

WAKULLA COUNTY
BOARD OF COUNTY COMMISSIONERS



INVITATION TO BID NO: 2016-04

Shell Point Public Access Boating Facility
Landscape and Irrigation System Installation

BID ADVERTISE DATE: Thursday, March 10, 2016, 8:00 A.M. EST
RESPONSES ARE DUE BY: Thursday, March 31, 2016, 10:00 A.M., EST

MAIL OR DELIVER RESPONSES TO:

Wakulla County Board of County Commissioners
PURCHASING OFFICE
Elizabeth Clary
3093 Crawfordville Highway
PO Box 1263
Crawfordville, FL 32326

Contact:

PREBLE-RISH, INC
Robert H. Davis, Jr., Project Engineer
Email: davisr@preble-rish.com
Office: 850-523-0062

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AND IRRIGATION SYSTEM INSTALLATION

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INTENT AND GENERAL INFORMATION

Wakulla County, Florida Invitation to Bid (ITB) 2016-04, is soliciting bids for Shell Point Public Access Boating Facility Landscape and Irrigation System Installation (the "Work").

It is the intent of this ITB to enter into a Contract with the successful Bidder to begin upon approval of the Board of County Commissioners and the issuance of a Notice to Proceed (NTP), for the "Work" by **Monday, April 25, 2016, unless otherwise approved.**

ENGINEER OF RECORD FOR THIS PROJECT IS:

Robert H. Davis, Jr., Project Engineer
Preble-Rish, Inc.
3295 Crawfordville Highway, Suite 7A
Crawfordville, Florida 32327

Firms interested in preparing a bid for this ITB must complete the requirements set forth in this ITB, its attached documents and documents incorporated by reference (collectively referred to as the "ITB"). Under the bid process of Wakulla County, the conditions set forth herein are binding on the Bidder as confirmed by the signature of an officer on the cover letter transmitting their Bid to the County in response to this ITB.

The County reserves the right to reject any Bid found to be non-responsive, vague, or non-conforming. The County also reserves the right at any time to withdraw all or part of this ITB in order to protect its best interests. The County is not liable for any costs incurred by the Bidder in preparing its response, nor is a response an offer to contract with any Bidder. Pursuant to Chapter 119, Florida Statutes (FS), all responses are subject to Florida's public records laws.

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SECTION 1.0 STANDARD TERMS AND CONDITIONS (STAC)

1.1 Conformity and adherence to the terms and conditions of this ITB shall be a consideration by the selection committee as part of its process.

1.2 Definitions

General terms used throughout this ITB are provided below. Additional definitions may be provided as applicable to a specific section or subject matter.

1.2.1 *Area Business* NOT USED

1.2.2 *Award* means the determination of a successful Bidder(s) in response to this ITB, resulting in an offer of a Contract to perform the services pursuant to the ITB and their bid.

1.2.3 *County* means the Wakulla Board of County Commissioners (BOCC) and its employees.

1.2.4 *Contract* means the legally enforceable document agreed to and signed by the County and successful Bidder(s) (collectively referred to as the "Parties").

1.2.5 *ITB* means this document, its attachments and any document hereinafter incorporated by reference.

1.2.6 *Bidder* means any firm, individual or organization submitting a Bid in response to this ITB.

1.2.7 *SOW* means Scope of Work

1.2.8 *Successful Bidder* means a Bidder who is awarded a Contract as result of the Bid submitted in response to this ITB.

1.2.9 *Bid Bond*-NOT USED

1.2.10 *Payment Bond*-NOT USED

1.2.11 *Wakulla Local Business*-NOT USED

1.2.12 *Wakulla Associated Businesses* NOT USED

1.2.13 *Work* means the scope of services outlined in Section 6.0 hereof.

1.3 Issuance of Addenda

1.3.1. If this ITB is amended, the County will issue an appropriate addendum to the ITB. If an addendum is issued, all terms and conditions that are not specifically modified shall remain unchanged.

1.4 Florida Public Records Law and Confidentiality

1.4.1. By submitting a Bid in response to this ITB, a Bidder acknowledges that the County is a governmental entity subject to the Florida Public Records Law (Chapter 119, Florida Statutes). The Bidder further acknowledges that any materials or documents provided to the County may be "public records" and, as such, may be subject to disclosure to, and copying by, the public unless otherwise specifically exempt by Law.

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- 1.4.2 Should the Bidder provide the County with any materials which it believes, in good faith, contain information that would be exempt from disclosure or copying under Florida Law; the Bidder shall indicate that belief by typing or printing, in bold letters, the phrase "PROPRIETARY INFORMATION" on the face of each affected page of such materials. The Bidder shall submit to the County both a complete copy of such material and a redacted copy in which the exempt information on each affected page, and only such exempt information, has been rendered unreadable. In the event a Bidder fails to submit both copies of such material, the copy submitted will be deemed a public record subject to disclosure and copying regardless of any annotations to the contrary on the face of such document or any page(s) thereof.
- 1.4.3 Should any person request to examine or copy any material so designated, and provided the affected Bidder has otherwise fully complied with this provision, the County, in reliance on the representations of the Bidder, will produce for that person only the redacted version of the affected materials. If the person requests to examine or copy the complete version of the affected material, the County shall notify the Bidder of that request, and the Bidder shall reply to such notification, in writing that must be received by the County no later than 4:00 p.m., EST, of the second County business day following Bidder's receipt of such notification, either permitting or refusing to permit such disclosure or copying.
- 1.4.4 Failure to provide a timely written reply shall be deemed consent to disclosure and copying of the complete copy of such material. If the Bidder refuses to permit disclosure or copying, the Bidder agrees to, and shall, hold harmless and indemnify the County for all expenses, costs, damages, and penalties of any kind whatsoever which may be incurred by the County, or assessed or awarded against the County, in regard to the County's refusal to permit disclosure or copying of such material. If litigation is filed in relation to such request and the Bidder is not initially named as a party, the Bidder shall promptly seek to intervene as a defendant in such litigation to defend its claim regarding the confidentiality of such material. This provision shall take precedence over any provisions or conditions of any Bid submitted by a Bidder in response to this ITB and shall constitute the County's sole obligation with regard to maintaining confidentiality of any document, material, or information submitted to the County.

1.5 Right to Protest

Any Bidder who desires to formally protest shall follow the procedures outlined in Wakulla County, Part II – Code of Ordinances, Chapter 2 –Administration, Article 6 – Purchasing Section 2.255(f)) – Competitive Procurements, which is incorporated by reference.

1.6 Requests for Clarification and Assistance

All inquiries and questions concerning this ITB must be in writing (e-mail is acceptable) and received in accordance with Section 5.0, Schedule of Events and must be directed to:

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Questions: Robert H. Davis, Jr.
Project Engineer
davisr@preble-rish.com

Mailing Address: Wakulla County Board of County Commissioners
Attn: Purchasing Office (ITB 2016-04)
P.O. Box 1263
3093 Crawfordville Highway
Crawfordville, FL 32327

Questions and responses will be posted on the County's Website and, if necessary, an Addendum(s) issued.

1.7 ADA - Special Accommodations

Any person requiring special accommodations by the County due to a disability should call the County Purchasing Office at least two (2) working days prior to any pre-response conference, response opening, or meeting. If you are hearing or speech impaired, please contact the Board's Purchasing Office by using the Florida Relay Service, which can be reached at 1-800-955-8771 (TDD). Purchasing Office telephone number is: 850-926-0919.

1.8 Bidders Responsibility

- 1.8.1. It is understood and the Bidder hereby agrees to be solely responsible for obtaining all materials and determining the best methods that will be utilized to meet the intent of the specifications of this ITB.
- 1.8.2. Failure by the Bidder to acquaint themselves with the available information will not relieve them from responsibility for estimating properly the difficulty or cost of successfully performing the work.
- 18.3 Bidders are expected to examine the specifications and all instructions pertaining to the required commodities/services. Failure to do so will be at Bidder's risk.

1.9 Indemnification and Hold Harmless (ref: Appendix C-1)

- 1.9.1 The Bidder agrees to indemnify and hold the County, its officers, agents, and employees, harmless for any and all claims, liability, losses and causes of action that may arise out of its fulfillment of the Contract. It agrees to pay all claims and losses, including related court costs and reasonable attorneys' fees, and shall defend all suits filed due to the negligent acts, errors or omissions of the Bidder employees and/or agents.
- 1.9.2 In the event the completion of the project (to include the work of others) is delayed or suspended as a result of the Bidder's failure to purchase or maintain the required insurance, the Bidder shall indemnify the County from any and all increased expenses from such delay.

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1.9.3 The first ten dollars (\$10.00) of remuneration paid to the Bidder is for the indemnification provided above.

1.10 Right of Rejection

The County reserves the right to reject any and all Bids or to waive informalities and negotiate with the apparent lowest, responsive, qualified and responsible Bidder. Furthermore, the County reserves the right to withdraw this ITB at any time prior to final award and execution of a Contract. The County is not liable for any costs incurred by a Bidder prior to full execution of the Contract.

