WE HEREBY INVITE YOUR COMPANY TO SUBMIT A FORMAL QUOTATION FOR AS NEEDED DIRECTIONAL BORE FOR THE UTILITIES COMMISSION, CITY OF NEW SMYRNA BEACH, FLORIDA, PER THE ATTACHED SPECIFICATIONS.

SUBMIT COPIES OF YOUR QUOTES BY MAIL, E-MAIL OR HAND DELIVERING TO:

Utilities Commission
City of New Smyrna Beach
Attn: Caleb Fisher
Purchasing Agent
(386) 424-3045
cfisher@ucnsb.org

MAILING ADDRESS:  WALK IN DELIVERY ADDRESS:
200 Canal Street             200 Canal Street
New Smyrna Beach, FL 32168    New Smyrna Beach, FL 32168

QUOTATIONS DUE PRIOR TO:  Friday January 3, 2020 at 2:30 P.M.
UTILITIES COMMISSION
City of New Smyrna Beach, Florida
Request for Quotation
20-138

SCHEDULE

Distribution of the Request for Quotation December 11, 2019

RFQ Return Deadline by 2:30PM January 3, 2020
Location: UCNSB Finance Office
200 Canal St. New Smyrna Beach
FL, 32168
** UTILITIES COMMISSION  
City of New Smyrna Beach, Florida  
Request for Quotation  
20-138  

**TABLE OF CONTENTS**

<table>
<thead>
<tr>
<th>Section</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Instructions and Conditions</td>
<td>4-8</td>
</tr>
<tr>
<td>References</td>
<td>10</td>
</tr>
<tr>
<td>Vendor Information</td>
<td>11-12</td>
</tr>
<tr>
<td>General Information/Scope/Drawings</td>
<td>13-14</td>
</tr>
<tr>
<td>Quote Form</td>
<td>15</td>
</tr>
</tbody>
</table>
GENERAL INSTRUCTIONS AND CONDITIONS

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

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

3. **VENDORS** 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.

4. No material, labor or facilities will be furnished by the **COMMISSION** unless specifically stated.

5. The **VENDOR** 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.

6. The **VENDOR** 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.

7. The **VENDOR** 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.

8. A duly authorized representative of the **COMMISSION** will accomplish inspection and acceptance of the supplies/services purchased herein at the designated delivery point.

9. 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.

10. 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. Written amounts shall take precedence over numerical amounts.

11. **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.

12. Quotes shall be **addressed and mailed or delivered as specified on page 1.**

13. The **Commission** reserves the right to reject bids containing any additional terms or conditions not specifically requested in the original conditions and specifications.

14. Failure of the contractor to deliver within the time specified, or within a reasonable time as interpreted by the Purchasing Authority or failure to make replacements of rejected articles as directed, shall permit the Purchasing Authority 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 **Utilities 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 **Utilities Commission** may be withheld until reimbursement is received.

15. 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 Utilities Commission. The **UTILITIES COMMISSION** reserves the right to determine if bid goods are equivalent to specified goods.

16. 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.

17. **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.

18. **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) <strong>Worker's Compensation</strong></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) <strong>General Liability</strong></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) <strong>Automobile Liability</strong></td>
<td>$1,000,000 Combined Single Limit</td>
</tr>
<tr>
<td>(owned, hired and non-owned)</td>
<td>Option of Split Limits:</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>

Coverage shall apply to the indemnity agreement and shall include the UTILITIES COMMISSION their officers and employees, each as additional insured 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 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.

19. **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.

20. **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 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.

21. **LAWS, REGULATIONS, PERMITS AND TAXES:** Contractor shall comply with Commission's jobsite procedures and regulations and with all applicable local, state and federal laws, rules and regulations and shall obtain all permits required for any of the work performed hereunder. Contractor shall procure and pay for all permits and inspections.
required for any of the work performed hereunder and shall furnish any bonds, security or deposits required to permit performance of the work. Contractor shall, 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.

22. **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.

23. **CHANGES:** Commission may, at any time, direct in writing additions, deletions or changes to all or any part of the work. If any such change causes 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.

24. **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, Commission may withhold any payment until Contractor has furnished such evidence of payment and release.

25. **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 Commission shall be voided.

26. **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.

