INVITATION TO BID

The Utilities Commission, City of New Smyrna Beach, Florida (COMMISSION) is seeking bids from qualified vendors to:

Annual Contract for Utility Locates per the Attached Specifications

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 January 16, 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
# TABLE OF CONTENTS

- **Bid Schedule** .............................................................................................................. 3
- **General Terms & Conditions w. Insurance Requirements** ........................................... 4
- **Certification of Drug-Free Workplace Form** .............................................................. 12
- **Public Entity Crimes Form** ........................................................................................ 13
- **Non-Collusion Affidavit of Prime Bidder Form** ......................................................... 15
- **Request For Taxpayer Identification Number And Certification W-9 Form** ............... 16
- **Vendor Application** .................................................................................................... 17
- **Questionnaire** ............................................................................................................ 18
- **References** ................................................................................................................. 19
- **Required Disclosure** ................................................................................................... 20
- **Bid Submittal Requirements** ...................................................................................... 21
- **Bid Scope of Work** ..................................................................................................... 22
- **Bid Form** .................................................................................................................... 25
- **Statement of No Bid Form** ........................................................................................ 27
**UTILITIES COMMISSION**  
CITY OF NEW SMYRNA BEACH, FLORIDA

**ITB# 02-20**  
ANNUAL CONTRACT UTILITY LOCATES

### BID SCHEDULE

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
<th>Contact</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>December 9, 2019</td>
<td>DISTRIBUTION OF THE INVITATION TO BID</td>
<td></td>
<td></td>
</tr>
<tr>
<td>December 30, 2019</td>
<td>DEADLINE FOR FINAL QUESTIONS BY 2:30 P.M.</td>
<td><a href="mailto:cfisher@ucnsb.org">cfisher@ucnsb.org</a></td>
<td>UTILITIES COMMISSION RECEPTION</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>200 CANAL STREET</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>NEW SMYRNA BEACH, FL 32169</td>
</tr>
<tr>
<td>January 7, 2020</td>
<td>ADDENDUM PUBLISHED BY 5:00 P.M.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>January 16, 2020</td>
<td>BID RETURN DEADLINE BY 2:30 P.M.</td>
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</tbody>
</table>
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. **PREPARATION OF BID:** All information shall be entered in ink, typewritten, or produced by computer. It is your responsibility to make certain that unit prices and extended prices are correct. The UCNSB will not be responsible for errors or omissions made by the bidder in determining bid price(s). The bid must contain a manual signature of an authorized representative of the agency bidding. In order to insure uniformity, bids must be submitted on this Bid Form and the attached pages.

4. **OBLIGATION OF BIDDER:** By submitting a BID, the bidder covenants and agrees that they have satisfied themselves from their own investigation of the conditions to be met, that they fully understand their obligation and that they will not make any claim for, or have right to cancellation or relief from the contract because of any misunderstanding or lack of information.

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

   All such requests must be received no later than 2:30 PM, Eastern Standard Time, **December 30, 2019**. Responses to all requests for more information will be included in any addenda and will be made available to all BIDDERS on **January 7, 2020**.

   Requests for additional information received after the **December 30, 2019** 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 02-20 Annual Contract ITB #02-20**
Utility Locates. 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. **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.

16. **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**.

17. **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.

18. **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.

19. **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”.

20. **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.

21. 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.

22. 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.

23. 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.

24. 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.

25. 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.

26. 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.
27. **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.

28. **NON-WARRANTY OF SPECIFICATIONS:** Due care and diligence have been exercised in the preparation of this Bid and all information contained herein is believed to be substantially correct. However, the responsibility for determining the full extent of the exposures shall rest solely with the provider. Neither the Commission nor its representatives shall be responsible for any errors or omission in this Bid nor for the failure on the part of the bidder(s) to determine the full extent of exposures.

29. **BID AWARD:** Award is expected to be made to the Bidder who best meets the requirements of UCNSB considering responsibility, responsiveness and price. A written contract and/or purchase order detailing agreed terms will be rendered between the UCNSB and the agency achieving a successful proposal. Terms of the contract will include any and all items as specified in the bid, plus mutually agreed terms and conditions.

30. **CLARIFICATION:** The UCNSB reserves the right to request clarification of information submitted and to request additional information of one or more Bidders, if needed.