1.11 Public Entity Crimes (ref: Appendix C-2)

As required by 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 or contract to provide any goods or services to a public entity, may not submit a Bid or contract with a public entity for the construction or repair of a public building or a 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 a public entity, and may not transact business with a public entity in excess of the threshold amount provided in section 287.017, Florida Statutes for CATEGORY TWO (\$35,000) for a period of 36 months from the date of being placed on the convicted vendor list. Any person must notify the County within 30 days after a conviction of a public entity crime applicable to that person or to an affiliate of that person.

1.12 Small, Minority and Woman-owned Business Enterprise

Certification as a minority business enterprise for the purpose of this ITB is defined by the Florida Small and Minority Business Assistance Act. Bidders certified by the State of Florida should include a copy of the certification.

1.13 Equal Employment Opportunity/Affirmative Action (ref: Appendix C-3)

1.13.1 The County certifies that it is an Equal Employment Opportunity/Affirmative Action employer and that it will not discriminate during the selection process on the basis of age, sex, familial status, race, national origin, or handicap status.

1.13.2. Any business submitting a Bid in response is required to be an Equal Employment Opportunity/Affirmative Action employer and require same of any subcontractors hired under pursuant to the ITB. Each Bidder will sign and submit with its Bid an Equal Employment Opportunity/Affirmative Action Statement.

1.14 NOT USED

1.15 Drug Free Workplace (ref: Appendix C-4)

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- 1.15.1 The County certifies that it is a Drug Free Workplace.
- 1.15.2 Each Bidder shall be required to sign and submit with its Bid an Affidavit certifying that the Bidder complies with regulations related to a drug-free workplace as defined in section 287.087, Florida Statutes.
- 1.15.3 Preference shall be given to Bidders with drug-free workplace programs. In order to have a drug-free workplace program, a Bidder shall:
- a. 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.
 - b. Inform employees about the dangers of drug abuse in the workplace, the businesses' policy of maintaining a drug-free workplace, available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees from drug abuse violations.
 - c. Give each employee engaged in providing the commodities or contractual services that are under this ITB of a copy of the statement specified in subsection (a) above.
 - d. In the statement specified in subsection (a), notify the employees that, as a condition of working on the commodities or contractual services that are under this ITB, the employee will abide by the terms of the statement and will notify the employee of any conviction of, a plea of guilty or nolo contendere to, any violation of Chapter 893, Florida Statutes, or any controlled substance of the United States or any state, for violation occurring in the work place no later than five (5) days after such conviction.
 - e. 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.
 - f. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

1.16 Conflicts of Interest (ref: Appendix C-5)

- 1.16.1. An award hereunder is subject to the provisions of Chapter 112, Florida Statutes. All Bidders must disclose with their Bid whether any officer, director, employee or agent is also an officer or an employee of the BOCC. All Bidders must disclose the name of any County officer or employee who owns, directly or indirectly, an interest of five percent (5%) or more in the Bidder's firm or any of its branches or affiliates.

1.17 Non-Collusion (ref: Appendix C-6)

Each Bidder is required to sign and have notarized by a Florida Notary a "Non-collusion Affidavit."

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1.18 Ethical Business Practices (ref: Appendix C-7)

- 1.18.1 The County reserves the right to deny award or immediately suspend any contract resulting from this ITB or Bid, pending final determination of charges of unethical business practices. At its sole discretion, the County may deny award or cancel the Contract if it determines that unethical business practices were involved.
- 1.18.2 **Gratuities.** It shall be unethical for any person to offer, give or agree to give any County employee, or for any County 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 performing in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, subcontract, or to any ITB or Bid thereof.
- 1.18.3 **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 subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order.
- 1.18.4 A Bidder is required to certify an Ethics Clause and submit with its Bid.

1.19 Subcontracting (ref: Appendix C-8)

- 1.19.1 Firms submitting a Bid may consider subcontracting portions of the services to be performed and/or provided. If this is to be done, that fact, and the name of the proposed subcontracting firm(s), must be clearly identified in the Bid and the Contract.
- 1.19.2 Following the execution of the Contract, no additional subcontracting will be allowed without the express prior written approval of the County.
- 1.19.3 All subcontractors shall be held to the same requirements, terms and conditions of this document, its attachments, any documents incorporated by reference and the executed Contract.
- 1.19.4 A Bidder must list any proposed subcontractors with addresses, contact information and services they will provide and submit with its Bid.
- 1.19.5 The Bidder shall not be required to employ any Subcontractor, Supplier, individual, or entity against whom Bidder has reasonable objection.
- 1.19.6 The Bidder shall not award work to Subcontractor(s) in excess of 50% of the base contract.

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1.20 Withdrawal of Bids

A Bid may be withdrawn only by written notification from the Bidder prior to the time fixed for the opening of Bids. Negligence on the part of the Bidder in preparing the Bid confers no right for withdrawal of the Bid after it has been opened.

1.21 Status Of Contractor

The Bidder shall, at all times relevant to a contract as a result of this ITB, be an independent contractor and in no event shall the Bidder, nor any employees or sub-contractors under it, be considered to be employees of the County.

1.22 Registered to Do Business in the State of Florida

A Bidder seeking to do business with the County shall, at the time of submitting a Bid, be appropriately registered with the Department of State in accordance with the provisions of Chapters 605, 607, 617, or 620 Florida Statutes, as applicable. For further information on required filing and forms, please go to the following sites: <http://sunbiz.org/index.html> or <http://www.dos.state.fl.us/doc/index.html>.

1.23 Debarment and Suspension (ref: Appendix C-9)

Bidders are required to certify that they are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntary excluded from covered transactions by any governmental agency.

1.24 Employment Eligibility Verification (ref: Appendix C-10)

1.24.1 The successful Bidder shall use the U.S. Department of Homeland Security's E-Verify System to verify the employment eligibility of all new employees hired by the Bidder during the Contract term, and shall expressly require same of subcontractors.

1.24.5 The successful Bidder agrees to maintain records of its participation, proof of verification of employees hired to provide services pursuant to this RPF and Contract, and compliance with the provisions of the E-verify program, including participation by its subcontractors as provided above, and to make sure that such records are available to the County or other authorized federal or state entity consistent with the terms of this ITB and Contract.

1.25 Venue

Venue for all actions arising under the ITB and subsequent Contract shall lie in Wakulla County, Florida, United States.

1.26 Construction

The validity, construction, and effect of this ITB and subsequent Contract shall be governed by the Laws of the State of Florida.

1.27 Order of Precedence

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The provisions of the ITB, successful firm's Bid and subsequent Contract shall be complied with by the Parties, but only to the extent they are consistent with the provision of the ITB and Contract. In the event of an inconsistency, the Order of Precedence shall be followed:

- a. Laws of Florida and Contract
- b. ITB and all of its addendums and attachments
- c. Successful firm's Bid

1.28 Term of the Contract and Termination

1.28.1 The term of the Contract shall begin no sooner than the later of the dates executed by both Parties and shall expire one hundred twenty (120) days from issuance of the Notice to Proceed (NTP) , unless further renewed in accordance with the provisions contained in the Contract and this ITB.

1.28.2 The County may terminate the Contract in accordance with its terms. Presentation can be by certified mail (return receipt requested) or signed, hand delivered receipt from a process server (private or Sheriff's Deputy).

1.29 Liquidated Damages:

1.29.1 The successful Bidder recognizes that time is of the essence and that the County will suffer financial or other loss if the Work to be provided pursuant to this ITB, executed Construction Agreement and Bidder's bid documents are not completed within the agreed upon times, plus any extensions approved in writing pursuant to the terms of this ITB, executed Construction Agreement and Bidders bid documents. The successful Bidder and the County also recognize the delays, expense, and difficulties involved in proving in a legal or arbitration proceeding the actual loss suffered by the County if the Work to be provided is not completed on time.

1.29.2 Accordingly, instead of requiring any such proof, the County and the successful Bidder agree that as liquidated damages for delay (but not as a penalty), that the successful Bidder shall pay the County one thousand (\$1,000) dollars each day that expires after the time agreed upon pursuant to the ITB, executed Contract and Bidder's bid and any written extensions approved by the County for Substantial Completion until the Work is substantially completed.

SECTION 2.0 CONE OF SILENCE

2.1 A Cone of Silence will be in effect for this ITB beginning with the advertisement/release date,

2.2 The prospective Bidder shall not have any communication with any County personnel regarding this ITB or project. No interpretation of the meaning of the plans, specifications or ITB shall be made to a Bidder orally. Any such oral or other interpretations or clarifications shall be without legal effect.

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- 2.3 All requests for interpretations or clarifications shall be in writing, addressed to the COUNTY, to be given consideration. All such request for interpretations or clarifications must be received in writing in accordance with Section 5.0, Schedule of Events. Any and all such interpretations and supplemental instructions shall be in the form of a written addendum which, if issued, shall be posted on the County's website on the date indicated in Section 5.0, Schedule of Events. Such written addenda shall be binding on the Bidder and shall become a part of the ITB Document(s).

