set of blue or black line white-prints of Contract Drawings and Shop Drawings. Mark the set to show the actual installation where the installation varies substantially from the Work as originally shown. Mark whichever drawing is most capable of showing conditions fully and accurately; where Shop Drawings are used, record a cross-reference at the corresponding location on the Contract Drawings. Give particular attention to concealed elements that would be difficult to measure and record at a later date. An independent Florida licensed land
Surveyor must be retained to locate all subsurface and surface improvements including potable water mains and fittings, reclaimed water mains and fittings, force mains and fittings, extent of any paving, and all pipe inverts and structure top elevations for sanitary sewer and stormwater improvements. All record and as-built drawings must meet the COMMISSION’s “Potable Water Rules, Design, and Construction Specifications”, “Reclaimed Water Rules, Design, and Construction Specifications”, and “Wastewater Rules, Design, and Construction Specifications”, Final Acceptance Section. Section 7, Section 7 and Section 8 respectively. All files shall be submitted to the COMMISSION digitally in both Adobe PDF and AutoDesk DWG format (meeting AutoDesk 2014 edition or later.)

1. Mark record sets with red erasable pencil; use other colors to distinguish between variations in separate categories of the Work.
2. Mark new information that is important to the Owner, but was not shown on Contract Drawings or Shop Drawings.
3. Note related Change Order numbers where applicable.
4. Organize record drawing sheets into manageable sets, bind with durable paper cover sheets, and print suitable titles, dates and other identification on the cover of each set.

C. Record Specifications: Maintain one complete copy of the Project Manual, including addenda, and one copy of other written construction documents such as Change Orders and modifications issued in printed form during construction. Mark these documents to show substantial variations in actual Work performed in comparison with the text of the Specifications and modifications. Give particular attention to substitutions, selection of options and similar information on elements that are concealed or cannot otherwise be readily discerned later by direct observation. Note related record drawing information and Product Data. Upon completion of the Work, submit record Specifications to the Engineer for the Owner's records.

D. Record Product Data: Maintain one copy of each Product Data submittal. Mark these documents to show significant variations in actual Work performed in comparison with information submitted. Include variations in products delivered to the site, and from the manufacturer's installation instructions and recommendations. Give particular attention to concealed products and portions of the Work which cannot otherwise be readily discerned later by direct observation. Note related Change Orders and mark-up of record drawings and Specifications. Upon completion of mark-up, submit complete set of record Product Data to the Engineer for the Owner's records.

E. Record Sample Submitted: Immediately prior to the date or dates of Substantial Completion, the Contractor will meet at the site with the Engineer and the Owner's personnel to determine which of the submitted Samples that have been maintained during progress of the Work are to be transmitted to the Owner for record purposes. Comply with delivery to the Owner's Sample storage area.

F. Miscellaneous Record Submittals: Refer to other Specification Sections for requirements of miscellaneous record-keeping and submittals in connection with actual performance of the Work. Immediately prior to the date or dates of Substantial Completion, complete miscellaneous records and place in good order, properly identified and bound or filed, ready for continued use and reference. Submit to the Engineer for the Owner's records.
G. Maintenance Manuals: Organize operating and maintenance data into suitable sets of manageable size. Bind properly indexed data in individual heavy-duty 2-inch, 3-ring vinyl-covered binders, with pocket folders for folded sheet information. Mark appropriate identification on front and spine of each binder. Include the following types of information:

1. Emergency instructions.
2. Spare parts list.
4. Wiring diagrams.
5. Recommended "turn around" cycles.
6. Inspection procedures.
7. Shop Drawings and Product Data.
8. Fixture lamping schedule.

PART 2 - PRODUCTS (Not Applicable)

PART 3 - EXECUTION

3.01 CLOSEOUT PROCEDURES

A. Operating and Maintenance Instructions: Arrange for each installer of equipment that requires regular maintenance to meet with the Owner's personnel to provide instruction in proper operation and maintenance. If installers are not experienced in procedures, provide instruction by manufacturer's representatives. Include a detailed review of the following items:

1. Maintenance manuals.
2. Record documents.
3. Spare parts and materials.
4. Tools.
5. Lubricants.
6. Fuels.
7. Identification systems.
8. Control sequences.
9. Hazards.
10. Cleaning.
11. Warranties and bonds.
12. Maintenance agreements and similar continuing commitments.
B. As part of instruction for operating equipment, demonstrate the following procedures:
1. Start-up.
2. Shutdown.
3. Emergency operations.
5. Safety procedures.
7. Effective energy utilization.