27. **SUSPENSION OF WORK AND TERMINATION**

Utilities Commission May Suspend Work - The Utilities 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 or both, 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 course or reason. Also, during any period of suspension, the Contractor shall take all available measures to mitigate costs such as taking on new work, reassigning resources to other contracts, etc.

Utilities 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 Utilities 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 Utilities 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 Utilities Commission. Such cost incurred by the Utilities Commission will be determined by the Utilities Commission and incorporated in a Change Order.
Where the Contractor's services have been so terminated by the Utilities Commission, said termination shall not affect any rights of the Utilities Commission against the Contractor then existing or which may thereafter accrue. Any retention or payment of moneys by the Utilities 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 Utilities Commission. In such event the Contractor may recover from the Utilities 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 Utilities 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 Utilities Commission may deem appropriate. In any termination for convenience, the Contractor shall be paid for Work completed 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 Utilities Commission shall have full power and authority to take possession of the Work, assume any sub-agreements with Subcontractors and suppliers which the Utilities Commission selects, and prosecute the Work to completion by contract or as the Utilities Commission may deem expedient.

**28. 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 Utilities Commission and its authorized agents shall have the right to audit, inspect and copy records and documentation as often as the Utilities 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 Utilities 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.

**29. 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.

**30. Employee Conflict of Interest-** It shall be unethical for any Utilities Commission employee to participate directly or indirectly in a procurement contract when the Utilities Commission employee knows that:

1. The Utilities Commission employee or any member of the Utilities Commission employee's immediate family has a financial interest in the procurement contract; or

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

A Utilities Commission employee or any member of a Utilities 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.
31. **Gratuities and Kickbacks.**

   (1) Gratuities. It shall be unethical for any person to offer, give, or agree to give any Utilities Commission employee or former Utilities Commission employee, or for any Utilities Commission employee or former Utilities 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 Utilities The 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.
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: ____________________________________________
VENDOR INFORMATION

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

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 Number: _______________________________________________

Facsimile Number: _______________________________________________

E-mail: _______________________Web Address: ________________________

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

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

Firm Name:________________________________________________________

Mailing Address: __________________________________________________
**W-9**

**Request for Taxpayer Identification Number and Certification**

- Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.
- 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/described 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
   - Limited liability company (LLC).
   - Other (see instructions)

4. Exemptions (codes apply only to certain entities, not individuals; see instructions on page 5).
   - Exempt payee (code if any)
   - Exemption from FATCA reporting code (if any)

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

6. City, state, and ZIP code.

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 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.

### 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](http://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 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 (tution)
- 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.
GENERAL INFORMATION:

The Utilities Commission, City of New Smyrna Beach, Florida ("COMMISSION") is seeking a quote from a Licensed Underground Contractor in the State of Florida to perform as needed service line casing directional bores for the Utilities Commission, City of New Smyrna Beach. This is an Annual Contract with a Term of one (1) Year with three (3) annual renewal options.

Materials will be supplied by the Contractor which will be either Schedule 40 PVC or HDPE DR 19 for 1 ½” through 4” pipe sizes. If the contractor desires to substitute an equal quality of piping material for 1 ½” through 4” sizes it will have to be approved by the Commission which has the final approval.

Proposals shall be on a per foot basis. There will be no separate payments for insurance, overhead or incidentals. Travel-time to and from the job site will not be compensated nor travel arrangements provided. Included with the proposals, bidders shall submit a “statement of qualifications” describing resources and experience. The contractor will be required to perform single jobs and there will be no minimum quantities of guaranteed footage. The average length of bore is 40’ and the contractor will be expected to respond to single emergency bores as often as needed by the Commission.

Qualifications:

The contractor shall be fully qualified and shall have an Underground Utility Contractor’s License and have a minimum of five years’ experience in Directional Boring. The contractor will have a City occupational license, the required amount of insurance. The contract will be based on a first priority response to the Commission and will be available for emergency after hour work. The contractor will have utility experienced operators and laborers who can perform duties in areas where other utilities are in-ground and close proximity to Commission’s facilities without damage to all utilities. The contractor will have at a minimum at all times two employees (Machine Operator and Locator) on every job. The contractors personnel shall be able to physically perform all work requested and the contractor will have sufficient manpower, tools, vehicles and equipment in good working order to meet the Commission’s workload. The contractor will supply all necessary Personal Protective Equipment (PPE) for all employees to conform to OSHA regulations. The contractor will respond to after hour emergencies within two hours of receiving the call for an emergency bore, if the contractor fails to respond within the two hour window they will forfeit the after hour mobilization fee.
UTILITIES COMMISSION  
City of New Smyrna Beach, Florida  
Request for Quotation  
20-138