SECTION 3.0 NOT USED

SECTION 4.0 INSURANCE REQUIREMENTS

- 4.1 Prior to commencing work, the Bidder(s) shall procure and maintain at its own cost and expense for the duration of the Contract the following insurance against claims for injuries to person or damages to property, which may arise from or in connection with the performance of the work or services hereunder by the Bidder, his agents, representatives, employees or subcontractors.
- a. **Commercial General/Umbrella Liability Insurance** - \$1,000,000 limit per occurrence for property damage and bodily injury. The service provider should indicate in its Bid whether the coverage is provided on a claims-made or preferably on an occurrence basis. The insurance shall include coverage for the following:
- Premise/Operations
 - Explosion, Collapse and Underground Property Damage Hazard (only when applicable to the project)
 - Products/Completed Operations
 - Contractual
 - Independent Contractors
 - Broad Form Property Damage
 - Personal Injury
- b. **Business Automobile/Umbrella Liability Insurance** - \$1,000,000 limit per accident for property damage and personal injury.
- Owned/Leased Autos
 - Non-owned Autos
 - Hired Autos
- c. **Workers' Compensation and Employers'/Umbrella Liability Insurance** -- Workers' Compensation coverage with benefits and monetary limits as set forth in Chapter 440, Florida Statutes. This policy shall include Employers'/Umbrella Liability coverage for \$1,000,000 per accident. Workers' Compensation coverage is required as a condition of performing work or services for the County whether or not the Bidder is otherwise required by law to provide such coverage.

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- d. **Environmental Liability Insurance** - \$1,000,000 per occurrence.

4.2 Other Insurance Provisions

Commercial General Liability and Automobile Liability Coverages - The County, members of their Commissions, boards, and committees, officers, agents, employees and volunteers are to be covered as additional insured's as to: liability arising out of activities performed by or on behalf of the Bidder; products and completed operations of the Bidder; premises owned, leased or used by the Bidder or premises on which Bidder is performing services on behalf of the County. The coverage shall contain no special limitations on the scope of protection afforded to the County, members of its Commissions, boards, and committees, officers, agents, employees and volunteers.

- a. The Bidder's insurance coverage shall be primary insurance as to the County, members of their Commissions, boards, and committees, officers, agents, employees and volunteers. Any insurance or self-insurance maintained by the County, members of their Commissions, boards, and committees, officers, agents, employees and volunteers shall be excess of Bidder's insurance and shall not contribute with it.
- b. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the County, members of their Commissions, boards, and committees, officers, agents, employees and volunteers.
- c. Coverage shall state that Bidder's insurance shall apply separately to each insured against whom a claim is made or suit is brought, except with respect to the limits of the insurer's liability.

Workers' Compensation and Employers' Liability and Property Coverages - The insurer shall agree to waive all rights of subrogation against the County, members of their Commissions, boards, and committees, officers, agents, employees and volunteers for losses arising from activities and operations of Bidder in the performance of services under the Contract.

4.3 All Coverage

- a. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled, reduced in coverage or in limits except after thirty (30) days prior written notice has been given to the County.
- b. If a Bidder, for any reason, fails to maintain insurance coverage which is required pursuant to the Contract, the same shall be deemed a material breach of the Contract. County, at its sole option, may terminate their respective Contract and obtain damages from the Bidder resulting from said breach.

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- c. Alternatively, County may purchase such required insurance coverage (but has no special obligation to do so), and without further notice to Bidder, County may deduct from sums due to Bidder any premium costs advanced by County for such insurance.
- d. County must be named as "additional insured".

4.4 Deductibles and Self-Insured Retentions

Any deductibles or self-insured retention's must be declared to and approved by the County. At the option of the County, the insurer shall reduce or eliminate such deductibles or self-insured retentions to the County, members of its County Commission, boards, and committees, officers, agents, employees and volunteers; or the Bidder shall procure a bond guaranteeing payment of losses, related investigation, claim administration and defense expenses.

4.5 Acceptability of Insurers

Insurance is to be placed with Florida admitted insurers rated B+X or better by *A.M. Best's* rating service.

4.6 Verification of Coverage (ref: Appendix C-11)

Bidder shall furnish the County with certificates of insurance and with original endorsements affecting coverage required by this clause. The certificates and endorsements for each policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates and endorsements are to be received and approved by the County before work commences.

4.7 Subcontractors

The Bidder shall include each of its subcontractors as insured under the policies of insurance required herein.

SECTION 5.0 SCHEDULE OF EVENTS

All times listed in the Schedule of Events are Eastern Standard Time (EST).

<i>Event</i>	<i>Date/Time</i>
<i>Release of Invitation to Bid</i>	<i>Thursday, March 10, 2016 8:00 a.m.</i>
<i>NON-Mandatory Pre-Bid Conferences (BUT ATTENDANCE HIGHLY RECOMMENDED)</i>	<i>Thursday, March 17, 2016 10:00 a.m.</i>
<i>Technical Questions Due from Prospective Bidder</i>	<i>Friday, March 18, 2016 5:00 p.m.</i>
<i>Responses to technical questions due</i>	<i>Monday, March 21, 2016</i>
<i>BIDS DUE TO BOCC</i>	<i>Thursday, March 31, 2016 10:00 a.m.</i>
<i>Posting of Intended Award</i>	<i>Friday, April 1, 2016 8:00 a.m.</i>
<i>Board Consideration of Intended Award</i>	<i>Monday, April 4, 2016</i>
<i>Anticipated beginning of contract</i>	<i>As soon as possible after Board Approval</i>

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5.1 An addendum to this ITB will be issued if any of the date and/or time change, unless the date(s) fall after the date the ITB Bid(s) are due. Specific dates/time will be determined at each phase.

5.2 NON-MANDATORY PRE-BID CONFERENCE:

County staff and representatives will be present to discuss the project and to accept questions. Any changes deemed necessary to the ITB as a result of any questions will be issued as an addendum to the ITB and published on the County website. It will be the responsibility of the prospective bidders to check the County website for addendums.

5.3 NOT USED

5.4 Responses to questions asked at the NON-Mandatory Pre-Bid Conference and/or on-site meeting will be posted to the County website in accordance with Section 5.0 Calendar of Events.

SECTION 6.0 SCOPE OF WORK

6.1 The general scope of services for the Work will include the purchase and installation of all landscaping and irrigation materials and plants as shown in Exhibit A, Sheets C11-C12 and C16 of the ITB. Installation of the irrigation system per Exhibit A, Sheet C10, includes but is not limited to construct 8"x2" water tap with gate valve, water meter, irrigation backflow preventer, irrigation system and hose bib per the specifications on sheet C16 of the "Work".

6.2 Plans and Specifications may be examined free of charge at the following locations:

Wakulla County Board of County Commissioners, 3093 Crawfordville Highway, Crawfordville, FL 32326

Plans and Specifications in electronic format (.pdf on CD/DVD) may be obtained from the offices of Preble-Rish, Inc., located at 3295 Crawfordville Highway, Suite 7A, Crawfordville, Florida 32327 for a non-refundable amount of \$50.00 per CD. Shipping will be via USPS standard service unless otherwise requested and paid for by contractor. Reproduction of the bid documents from the electronic files is authorized by Preble-Rish, Inc. for use by the purchaser, his suppliers and subcontractors in association with this project. No other use is authorized.

6.3 Related Documents: Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

6.4 Related Requirements: NOT USED

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6.5 Project Information:

Project Identification: Preble-Rish, Inc. Project No. 203.116.

Project Location: NE Corner of Shell Point Road (CR367) and Betty Taff Drive in Wakulla County, Florida.

Owner: Wakulla County Board of County Commissioners, 3093 Crawfordville Highway, Crawfordville, FL 32326.

Owner's Representative: Cody Solburg, Project Manager 850-926-7227.

Engineer: Robert H. Davis, Jr., Preble-Rish Inc.

6.6 **Work Covered by Contract Agreement:** The Work of Project is defined by the Contract Agreement and consists of the project description included in Section 6.1 above.

6.7 **Type of Contract:** This project will be constructed under a prime contract as Shell Point Public Access Boating Facility Landscape and Irrigation System Installation.

6.8 **Phased Construction:** The work shall be conducted in a single phase.

6.9 **Work by Owner:** Cooperate fully with Owner so work may be carried out smoothly, without interfering with or delaying work under this Contract or work by Owner. Coordinate the Work of this Contract with work performed by Owner.

6.10 Work Under Separate Contract

General: Cooperate fully with separate contractors so work on those contracts may be carried out smoothly, without interfering with or delaying work under this Contract or other contracts. Coordinate the Work of this Contract with work performed under separate contracts, including work being performed by Hydra Engineering and Construction, LLC.

6.11 Future Work

This projected is not coordinated with any future work to be performed by the Owner.

6.12 Purchase Contracts

Contractor's responsibilities are same as if Contractor had negotiated purchase contracts, including responsibility to renegotiate purchase and to execute final purchasing agreements.

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6.13 Contractor Furnished Owner Installed Products

Contractor shall furnish products indicated. The Work includes unloading, handling, storing, and protecting Contractor-furnished products as directed and turning them over to Owner at Project closeout.

6.14 Access to Site

General: Contractor shall have limited use of Project site for construction operations as indicated on Drawings by the Contract limits and as indicated by requirements of this Section.

Use of Site: Limit use of Project site to work in areas as shown on drawings indicated. Do not disturb portions of Project site beyond areas in which the Work is indicated.

Retain first "Limits" Subparagraph below on projects where necessary to describe areas of a site where work is permitted. Expand to indicate areas of site where incursions are forbidden under any circumstances. See Evaluations for model text.