3.02 FINAL CLEANING

A. General: General cleaning during construction is required by the General Conditions and included in Section "Temporary Facilities".
B. Before the completion of the project, the Contractor shall, unless otherwise especially directed or permitted in writing:
1. Tear down and remove all temporary buildings and structures which he built;
2. Remove all temporary works, tools, and machinery or other construction equipment furnished by him;
3. Remove, acceptably disinfect, and cover all organic matter and material containing organic matter in, under, and around privies, houses, and other buildings used by him;
4. Remove all rubbish from any grounds which he has occupied; and
5. Leave the roads, all parts of the premises and adjacent property affected by his operations, in a neat and satisfactory condition.
C. The Contractor shall restore or replace any public or private property damaged by his work, equipment, or employees, to a condition at least equal to that existing immediately prior to the beginning of the operations. To this end, the Contractor shall restore all highway, roadside and landscaping work within any right-of-way, platted or prescriptive. Acceptable materials, equipment, and methods shall be used for such restoration.
D. The Contractor shall thoroughly clean all materials and equipment installed by him and his subcontractors and on completion of the work shall deliver the facilities undamaged and in fresh and new-appearing condition.
E. It is the intent of the Specifications to place the responsibility on the Contractor to restore to their original condition all items disturbed, destroyed or damaged during construction.
F. When finished surfaces require cleaning with cleaning materials the Contractor shall use only those cleaning materials which will not create hazards to health or property and which will not damage the surfaces. Cleaning materials shall be used only on those surfaces recommended by the manufacturer. The manufacturer’s directions and recommendations shall be followed at all times.
G. The Contractor shall do everything in his power to keep the amount of dust produced during his construction activities to a minimum. If required by the Engineer, the Contractor, at his expense, shall spray water or other dust control agents over the areas which are producing the dust. Construction operations shall be scheduled so that dust and other contaminants will not fall on wet or newly-coated surfaces.
H. Compliance: Comply with regulations of authorities having jurisdiction and safety standards for cleaning. Do not burn waste materials. Do not bury debris or excess materials on the Owner's property. Do not discharge volatile, harmful or dangerous materials into drainage systems. Remove waste materials from the site and dispose of in a lawful manner. Where extra materials of value remaining after completion of associated Work have become the Owner's property, arrange for disposition of these materials as directed.

I. Inspection

Prior to final completion, the Owner, Engineer and Contractor shall review the site with regards to site cleanup, restoration and maintenance of the system. The Contractor shall clean and/or restore all items determined to be unsatisfactory by the Owner or Engineer, at his expense.

Contractor’s Pollution Liability

For the purposes of this project, pollution shall be contamination of the surrounding water body by a substance or energy that has undesired effects, or adversely affects the usefulness, of said water body. Examples of potential contaminants are, but not limited to, sewerage and oils.

Contractor’s Pollution Liability for each construction project during the Term of this Agreement, a broad form contractor’s pollution liability insurance policy which covers losses caused by pollution conditions (including sudden and non-sudden pollution conditions) arising from the services and operations of Manager or his contractor and all subcontractors pursuant to this Agreement. Such policy shall apply, without limitation, to bodily injury, property damage (including loss of use of damaged property or of property which has not been physically injured or destroyed) and clean-up costs and shall provide coverage for pollution conditions which arise from encountering preexisting environmental conditions at the project site and for liability resulting from the transportation of hazardous wastes. Further, such policy shall be written with a per claim limit of liability of at least One Million Dollars ($1,000,000) for each occurrence, $2,000,000 policy aggregate and with a deductible no greater than Twenty-five Thousand Dollars ($25,000). Such policy must include a retroactive date prior to or as of the date of execution of this Agreement and must be kept in force for three (3) years after the termination of this Agreement.

Coverage shall apply to the indemnity agreement and shall include the COMMISSION their officers and employees, each as additional insured’s but only as regards to their liability arising out of Contractor's performance of the work or out of operations performed by others on behalf of Contractor under this Contract. The insurance as afforded to such additional insured’s shall state that it is primary insurance and shall provide for a severability of interest or cross-liability clause. Prior to commencing performance of any work or site mobilization, Contractor shall furnish COMMISSION with Certificates of Insurance (identifying on the face thereof the Project name and Contract number) as evidence of the above required insurance and such Certificates shall provide for thirty (30) days written notice to COMMISSION prior to cancellation thereof.
COMMISSION is not maintaining any insurance on behalf of Contractor covering loss or damage to the work or to any other property of Contractor unless otherwise specifically set forth herein.

None of the requirements contained herein as to types, limits and approval of insurance coverage to be maintained by Contractor are intended to and shall not in any manner limit or qualify the liabilities and obligations assumed by Contractor under this contract.

Contractor shall deliver the original Certificate of Insurance and one copy to the agent of the COMMISSION.

Notices, in original and one copy, of cancellation, termination and alternation of such policies shall also be provided to the agent of the COMMISSION.

END OF SECTION