Scope:

Contractor shall coordinate with the appropriate Division Supervisor for location and type of work. At this time an action plan and schedule will be agreed upon by both parties. All work will conform to American Water Works Association (AWWA) standards, the Federal Occupational Safety and Health Administration (OSHA) and requirements of the Utilities Commission City of New Smyrna Beach Water Utility Department. The contractor will be primarily directional boring lines under roads, sidewalks, canals, and other existing underground utilities.

Requirements:

The contractor’s work shall be in accordance with the Utilities Commission’s Standards and Specifications for Water and Wastewater Construction and will adhere to State and Federal regulations; they will also ensure that their employees are attired in a professional manner. The contractor will be responsible for locations of other underground utilities in their designated work area by calling Sunshine State One Call System. The contractor shall be responsible for any damage done to existing utilities, pavement or sidewalks (except where they have to be removed to perform work) or resident’s personal property. Any preexisting damage should be pictorially documented. The contractor will be responsible for pictorial (video and/or still pictures) and written documentation of the work site area both before and after. This is necessary to preclude any problems with the property owners in the area.

The contractor will mark casing location with paint (Blue for water & Green for sewer) every 4’ while drilling. The Commission prefers that the driller shoot to the exposed water main unless a verifiable reason can be given. The casing will be at the same height as the water main so the poly tubing can be fed into the casing without putting a severe angle on the tubing. If for some reason the contractor cannot set the casing at the same height as the water main they must have a verifiable reason and they should contact the Utilities representative as soon as the problem occurs. If the driller encounters any problem while shooting the casing they will contact the Commission’s representative while on the job site to explain the problem. The contractor will be working on customer’s property to shoot lines for repairs and retrofitting of existing service lines. The contractor should take into account the size of machine that they will be using and length of rods because they will be responsible or back charged for the damage to the sod and edge of pavement. The contractor will comply with Commission requirements of casings being 36” under the road and 24” under the swale. The contractor will be required to bore past phone and cable TV lines to either the property line or the white lined end of bore marking. The contractor will maintain consistency in quality and workmanship of each bore.

Caleb Fisher  
Purchasing Agent  
386-424-3045-O  
386-663-2019-C  
cfisher@ucnsb.org
The COMMISSION reserves the right to waive informalities in any bid, to reject any and all bids in whole or part, with or without cause, and/or accept the bids or portions thereof that in its judgment will be for the best interest of the COMMISSION.

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Description</th>
<th>Unit</th>
<th>Unit Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Pipe 1 ½” Diameter</td>
<td>LF</td>
<td>$</td>
</tr>
<tr>
<td>2</td>
<td>Pipe 2” Diameter</td>
<td>LF</td>
<td>$</td>
</tr>
<tr>
<td>3</td>
<td>Pipe 3” Diameter</td>
<td>LF</td>
<td>$</td>
</tr>
<tr>
<td>4</td>
<td>Pipe 4” Diameter</td>
<td>LF</td>
<td>$</td>
</tr>
<tr>
<td>5</td>
<td>After Business Hours Mobilization Fee Per Call Out</td>
<td>LS</td>
<td>$</td>
</tr>
</tbody>
</table>

**TOTAL BASE COST (1-3)$**

After Business Hours Mobilization Fee: This is a per event fee for non-business hour call outs. Between 5:00 pm till 8:00 am Monday through Friday, From 5:00 pm Friday till Monday at 8:00 am and Holidays. The cap for this line item is $150.00.

The Utilities Commission reserves the right to waive informalities in any quotation, to reject any and all quotations in whole or in part, with or without cause, and/or accept the quotations or portions thereof that in its judgment will be in the best interest of the Utilities Commission. The quotation shall be valid for award within sixty (60) days from the date of opening unless specified otherwise.

Submitted By:
Name of Company: ______________________________  Please Print

Name & Title: ______________________________  Please Print

Signature: ______________________________

Telephone No. __________________ Facsimile No. __________________

E-Mail: __________________