Limits: Confine construction operations to areas as shown on contract drawings.

Driveways, Walkways and Entrances: Keep driveways, loading areas, and entrances serving premises clear and available to Owner, Owner's employees, and emergency vehicles at all times. Do not use these areas for parking or storage of materials.

Schedule deliveries to minimize use of driveways and entrances by construction operations.

Schedule deliveries to minimize space and time requirements for storage of materials and equipment on-site.

6.15 Coordination with Occupants

Full Owner Occupancy: Owner will occupy site and existing building(s) during entire construction period. Cooperate with Owner during construction operations to minimize conflicts and facilitate Owner usage. Perform the Work so as not to interfere with Owner's day-to-day operations. Maintain existing exits unless otherwise indicated.

Maintain access to existing walkways, corridors, and other adjacent occupied or used facilities. Do not close or obstruct walkways, corridors, or other occupied or used facilities without written permission from Owner and approval of authorities having jurisdiction.

Notify Owner not less than 72 hours in advance of activities that will affect Owner's operations.

Partial Owner Occupancy: Owner will occupy the premises during entire construction period, with the exception of areas under construction. Cooperate with Owner during

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construction operations to minimize conflicts and facilitate Owner usage. Perform the Work so as not to interfere with Owner's operations. Maintain existing exits unless otherwise indicated.

- a. Maintain access to existing walkways, corridors, and other adjacent occupied or used facilities. Do not close or obstruct walkways, corridors, or other occupied or used facilities without written permission from Owner and authorities having jurisdiction.
- b. Provide not less than 72 hours' notice to Owner of activities that will affect Owner's operations.

Owner Limited Occupancy of Completed Areas of Construction: Owner reserves the right to occupy and to place and install equipment in completed portions of the Work, prior to Substantial Completion of the Work, provided such occupancy does not interfere with completion of the Work. Such placement of equipment and limited occupancy shall not constitute acceptance of the total Work.

- a. Engineer will prepare a Certificate of Substantial Completion for each specific portion of the Work to be completed prior to Owner acceptance of the overall project Work.
- b. Upon partial certifications of substantial completion, Owner will assume responsibility for maintenance and repair for that portion of the Work placed in service.

6.16 Work Restrictions

Work Restrictions, General: Comply with restrictions on construction operations.

Comply with limitations on use of public streets and with other requirements of authorities having jurisdiction.

On-Site Work Hours: Limit work in the existing building to normal business working hours of 7:00 a.m. to 6:00 p.m., Monday through Friday, unless otherwise indicated.

- a. Weekend Hours: regular working hours with written authorization from Owner.
- b. Early Morning Hours: written permission from Owner.
- c. Hours for Utility Shutdowns: coordinate work 48 hours in advance and perform at times allowed by Owner.

Existing Utility Interruptions: Do not interrupt utilities serving facilities occupied by Owner or others unless permitted under the following conditions and then only after providing temporary utility services according to requirements indicated:

- a. Notify Engineer and Owner not less than two days in advance of proposed utility interruptions.

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- b. Obtain Owner's written permission before proceeding with utility interruptions.

Noise, Vibration, and Odors: Coordinate operations that may result in high levels of noise and vibration, odors, or other disruption to Owner occupancy with Owner.

- a. Notify Engineer not less than two days in advance of proposed disruptive operations.
- b. Obtain Owner's written permission before proceeding with disruptive operations.

Controlled Substances: Use of tobacco products and other controlled substances on Project site is not permitted.

Employee Identification: Provide identification Employee Roster Badges for Contractor personnel working on Project site. Require personnel to use identification tags at all times.

Employee Screening: Comply with Owner's requirements for drug and background screening of Contractor personnel working on Project site.

Maintain list of approved screened personnel with Owner's representative.

6.17 Specification and Drawing Conventions

Specification Content: The Plans and Specifications use certain conventions for the style of language and the intended meaning of certain terms, words, and phrases when used in particular situations. These conventions are as follows:

Drawing Coordination: Requirements for materials and products identified on Drawings are described in detail in the Specifications. One or more of the following are used on Drawings to identify materials and products:

- a. Terminology: Materials and products are identified by the typical generic terms used in the individual Specifications Sections.
- b. Abbreviations: Materials and products are identified by abbreviations published as part of the U.S. National CAD Standard and scheduled on Drawings.
- c. Keynoting: Materials and products are identified by reference keynotes referencing Specification Section numbers found in this Project Manual.

SECTION 7.0 BID RESPONSE REQUIREMENTS

7.1 Overview

- 7.1.1 The County has established certain mandatory requirements that must be included as part of any Bid. The use of the terms “shall,” “must,” or “will” (except to indicate simple futurity) in this ITB indicates a mandatory requirement or condition. The words “should” or “may” in this ITB indicate desirable attributes or conditions, but are permissive in nature. Deviation from, or omission of, such a desirable feature will not by itself cause rejection of a Bid.
- 7.1.2 Bids not meeting all material requirements of this request or which fail to provide all required information, documents, or materials such as request forms, bonds, etc., will be rejected as non-responsive. Material requirements of the bid are those set forth as mandatory, or without which an adequate analysis and comparison of replies is impossible, or those which affect the competitiveness of replies or the cost to the County. A Bidder’s whose Bid, past performance or current status that does not reflect the capability, integrity or reliability to perform fully and in good faith the requirements of the Contract may be rejected as non-responsible.
- 7.1.3 The County reserves the right to determine which Bids meet the material requirements of the ITB and which Bids are responsible and/or responsive. Further, the Board of County Commissioners may reject any and all Bids and seek new Bids when it is in the best interest of the County to do so.
- 7.1.4 The Bid form is included with the Bidding Documents. Additional copies may be obtained by Engineer. All blanks on the Bid form shall be completed in ink and the Bid signed in ink. Erasures or alterations shall be initialed in ink by the person signing the Bid Form. A Bid price shall be indicated for each Bid item, and unit price item listed therein, or the words “No Bid,” “No Change,” or “Not Applicable” entered.
- 7.1.5 A Bid by a corporation shall be executed in the corporate name by the president or a Vice-president or other corporate officer accompanied by evidence of authority to sign. The corporate seal shall be affixed and attested by the secretary or an assistant secretary. The corporate address and state of incorporation shall be provided on the Bid Form.

A Bid by a partnership shall be executed in the partnership name and signed by a partner (whose title must appear under the signature), accompanied by evidence of authority to sign. The official address of the partnership shall be provided on the Bid Form.

A Bid by a limited liability company shall be executed in the name of the firm by a member and accompanied by evidence of authority to sign. The state of formation of

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the firm and the official address of the firm shall be shown.

A Bid by an individual shall show the Bidder's name and business address.

A Bid by a joint venture shall be executed by each joint venturer in the manner indicated on the Bid form. The official address of the joint venture must be provided on the Bid Form.

- 7.1.6 All names shall be printed in ink below the signatures.
- 7.1.7 The Bid shall contain an acknowledgment of receipt of all Addenda, the numbers and dates of which shall be filled in on the Bid form.
- 7.1.8 The postal and email addresses and telephone number for communication regarding the Bid shall be shown.
- 7.1.9. The Bid shall contain evidence of Bidder's authority and qualification to do business in the state or locality where the Project is located or Bidder shall covenant in writing to obtain such qualification prior to award of the Contract and attach such covenant to the Bid. Bidder's state contractor license number, if any, shall also be shown on the Bid Form.

7.2 Instructions to Bidders

- 7.2.1 The Bid should address the requirements in a clear and concise manner in the order stated herein.
- 7.2.2 Bids must be tabbed as follows and must include the information/documents specified in the applicable tab. Bids that do not adhere to the following format or include the requested information/documents may be considered incomplete and therefore unresponsive by the County.
- 7.2.3 The County reserves the right to seek additional/supplemental representation on specific issues as needed.
- 7.2.4 Bids must be typed. No changes in or corrections to Bids will be allowed after the Bids are opened.
- 7.2.5 The signer of the Bid must declare that the Bid in all respects fair and in good faith without collusion or fraud and that the signer of the Bid has the authority to bind the principal Bidder.
- 7.2.6 The County shall not be liable for any costs incurred by Bidder prior to entering into a contract. Therefore, all Bidders are encouraged to provide a simple, straightforward, and concise description of their ability to meet the ITB requirements.

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7.3 BID CONSTRUCTION

- 7.3.1 Bidder's shall construct its Bid in the following format as outlined and a tab must separate each section as prescribed.
- 7.3.2 The Bid and all attachments shall be bound and submitted in a sealed envelope (or other packaging), provide an original, so identified and **five (5) complete copies** (one original and four copies) of the Bid for services defined herein for the term of the contract.

TRANSMITTAL LETTER ON THE FIRMS LETTERHEAD (Re: Appendix A)

TAB 1 – EXECUTIVE SUMMARY – Not Applicable

TAB 2 – QUALIFICATIONS, EXPERIENCE AND ABILITY OF PROFESSIONAL PERSONNEL

Provide an organizational profile of the firm and each professional that will be assigned to the project team, e.g., Professional Engineer(s), Engineer(s) in Training, Design Technician(s), and any others anticipated to work on this project, which shall include each individuals name, function with the firm and on this project, years of experience with the firm, professional resume and any professional certificates or licenses held.