31. **OTHER AGENCIES:** All respondents awarded contracts from this solicitation may, upon mutual agreement, permit any municipality or other government agency to participate in the contract under the same prices, terms and conditions. If the period of time is not defined within this solicitation, the prices, terms and conditions shall be firm for 120 days from date of award. It is understood that at no time will any city or municipality or other agency be obligated for placing an order for any city municipality or agency, nor will any city municipality or agency be obligated for any bills incurred by any other city or municipality or agency. Further it is understood that each agency shall issue their own purchase order to the awarded respondent(s).
32. **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>
<thead>
<tr>
<th>Coverage</th>
<th>Minimum Amounts and Limits</th>
</tr>
</thead>
<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>
</tr>
</tbody>
</table>

33. **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.

34. **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 the Utilities 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 the Utilities Commission discovers defects in material or workmanship at any time before the expiration of the specified warranty period, Contractor shall, upon written notice from the Utilities Commission, repair or replace at its sole expense any such defects. The Utilities 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 the Utilities Commission nor payment shall relieve Contractor from liability under the indemnity clause or any of the guarantees or warranties contained or implied herein.

35. **CHANGES**: The Utilities 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.

36. **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 Utilities 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.
37. **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.

38. **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.
CERTIFICATION OF DRUG-FREE WORKPLACE FORM

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 ANNUAL CONTRACT FOR UTILITY LOCATES.

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 charges brought by federal or state trial court or recording, relating to charges 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.
Public Entity Crimes Statement
Page 2 of 2

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  Type of I.D.
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: ____________
| Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. |
| Business name/deregarded entity name, if different from above |
| 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 |
| Corporation |
| S Corporation |
| Partnership |
| Trust/estate |
| Limited liability company. Enter the tax classification (C = Corporation, S = S corporation, P = Partnership). |
| 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, or 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. |
| Other (see instructions) |
| Address (number, street, apt. or suite no.) See instructions. |
| City, state, and ZIP code |
| Requester's name and address (optional) |
| 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 |
| 16 - 12 - 11 |

**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 not 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-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- 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.
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: ______________________________________________

ITB #02-20

17
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, 2014, 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?
REFERENCES

Provide the business names, contact persons and telephone numbers of three (3) references for which the firm has provided the services described in this RFQ. Include relationships with utility and governmental agencies. It is our intent to contact these references during the award process. Award of this contract will be based on price AS WELL AS REFERENCES AND EXPERIENCE.

1. Name of Company: _______________________________
   Address: ______________________________________
   ______________________________________________
   Point of Contact: _______________________________
   Phone Number: _________________________________
   Dates of Service: _______________________________
   Service(s) Provided: _____________________________
   ______________________________________________
   ______________________________________________
   ______________________________________________

2. Name of Company: _______________________________
   Address: ______________________________________
   ______________________________________________
   Point of Contact: _______________________________
   Phone Number: _________________________________
   Dates of Service: _______________________________
   Service(s) Provided: _____________________________
   ______________________________________________
   ______________________________________________
   ______________________________________________

3. Name of Company: _______________________________
   Address: ______________________________________
   Point of Contact: _______________________________
   Phone Number: _________________________________
   Dates of Service: _______________________________
   Service(s) Provided: _____________________________
   ______________________________________________
   ______________________________________________
   ______________________________________________
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 two (2) 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 Public Entity Crimes, Non-collusion Affidavit, Drug Free Workplace, Vendor Information & W9 Forms:
All BIDDERs shall properly complete, notarize and submit attachments A,B,C,D & E here

TAB #5 Addenda Acknowledgement:
Please submit all addenda (if any) related to this bid here.

TAB #6 Questionnaire:
The Questionnaire responses requested should be submitted here

TAB #7 Other Information:
Provide any information/samples that will provide insight to evaluators about the qualifications, fitness and abilities of the BIDDER. This information should be succinct.
The Utilities Commission City of New Smyrna Beach (UCNSB) is seeking proposals from qualified, experienced, and professional organizations to provide Electric, Water, Sewer and Fiber Optic Utility locating services for UCNSB located within the Commission’s service area and municipal boundaries.

UCNSB’s Transmission and Distribution System consists of wire that ranges in size from #6 Duplex to 3 Phase 750 Copper with the 750 being feeder cable. In the underground residential areas, we have 1/0 Al to 4/0 Al secondary Triplex cable and 1/0 Al single phase, as well as 3 phase primary cables. Some are cable in conduit however, the majority is direct buried. UCNSB does have underground fiber in some areas. A map of these areas will be provided to the contractor.