TAB 3 – EXPERIENCE FOR SIMILAR PROJECTS

Provide a list of each similar project worked on within the last five (5) years, which must include the project description, location, date and team members.

TAB 4 – CLIENT REFERENCES and CONFLICTS FOR SIMILAR PROJECTS (ref: Appendix C-12)

REFERENCES: Provide a list of references and letters of reference from clients on similar projects.

CONFLICTS: Provide a description of any conflicts occurring over the last ten years with these or any other contracts for similar work.

TAB 5 – SUBCONTRACTORS (ref: Appendix C-8)

At a minimum name ALL subcontractors (to include prime and sub-contractors) that will potentially be used for this project, the services and percentage of such services to be provided.

TAB 6 - REQUIRED DOCUMENTS AND CERTIFICATIONS

Refer to the Appendices for a checklist and list of all required documents and certifications to be included under Tab 6.

TAB 7 – BID PROPOSAL AND COST SHEET (OF THE ITB)

Bidders shall submit a Bid on a unit price basis for each item of Work listed in the Bid schedule, See Exhibit B.

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The total of all bid prices will be the sum of the products of the estimated quantity of each item and the corresponding unit price. The final quantities and Contract Price will be determined in accordance with paragraph 11.03 of the Contract Agreement.

Discrepancies between the multiplication of units of Work and unit prices will be resolved in favor of the unit prices. Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the correct sum. Discrepancies between words and figures will be resolved in favor of the words.

For cash allowances the Bid price shall include such amounts as the Bidder deems proper for Contractor's overhead, costs, profit, and other expenses on account of cash allowances, if any, named in the Contract Agreement, in accordance with Paragraph 11.02.B of the Contract Agreement.

7.3 Delivery of Bids

7.3.1 All **Bids** must be bound and delivered **SEALED** to the County at the address shown below in section 7.3.2, no later than the time and date set for receipt of Bids in Section 5.0, Schedule of Events. Failure to comply with this or any other paragraph of this ITB shall be sufficient reason for rejection of the Bid.

7.3.2 Deliver OR mail the **BID** in an envelope/package to:

**WAKULLA COUNTY PURCHASING OFFICE
ATTN: ITB # 2016-04
3093 CRAWFORDVILLE HIGHWAY
P.O. BOX 1263
CRAWFORDVILLE, FL 32326**

7.3.3 The front lower left corner of each **SEALED** envelope/package shall contain the following information for proper identification:

<p><u>BID</u> ITB # 2016-04 SHELL POINT PUBLIC ACCESS BOATING FACILITY LANDSCAPE AND IRRIGATION SYSTEM INSTALLATION DUE NO LATER THAN: THURSDAY, MARCH 31, 2016 10:00 A.M. EST</p>
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- a. For time and date set for receipt of Bids see Section 5.0, Schedule of Events.
- b. Include name and address of Bidder on each sealed envelope/package.
- c. Number each sealed package sequentially, i.e., "1 of 3", "2 of 3", "3 of 3".

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7.3.4 All Bids received will be recorded and date stamped at the Wakulla County office located at 3093 Crawfordville Highway, Crawfordville, Florida. The responsibility for submitting the Bid to the County Procurement Office no later than the specified time and date is solely that of the Bidder. The County will in no way be responsible for delays in mail delivery or delays caused for any other occurrence.

7.3.5 Submission of Bids by fax or other electronic means will not be accepted. Late Bids will not be accepted, i.e., any Bid submitted/received after Thursday, March 31, 2016 10:00am. EST

SECTION 8.0 BID OPENING

8.1 All Bids will be opened on the date and time indicated in **Section 5.0, Schedule of Events** (i.e., date Bids are due) or as modified by addendum.

SECTION 9.0 EVALUATION OF BIDS AND SELECTION PROCESS

9.1 Bidders to this ITB who satisfy the required qualifications and are deemed to be responsive, responsible bids will be considered.

9.2 As provided in Section 2.255 of the Wakulla County Code, the county may consider the following factors in addition to price when determining whether a Bidder is responsive and responsible:

1. Ability, capacity and skill of the Bidder to perform the contract.
2. Whether the Bidder can perform the contract within the time specified, without delay, interference, or conflict with current workload.
3. Character, integrity, reputation, judgment, experience and efficiency of the Bidder.
4. Quality of performance of previous contracts.
5. Previous and existing compliance by the vendor with laws and regulations relating to the contract.
6. Sufficiency of the financial resources and ability of the vendor to perform the contract or provide the Work.
7. Quality, availability and adaptability of the supplies or contractual services to the particular use required.
8. Ability of the Bidder to provide further maintenance and service for the use of the subject of the contract, if applicable.
9. Number and scope of conditions attached to the bid or quote.
10. Qualifications of personnel, licensing and corporate qualifications.
11. Evidence of improper litigation.
12. Use of one or more subcontractors with a record of poor performance.

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For the purposes of this section, the county may consider evidence from the ten-year period preceding the subject bid.

In the event the lowest, responsive, responsible bid for a construction project exceeds the architectural or engineering cost estimates, the county administrator or designee is authorized, when time or economic considerations preclude rebidding of work of a reduced scope, to negotiate an adjustment of the scope of work with the lowest, responsive, responsible bidder, in order to bring the bid within the amount of available funds.

- 9.3 Owner reserves the right to reject any or all Bids, including without limitation, nonconforming, nonresponsive, unbalanced, or conditional Bids. Owner further reserves the right to reject the Bid of any Bidder whom it finds, after reasonable inquiry and evaluation, to be non-responsible. Owner also reserves the right to waive all informalities not involving price, time, or changes in the Work and to negotiate contract terms with the Successful Bidder.

More than one Bid for the same Work from an individual or entity under the same or different names will not be considered. Reasonable grounds for believing that any Bidder has an interest in more than one Bid for the Work may be cause for disqualification of that Bidder and the rejection of all Bids in which that Bidder has an interest.

In evaluating Bids, Owner will consider whether or not the Bids comply with the prescribed requirements, and such alternates, unit prices and other data, as may be requested in the Bid Form or prior to the Notice of Award.

In evaluating Bidders, Owner will consider the qualifications of Bidders and may consider the qualifications and experience of Subcontractors, Suppliers, and other individuals or entities proposed for those portions of the Work for which the identity of Subcontractors, Suppliers, and other individuals or entities must be submitted as provided in the Supplementary Conditions.

Owner may conduct such investigations as Owner deems necessary to establish the responsibility, qualifications, and financial ability of Bidders, proposed Subcontractors, Suppliers, individuals, or entities to perform the Work in accordance with the Contract Agreement.

If the Contract is to be awarded, Owner will award the Contract to the responsible Bidder whose Bid, conforming with all the material terms and conditions of the Instructions to Bidders, is lowest, price and other factors considered. If detailed in the bid form, factors such as discounts, transportation costs, and life cycle costs may be

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used to determine which bidder, if any, is to offer the award.

- 9.4 Responses to this ITB not meeting the requirements specified herein will be considered non-responsive or not responsible, as applicable. In the best interest of the County, the Wakulla Board of County Commissioners' reserve the right to reject any and all responses or waive any minor irregularity or technicality in responses received. Respondents are cautioned to make no assumptions unless their response has been deemed responsive.
- 9.5 When Owner gives a Notice of Award to the Successful Bidder, it shall be accompanied by the required number of unsigned counterparts of the Contract with the other Contract Agreement which are identified in the Contract as attached thereto. Within two (2) days thereafter, Successful Bidder shall sign and deliver the required number of counterparts of the Contract and attached documents to Owner. Owner shall deliver one fully signed counterpart to Successful Bidder with a complete set of the Drawings with appropriate identification.

SECTION 10.0 INTENT TO AWARD AND CONTRACT EXECUTION

- 10.1 The County reserves the right to incorporate the successful Bid into the Contract. Failure of a firm to accept this obligation may result in the cancellation of the award.
- 10.2 The construction, interpretation, and performance of this ITB, and all transactions under it shall be governed by the laws of the State of Florida and Wakulla County. The Contract shall include all terms and conditions of this ITB, any addenda, response, and the County's contract issued as a result of this ITB.
- 10.3 The selected Bidder will be required to assume responsibility for all services offered in the Bid. The County will consider the selected firm to be the sole point of contact with regard to contractual matters, including payment on any or all charges.
- 10.4 After successful posting of the award for 72 hours on the County's website, the County will negotiate a contract with the successful Bidder(s) in accordance with County policy, Florida Law, this ITB and the successful Bidder's Bid.

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SECTION 11: CONTRACT AGREEMENT

WAKULLA COUNTY, a political subdivision of the State of Florida, by and through its Board of County Commissioners, situated at 3093 Crawfordville Highway, Crawfordville, Florida 32327 (the "County"), hereby contracts with _____ (the "Contractor") of _____ (address) a _____ contractor licensed to perform all work in the State of Florida in connection with the County's Project No. **2016-04** (the "Project"), as said work is set forth in the Plans and Specifications prepared by **Preble-Rish, Inc.** the Engineer and/or Architect of Record (the "Design Professional") and other Contract Agreement hereafter specified (the "Work").

The County and the Contractor, for the consideration herein set forth, agree as follows:

Section 1. Contract Agreement.

A. The Contract Agreement consist of this Agreement, the Exhibits described in Section 35 hereof, the Legal Advertisement, the Instructions to Bidders, the Proposal and any duly executed and issued addenda, Change Orders, Work Directive Changes, Field Orders, Work Authorizations and amendments relating thereto. All of the foregoing Contract Agreement are incorporated by reference and made a part of this Agreement (all of said documents including the Agreement sometimes being referred to herein as the "Contract Agreement" and sometimes as the "Agreement"). A copy of the Contract Agreement shall be maintained by Contractor at the Project site at all times during the performance of the Work.

B. The County shall furnish to the Contractor up to five (5) sets of the Contract Agreement as are reasonably necessary for execution of the Work. Additional copies of the Contract Agreement shall be furnished, upon request, at the cost of reproduction.

Section 2. Scope of Work.

The Contractor agrees to furnish and pay for all management, supervision, financing, labor, materials, tools, fuel, supplies, utilities, equipment and services of every kind and type necessary to diligently, timely, and fully perform and complete in a good and workmanlike manner the Work required by this Agreement. The Work generally includes the purchase and installation of all landscaping and irrigation materials and plants as shown in Exhibit A, Sheets C11-C12 and C16 of the ITB. Installation of the irrigation system per Exhibit A, Sheet C10, includes but not limited to construct 8"x2" water tap with gate valve, water meter, irrigation backflow preventer, irrigation system and hose bib per the specification on Sheet C16 of THE PROJECT.

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Section 3. Contract Amount.

In consideration of the faithful performance by the Contractor of the covenants in this Agreement to the full satisfaction and acceptance of the County, the County agrees to pay, or cause to be paid, to Contractor the following amount (herein "Contract Amount"), in accordance with the terms of this Agreement: \$ _____ or in WORDS

[AS DETAILED IN ATTACHED BID FORM]

Section 4. Bonds.- **NOT USED**

Section 5. Contract Time and Liquidated Damages

A. Time is of the essence in the performance of the Work under this Agreement. The "Commencement Date" shall be established in the Notice to Proceed to be issued by the County. The Contractor shall commence the Work within five (5) calendar days from the Commencement Date. No Work shall be performed at the Project site prior to the Commencement Date. Any Work performed by the Contractor prior to the Commencement Date shall be at the sole risk of the Contractor. The Work shall be substantially completed within **90** calendar days from the issuance of the Notice To Proceed (NTP). The date of substantial completion of the Work (or designated portions thereof) is the date certified by the Design Professional when construction is sufficiently complete, in accordance with the Contract Agreement, so the County can occupy or utilize the Work (or designated portions thereof) for the use for which it is intended. The Work shall be fully completed and ready for final acceptance by the County within **120** calendar days from the Commencement Date (herein "Contract Time").

B. The County and the Contractor recognize that, since time is of the essence for this Agreement, the County will suffer financial loss if the Work is not substantially completed within the time specified above, as said time may be adjusted as provided for herein. Should the Contractor fail to substantially complete the Work within the time period noted above, the County shall be entitled to assess, as liquidated damages, but not as a penalty, **\$1,000** for each calendar day thereafter until substantial completion is achieved. The Project shall be deemed to be substantially completed on the date the Design Professional issues a Substantial Completion Certificate pursuant to the terms hereof. The Contractor hereby expressly waives and relinquishes any right which it may have to seek to characterize the above noted liquidated damages as a penalty, which the parties agree represents a fair and reasonable estimate of the County's actual damages at the time of contracting if the Contractor fails to substantially complete the Work in a timely manner.

C. When any period of time is referenced by days herein, it shall be computed to exclude the first day and include the last day of such period. If the last day of any such period falls on a Saturday or Sunday or on a day made a legal holiday by the law of the applicable

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jurisdiction, such day shall be omitted from the computation, and the last day shall become the next succeeding day which is not a Saturday, Sunday or legal holiday.

Section 6. Intent of Contract Agreement

A. It is the intent of the Contract Agreement to describe a functionally complete project (or portion thereof) to be constructed in accordance with the Contract Agreement. Any work, materials or equipment that may reasonably be inferred from the Contract Agreement as being required to produce the intended result shall be supplied whether or not specifically called for. When words which have a well-known technical or trade meaning are used to describe work, materials or equipment, such words shall be interpreted in accordance with that meaning. Reference to standard specifications, manuals or codes of any technical society, organization or association or to the laws or regulations of any governmental authority having jurisdiction over the Project, whether such reference be specific or by implication, shall mean the latest standard specification, manual, code, law or regulation in effect at the time the Work is performed, except as may be otherwise specifically stated herein.

B. If before or during the performance of the Work, Contractor discovers a conflict, error or discrepancy in the Contract Agreement, Contractor immediately shall report same to Design Professional in writing and before proceeding with the Work affected thereby shall obtain a written interpretation or clarification from the Design Professional. Contractor shall take field measurements and verify field conditions and shall carefully compare such field measurements and conditions and other information known to Contractor with the Contract Agreement before commencing any portion of the Work.

C. Drawings are intended to show general arrangements, design and extent of Work and are not intended to serve as shop drawings. Specifications are separated into divisions for convenience of reference only and shall not be interpreted as establishing divisions for the Work, trades, subcontracts, or extent of any part of the Work. In the event of a discrepancy between or among the drawings, specifications or other Contract Document provisions, Contractor shall be required to comply with the provision which is the more restrictive or stringent requirement upon the Contractor, as determined by the Design Professional. Unless otherwise specifically mentioned, all anchors, bolts, screws, fittings, fillers, hardware, accessories, trim and other parts required in connection with any portion of the Work to make a complete, serviceable, finished and first quality installation shall be furnished and installed as part of the Work, whether or not called for by the Contract Agreement.

Section 7. Investigation and Utilities

A. Contractor shall have the sole responsibility of satisfying itself concerning the nature and location of the Work and the general and local conditions, and particularly, but without limitation, with respect to the following: those affecting transportation, access, disposal, handling and storage of materials; availability and quality of labor; water and electric power;

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availability and condition of roads; work area; living facilities; climatic conditions and seasons; physical conditions at the work-site and the project area as a whole; topography and ground surface conditions; nature and quantity of the surface materials to be encountered; subsurface conditions; equipment and facilities needed preliminary to and during performance of the Work; and all other costs associated with such performance. The failure of Contractor to acquaint itself with any applicable conditions shall not relieve Contractor from any of its responsibilities to perform under the Contract Agreement, nor shall it be considered the basis for any claim for additional time or compensation.

B. Contractor shall locate all existing roadways, railways, drainage facilities and utility services above, upon, or under the Project site, said roadways, railways, drainage facilities and utilities being referred to in this Sub-Section 7.B. as the "Utilities". Contractor shall contact the owners of all Utilities to determine the necessity for relocating or temporarily interrupting any Utilities during the construction of the Project. Contractor shall schedule and coordinate its Work around any such relocation or temporary service interruption. Contractor shall be responsible for properly shoring, supporting and protecting all Utilities at all times during the course of the Work. Relocation or shutdown of County facilities must be requested by the Contractor in writing a minimum of ten (10) calendar days prior to the proposed Work. The County shall have the final decision with respect to whether the relocation or shutdown is required and when the relocation or shutdown of facilities may take place. The Work may need to be performed at night or on weekends to minimize the interruption of service or to meet the operational needs of the County's facilities.

Section 8. Schedule

A. The Contractor, within ten (10) calendar days after receipt of a Notice of Award, shall prepare and submit to the County and Design Professional, for their review and approval, a progress schedule for the Project (herein "Progress Schedule"). The Progress Schedule shall relate to all Work required by the Contract Agreement and shall provide for expeditious and practicable execution of the Work within the Contract Time. The Progress Schedule shall indicate the dates for starting and completing the various stages of the Work.

B. The Progress Schedule shall be updated monthly by the Contractor. All monthly updates to the Progress Schedule shall be subject to the County's and Design Professional's review and approval. Contractor shall submit the updates to the Progress Schedule with its monthly Applications for Payment noted below. The County's and the Design Professional's review and approval of the submitted Progress Schedule updates shall be a condition precedent to the County's obligation to pay Contractor.

Section 9. Progress Payments

A. Prior to submitting its first monthly Application for Payment, Contractor shall submit to the County and the Design Professional, for their review and approval, a schedule of

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values based upon the Contract Price, listing the major elements of the Work and the dollar value for each element. After its approval by the County and Design Professional, this schedule of values shall be used as the basis for the Contractor's monthly Applications for Payment. This schedule shall be updated and submitted each month to the Design Professional along with a completed and notarized copy of the Application for Payment form.

B. Prior to submitting its first monthly Application for Payment, Contractor shall submit to the County and the Design Professional a complete list of all its proposed subcontractors and materialmen, showing the work and materials involved and the dollar amount of each proposed subcontract and purchase order. The first Application for Payment shall be submitted no earlier than thirty (30) days after the Commencement Date.

C. If payment is requested on the basis of materials and equipment not incorporated into the Project, but delivered and suitably stored at the site or at another location agreed to by the County in writing, the Application for Payment shall also be accompanied by a bill of sale, invoice or other documentation warranting that the County has received the materials and equipment free and clear of all liens, charges, security interests and encumbrances, together with evidence that the materials and equipment are covered by appropriate property insurance and other arrangements to protect the County's interest therein, all of which shall be subject to the County's satisfaction.