UCNSB’s Water utilities consists of raw water mains (approx. 14 miles of 6” through 24” mains) and potable water mains (approx. 320 miles ranging from 2” to 28’’” diameter). UCNSB’s sewer consists of about 150 miles of gravity sewer 4” to 30” and about 59 miles of force mains 1.5” to 34” and approx. 57 miles of reuse water mains (2” through 30”). UCNSB’s water utility mains and services are composed of plastic, HDPE, Iron, and Transite. UCNSB does currently have mains/services that are composed of plastic or other non-locatable materials. These are currently located using GPR or Probe. Such water service mains are on the prints. UCNSB owns the sanitary sewer lines from the main to the easement. There are no grinder pumps and approximately 100 lift stations. UCNSB’s sanitary sewer system is 80% gravity and 20% force main. Force mains are currently marked using GPR.

UCNSB is a member of Sunshine State One Call of Florida. UCNSB currently performs locates of its own utilities; this includes Water (Raw and Potable), Sewer (Gravity and Force Mains), Electric, and Fiber. Upon selection of Contractor and signed agreement, locates going through Sunshine State One Call (811) will automatically be routed to the Contractor.

UCNSB has digital maps and paper maps. Digital maps are in AutoCAD, ESRI, and KMZ formats. Some utilities are still identified in paper map format. The prints currently include measurements for mains and services.

### UCNSB’s History of Locate Totals

<table>
<thead>
<tr>
<th>Locate Type</th>
<th>Year</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electric</td>
<td>2018</td>
<td>6,401</td>
</tr>
<tr>
<td>Water</td>
<td>2018</td>
<td>5,830</td>
</tr>
<tr>
<td>Sewer</td>
<td>2018</td>
<td>4,111</td>
</tr>
<tr>
<td>Reuse</td>
<td>2018</td>
<td>1,199</td>
</tr>
<tr>
<td>Fiber</td>
<td>2018</td>
<td>Approx. 20</td>
</tr>
<tr>
<td>Electric</td>
<td>2019 YTD</td>
<td>5,018</td>
</tr>
<tr>
<td>Water</td>
<td>2019 YTD</td>
<td>5,403</td>
</tr>
<tr>
<td>Sewer</td>
<td>2019 YTD</td>
<td>4,369</td>
</tr>
<tr>
<td>Reuse</td>
<td>2019 YTD</td>
<td>1,909</td>
</tr>
<tr>
<td>Fiber</td>
<td>2019 YTD</td>
<td>Approx. 20</td>
</tr>
</tbody>
</table>
Locating Services will generally consist of the following:

A. Provide sufficient qualified staff, vehicles, paint, flagging, and all other locating equipment to fulfill its duties under this contract.

B. Store and safeguard UCNSB’s location maps and records. This information is sensitive in nature and records shall not be disclosed to or made available to persons not approved by UCNSB.

C. Maintain records appropriately to support the invoicing and recording requirements set forth in this contract. The Contractor agrees to a records retention period of six (6) years.

D. For each locate request received, the Contractor shall screen, prioritize, and visit the excavation site, if necessary, and locate UCNSB’s facilities as required by Florida Statute 556 “Underground Facility Damage Prevention and Safety” and Sunshine State One Call of Florida. The Contractor will be responsible for marking water service laterals from Valve Box to the Main. The Contractor will be responsible for marking the sanitary lateral.

E. UCNSB shall be responsible for paying membership monthly ticket transaction fees. UCNSB’s history of locate ticket totals are on the following page.

F. All “normal” locate requests shall be completed within two (2) full business days or per Florida Statute 556 “Underground Facility Damage Prevention and Safety” and Sunshine State One Call of Florida. All “emergency” requests shall be treated as an emergency and completed as soon as possible, safely and in accordance with Florida Statute 556 “Underground Facility Damage Prevention and Safety” and Sunshine State One Call of Florida.

G. The Contractor may be requested to provide such additional services as site surveillance, maintenance of marks and flags, and stand-by protection.

H. The Contractor will investigate all incidents of damage for accuracy of the locate(s) and will submit to UCNSB a written report of said investigation within five (5) business days. The Contractor will maintain a copy of the written report for a period of six (6) years. The Contractor will give testimonial support in cases where deemed necessary by UCNSB.