D. Contractor shall submit six (6) copies of its monthly Application for Payment to the Design Professional on or before the 25th day of each month for work performed during the previous month. Invoices received after the 25th day of each month shall be considered for payment as part of the next month's application. Within ten (10) calendar days after receipt of each Application for Payment, the Design Professional shall either:

D.1 indicate his approval of the requested payment;

D.2 indicate his approval of only a portion of the requested payment, stating in writing his reasons therefore; or

D.3 return the Application for Payment to the Contractor indicating, in writing, the reason for refusing to approve payment.

In the event of a total denial and return of the Application for Payment by the Design Professional, the Contractor may make the necessary corrections and resubmit the Application for Payment. The County shall, within thirty (30) calendar days after County approval of an Application for Payment, pay the Contractor the amounts so approved. Provided, however, in no event shall the County be obligated to pay any amount greater than that portion of the Application for Payment approved by the Design Professional.

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E. The County shall initially retain ten percent (10%) of the gross amount of each monthly payment request or ten percent (10%) of the portion thereof approved by the Design Professional for payment, whichever is less. After 50% of the services are completed, the COUNTY will reduce the retainage to five percent (5%) of each subsequent progress payment. Such sums shall be accumulated and released to Contractor with final payment.

For purposes of determining 50% completion, stored material and general job costs such as mobilization, bonds, insurance, field office costs and like costs shall be excluded. Additionally, for purposes of this determination, each major discipline (electrical and instrumentation, structural, and mechanical) must independently achieve 50% completion in order for the project services to be deemed 50% complete.

F. Monthly payments to Contractor shall in no way imply approval or acceptance of Contractor's work.

G. Each Application for Payment shall be accompanied by a Release and Affidavit, in the form attached to this Agreement, showing that all materials, labor, equipment and other bills associated with that portion of the Work for which payment is being requested have been paid in full. The County shall not be required to make payment until and unless these affidavits are furnished by the Contractor.

H. Contractor agrees and understands that funding limitations exist and that the expenditure of funds must be spread over the duration of the Project at regular intervals based on the Contract Amount and Progress Schedule. Accordingly, prior to submitting its first monthly Application for Payment, Contractor shall prepare and submit for the County's and the Design Professional's review and approval, a detailed Project Funding Schedule, which shall be updated as necessary and approved by the County to reflect approved adjustments to the Contract Amount and Contract Time. No voluntary acceleration or early completion of the Work shall modify the time of payments to Contractor as set forth in the approved Project Funding Schedule.

Section 10. Payments Withheld

A. The Design Professional or the County may decline to approve any Application for Payment, or portions thereof, because of subsequently discovered evidence or subsequent inspections. The Design Professional or the County may nullify the whole or any part of any approval for payment previously issued and the County may withhold any payments otherwise due Contractor under this Agreement or any other agreement between the County and Contractor, to such extent as may be necessary in the County's opinion to protect it from loss because of:

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- A.1 Defective Work not remedied;
- A.2 Third party claims filed or reasonable evidence indicating probable filing of such claims;
- A.3 Failure of Contractor to make payment properly to subcontractors or for labor, materials or equipment;
- A.4 Reasonable doubt that the Work can be completed for the unpaid balance of the Contract Amount;
- A.5 Reasonable indication that the Work will not be completed within the Contract Time;
- A.6 Unsatisfactory prosecution of the Work by the Contractor;
- A.7 Failure to provide accurate and current "As-Built"; or
- A.8 Any other material breach of the Contract Agreement.

B. If these conditions in Subsection 9.A are not remedied or removed, the County may, after three (3) days written notice, rectify the same at Contractor's expense. The County also may offset against any sums due Contractor the amount of any liquidated or unliquidated obligations of Contractor to the County, whether relating to or arising out of this Agreement or any other agreement between Contractor and the County.

Section 11. Final Payment

A. The County shall make final payment to Contractor within thirty (30) calendar days after the Work is finally inspected and accepted by both the County and the Design Professional in accordance with Section 25.A. herein, provided that Contractor first, and as an explicit condition precedent to the accrual of Contractor's right to final payment, shall have furnished the County with a properly executed and notarized copy of the Release and Affidavit, as well as, a duly executed copy of the Surety's consent to final payment and such other documentation that may be required by the Contract Agreement and the County.

B. Contractor's acceptance of final payment shall constitute a full waiver of any and all claims by Contractor against the County arising out of this Agreement or otherwise relating to the Project, except those previously made in writing and identified by Contractor as unsettled at the time of the final Application for Payment. Neither the acceptance of the Work nor payment by the County shall be deemed to be a waiver of the County's right to enforce any obligations of Contractor hereunder or to the recovery of damages for defective Work not discovered by the Design Professional or the County at the time of final inspection.

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Section 12. Submittals and Substitutions

A. Contractor shall carefully examine the Contract Agreement for all requirements for approval of materials to be submitted such as a schedule of values, safety manual, shop drawings, data, test results, schedules and samples. Contractor shall submit all such materials at its own expense and in such form as required by the Contract Agreement in sufficient time to prevent any delay in the delivery of such materials and the installation thereof.

B. Whenever materials or equipment are specified or described in the Contract Agreement by using the name of a proprietary item or the name of a particular supplier, the naming of the item is intended to establish the type, function and quality required. Unless the name is followed by words indicating that no substitution is permitted, materials or equipment of other suppliers may be accepted by the County if sufficient information is submitted by Contractor to allow the County to determine that the material or equipment proposed is equivalent or better than to that named. Requests for review of substitute items of material and equipment will not be accepted by the County from anyone other than Contractor and all such requests must be submitted by Contractor to Design Professional within thirty (30) calendar days after Notice of Award is received by Contractor.

C. If Contractor wishes to furnish or use a substitute item of material or equipment, Contractor shall make application to the Design Professional for acceptance thereof, certifying that the proposed substitute shall perform adequately the functions and achieve the results called for by the general design, be similar and of equal substance to that specified and be suited to the same use as that specified. The application shall state that the evaluation and acceptance of the proposed substitute will not prejudice Contractor's achievement of substantial completion on time, whether or not acceptance of the substitute for use in the Work will require a change in any of the Contract Agreement (or in the provisions of any other direct contract with the County for the Project) to adapt the design to the proposed substitute and whether or not incorporation or use of the substitute in connection with the Work is subject to payment of any license fee or royalty. All variations of the proposed substitute from that specified will be identified in the application and available maintenance, repair and replacement service shall be indicated. The application also shall contain an itemized estimate of all costs that will result, directly or indirectly, from acceptance of such substitute, including costs for redesign and claims of other contractors affected by the resulting change, all of which shall be considered by the Design Professional in evaluating the proposed substitute. The Design Professional may require Contractor to furnish at Contractor's expense additional data about the proposed substitute.

D. If a specific means, method, technique, sequence or procedure of construction is indicated in or required by the Contract Agreement, Contractor may furnish or utilize a substitute means, method, sequence, technique or procedure of construction acceptable to the Design Professional, if Contractor submits sufficient information to allow the Design Professional to determine that the substitute proposed is equivalent to that indicated or required by the

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Contract Agreement. The procedures for submission to and review by the Design Professional shall be the same as those provided herein for substitute materials and equipment.

E. The Design Professional shall be allowed a reasonable time within which to evaluate each proposed substitute. The Design Professional shall be the sole judge of acceptability, and no substitute will be ordered, installed or utilized without the Design Professional's and the County's prior written acceptance which shall be evidenced by either a Change Order or an approved Shop Drawing. The County may require Contractor to furnish at Contractor's expense a special performance guarantee or other surety with respect to any substitute. The Design Professional will record time required by the Design Professional and the Design Professional's consultants in evaluating substitutions proposed by Contractor and making changes in the Contract Agreement occasioned thereby. Whether or not the County accepts a proposed substitute, Contractor shall reimburse the County for the charges of the Design Professional and the Design Professional's consultants for evaluating each proposed substitute.

Section 13. Daily Reports, As-Built and Meetings

A. Unless waived in writing by the County, Contractor shall complete and submit to Design Professional on a weekly basis a daily log of the Contractor's work for the preceding week in a format approved by the Design Professional and the County. The daily log shall document all activities of Contractor at the Project site including, but not limited to, the following:

- A.1. Weather conditions showing the high and low temperatures during work hours, the amount of precipitation received on the Project site, and any other weather conditions which adversely affect the Work;
- A.2. Soil conditions which adversely affect the Work;
- A.3. The hours of operation by Contractor's and subcontractor's personnel;
- A.4. The number of Contractor's and subcontractor's personnel present and working at the Project site, by subcontract and trade;
- A.5. All equipment present at the Project site, description of equipment use and designation of time equipment was used (specifically indicating any down time);
- A.6. Description of Work being performed at the Project site;
- A.7. Any unusual or special occurrences at the Project site;
- A.8. Materials received at the Project site;
- A.9. A list of all visitors to the Project site; and

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- A.10. Any problems that might impact either the cost or quality of the Work or the time of performance.

The daily log shall not constitute nor take the place of any notice required to be given by Contractor to the County or Design Professional pursuant to the Contract Agreement.