I. The Contractor shall locate all of UCNSB’s locatable facilities at an excavation site in accordance with the Florida Statute 556 “Underground Facility Damage Prevention and Safety” and Sunshine State One Call of Florida. The Contractor shall be liable for all damages when a valid request to locate locatable facilities has been made, unless locate was made within the required accuracy. In such cases, the Contractor shall assist in recovery of any damages.
J. The Contractor shall notify the excavator of the presence of any identifiable, but un-locatable, facilities of UCNSB and caution the excavator that any location information supplied may not be within the definition of reasonable accuracy.

K. The Contractor shall utilize all information transmitted by UCNSB solely for the purpose of performing locates on behalf of UCNSB.

L. The Contractor agrees that in carrying out this contract that they will comply with all applicable federal, state, and local laws, specifically including without limitations, the Occupational Safety and Health Act.

M. The Contractor shall be responsible for any fees and/or penalties assessed by Sunshine State One Call of Florida for tickets not entered correctly or in a timely fashion by the contractor.

N. The Contractor will provide a transparent pricing schedule including, but not limited to the following, one price per locate for one and/or all services, price where no locate is required, additional locating services per ¼ hour, one price per locate for emergency locate tickets for one and/or all services, watch and protect services per ¼ hour, ground penetrating radar (GPR) services per ¼ hour, etc.

O. The Contractor will provide UCNSB with a list of contacts for Contractor, to include account issues, billing issues, locate issues, facility strike after locate, etc.

Contract Terms: One-year contract with optional renewal for three additional one-year periods upon mutual agreement.
UTILITIES COMMISSION
CITY OF NEW SMYRNA BEACH, FLORIDA

ITB# 02-20
ANNUAL CONTRACT UTILITY LOCATES

BID TABULATION

BIDDER NAME: ________________________________

<table>
<thead>
<tr>
<th>Item</th>
<th>DESCRIPTION</th>
<th>UNIT</th>
<th>Unit Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Per Ticket, Locate Required</td>
<td>EACH</td>
<td>$</td>
</tr>
<tr>
<td>2</td>
<td>Per Ticket, No Locate Required</td>
<td>EACH</td>
<td>$</td>
</tr>
<tr>
<td>3</td>
<td>Additional Locating</td>
<td>¼ Hour</td>
<td>$</td>
</tr>
<tr>
<td>4</td>
<td>Emergency Tickets</td>
<td>EACH</td>
<td>$</td>
</tr>
</tbody>
</table>

Additional Miscellaneous Pricing

<table>
<thead>
<tr>
<th>Item</th>
<th>DESCRIPTION</th>
<th>UNIT</th>
<th>Unit Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Watch and Protect Services</td>
<td>¼ Hour</td>
<td>$</td>
</tr>
<tr>
<td>6</td>
<td>Ground Penetrating Radar (GPR)</td>
<td>¼ Hour</td>
<td>$</td>
</tr>
</tbody>
</table>

The pricing should incorporate one and/or all services. One locate ticket equals one trip to perform locating services.

Pricing Definitions

Per Ticket Locate Required- This is for all Tickets that are called in requiring locates. All tickets will be granted 30 minutes of locating time and may entail locating one or multiple utilities for UCNSB. Travel time is not included or billable.

Per Ticket No Locate required- This is for all tickets that do not require Locating for example canceled, clear, etc.

Additional Locating- If locating exceeds 30 minutes, additional locating will be billed at ¼ hour rates starting after the first thirty (30) minutes of locating time.

Emergency Ticket- This is for all Emergency Tickets that are called in Monday through Sunday, including Holidays. All Emergency tickets will be granted 30 minutes of locating time. Travel time is not included or billable.

Utility Lookout- UCNSB may request a technician to be onsite for the protection of UCNSB’s utilities. This will be billed in ¼ hour units. When technician is utility lookout, technician is looking out for water, sewer, electric, and fiber during lookout. Unit price is for one technician watching one or all four utilities.
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. The quotation shall be valid for award within ninety (90) days from the date of opening unless specified otherwise.

Submitted
by: __________________________________________________________

(Please Print)

Company
Name: _______________________________________________________

Date: ____________________ Title: ______________________________

Phone No. ____________________ Fax No: _________________________

E-Mail: ________________________________

Signature: ________________________________
ITB# 02-20
ANNUAL CONTRACT UTILITY LOCATES

BIDDERS MUST SIGN BID FORM.
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: ___________________________