B. Contractor shall maintain in a safe place at the Project site one record copy of the Contract Agreement, including, but not limited to, all drawings, specifications, addenda, amendments, Change Orders, Work Directive Changes and Field Orders, as well as all written interpretations and clarifications issued by the Design Professional, in good order and annotated to show all changes made during construction. The annotated drawings shall be continuously updated by the Contractor throughout the prosecution of the Work to accurately reflect all field changes that are made to adapt the Work to field conditions, changes resulting from Change Orders, Work Directive Changes and Field Orders, and all concealed and buried installations of piping, conduit and utility services. All buried and concealed items, both inside and outside the Project site, shall be accurately located on the annotated drawings as to depth and in relationship to not less than two (2) permanent features (e.g. interior or exterior wall faces). The annotated drawings shall be clean and all changes, corrections and dimensions shall be given in a neat and legible manner in a contrasting color. The "As-Built" record documents, together with all approved samples and a counterpart of all approved shop drawings shall be available to Design Professional for reference. Current and accurate "As-Built" record documents shall be submitted with each Application for Payment. Failure to provide current and accurate "As-Built" record drawings shall be reason for rejecting the Application for Payment. Upon completion of the Work and as a condition precedent to Contractor's entitlement to final payment, these "As-Built" record documents, samples and shop drawings shall be delivered to Design Professional by Contractor for the County.

C. Contractor shall keep all records and supporting documentation which concern or relate to the Work hereunder for a minimum of five (5) years from the date of termination of this Agreement or the date the Project is completed, whichever is later. The County, or any duly authorized agents or representatives of the County, shall have the right to audit, inspect and copy all such records and documentation as often as they deem necessary during the period of this Agreement and during the five (5) year period noted above; provided, however, such activity shall be conducted only during normal business hours.

D. In addition to other requirements provided herein, Contractor shall:

D.1. Keep and maintain public records that ordinarily and necessarily would be required by the County in order to perform the Work.

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D.2. Provide the public with access to public records on the same terms and conditions that the County would provide the records and at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.

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

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

D.5. If the Contractor does not comply with a public records request, the County may terminate this Contract in accordance with Section 23 hereof.

Section 14. Contract Time and Extensions

A. Contractor shall diligently pursue the completion of the Work and coordinate the Work being done on the Project by its subcontractors and materialmen, as well as coordinating its Work with all work of others at the Project Site, so that its Work or the work of others shall not be delayed or impaired by any act or omission by Contractor. Contractor shall be solely responsible for all construction means, methods, techniques, sequences, and procedures, as well as coordination of all portions of the Work under the Contract Agreement, and the coordination of the County's suppliers and contractors as set forth in Paragraph 17.B. herein.

B. Should Contractor be obstructed or delayed in the prosecution of or completion of the Work as a result of unforeseeable causes beyond the control of Contractor, and not due to its fault or neglect, including but not restricted to acts of God or of the public enemy, acts of government, fires, floods, epidemics, quarantine regulation, strikes or lockouts, Contractor shall notify the County in writing within forty-eight (48) hours after the commencement of such delay, stating the cause or causes thereof, or be deemed to have waived any right which Contractor may have had to request a time extension.

C. No interruption, interference, inefficiency, suspension or delay in the commencement or progress of the Work from any cause whatever, including those for which the County may be responsible, in whole or in part, shall relieve Contractor of his duty to perform or give rise to any right to damages or additional compensation from the County. Contractor expressly acknowledges and agrees that it shall receive no damages for delay. Contractor's sole remedy, if any, against the County will be the right to seek an extension to the Contract Time; provided, however, the granting of any such time extension shall not be a condition precedent

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to the aforementioned "No Damage For Delay" provision. This paragraph shall expressly apply to claims for early completion, as well as to claims based on late completion.

Section 15. Changes in the Work

A. The County shall have the right at any time during the progress of the Work to increase or decrease the Work. Promptly after being notified of a change, Contractor shall submit an itemized estimate of any cost or time increases or savings it foresees as a result of the change. Except in an emergency endangering life or property, or as expressly set forth herein, no addition or changes to the Work shall be made except upon written order of the County, and the County shall not be liable to the Contractor for any increased compensation without such written order. No officer, employee or agent of the County is authorized to direct any extra or changed work orally.

B. A Change Order, in the form attached to this Agreement, shall be issued and executed promptly after an agreement is reached between Contractor and the County concerning the requested changes. Contractor shall promptly perform changes authorized by duly executed Change Orders. The Contract Amount and Contract Time shall be adjusted in the Change Order in the manner as the County and Contractor shall mutually agree.

C. If the County and Contractor are unable to agree on a Change Order for the requested change, Contractor shall, nevertheless, promptly perform the change as directed by the County in a written Work Directive Change. In that event, the Contract Amount and Contract Time shall be adjusted as directed by the County. If Contractor disagrees with the County's adjustment determination, Contractor must make a claim pursuant to Section 16 of this Agreement or else be deemed to have waived any claim on this matter it might otherwise have had.

D. In the event a requested change results in an increase to the Contract Amount, the amount of the increase shall be limited to the Contractor's reasonable direct labor and material costs and reasonable actual equipment costs as a result of the change (including allowance for labor burden costs) plus a maximum ten percent (10%) markup for all overhead and profit. In the event such change Work is performed by a Subcontractor, a maximum ten percent (10%) markup for all overhead and profit for all Subcontractors' and sub-subcontractors' direct labor and material costs and actual equipment costs shall be permitted, with a maximum five percent (5%) markup thereon by the Contractor for all of its overhead and profit, for a total maximum markup of fifteen percent (15%). All compensation due Contractor and any Subcontractor or sub-subcontractor for field and home office overhead is included in the markups noted above.

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E. The County shall have the right to conduct an audit of Contractor's books and records to verify the accuracy of the Contractor's claim with respect to Contractor's costs associated with any Change Order.

F. The Design Professional shall have authority to order minor changes in the Work not involving an adjustment to the Contract Amount or an extension to the Contract Time and not inconsistent with the intent of the Contract Agreement. Such changes may be effected by Field Order or by other written order. Such changes shall be binding on the Contractor.

Section 16. Claims and Disputes

A. A Claim is a demand or assertion by one of the parties seeking an adjustment or interpretation of the terms of the Contract Agreement, payment of money, extension of time or other relief with respect to the terms of the Contract Agreement. The term "Claim" also includes other disputes and matters in question between the County and Contractor arising out of or relating to the Contract Agreement. The responsibility to substantiate a Claim shall rest with the party making the Claim.

B. Claims by the Contractor shall be made in writing to the County and Design Professional within forty-eight (48) hours after the first day of the event giving rise to such Claim or else the Contractor shall be deemed to have waived the Claim. Written supporting data shall be submitted to the County and Design Professional within fifteen (15) calendar days after the occurrence of the event, unless the County grants additional time in writing, or else the Contractor shall be deemed to have waived the Claim. All claims shall be priced in accordance with the provisions of Subsection 15.D.

C. The Contractor shall proceed diligently with its performance as directed by the County, regardless of any pending Claim, action, suit or administrative proceeding, unless otherwise agreed to by the County in writing. The County shall continue to make payments in accordance with the Contract Agreement during the pendency of any Claim.

Section 17. Other Work

A. The County may perform other work related to the Project at the site by the County's own forces, have other work performed by utility owners or let other direct contracts. If the fact that such other work is to be performed is not noted in the Contract Agreement, written notice thereof will be given to Contractor prior to starting any such other work. If Contractor believes that such performance will involve additional expense to Contractor or require additional time, Contractor shall send written notice of that fact to the County and Design Professional within forty-eight (48) hours of being notified of the other work. If the Contractor fails to send the above required forty-eight (48) hour notice, the Contractor will be deemed to

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have waived any rights it otherwise may have had to seek an extension to the Contract Time or adjustment to the Contract Amount.

B. Contractor shall afford each utility owner and other contractor who is a party to such a direct contract (or the County, if the County is performing the additional work with the County's employees) proper and safe access to the site and a reasonable opportunity for the introduction and storage of materials and equipment and the execution of such work and shall properly connect and coordinate its Work with theirs. Contractor shall do all cutting, fitting and patching of the Work that may be required to make its several parts come together properly and integrate with such other work. Contractor shall not endanger any work of others by cutting, excavating or otherwise altering their work and will only cut or alter their work with the written consent of the Design Professional and the others whose work will be affected. The duties and responsibilities of Contractor under this paragraph are for the benefit of such utility owners and other Contractors to the extent that there are comparable provisions for the benefit of Contractor in said direct contracts between the County and such utility owners and other contractors.

C. If any part of Contractor's Work depends for proper execution or results upon the work of any other contractor or utility owner (or the COUNTY), Contractor shall inspect and promptly report to Design Professional in writing any delays, defects or deficiencies in such work that render it unavailable or unsuitable for such proper execution and results. Contractor's failure to report will constitute an acceptance of the other work as fit and proper for integration with Contractor's Work.

Section 18. Indemnification and Insurance

A. Contractor agrees to save harmless, indemnify, and defend or, at the option of the County, pay the cost of defense, the County and its representatives from any and all claims, losses, penalties, demands, judgments, and costs of suit, including attorneys' fees and paralegals' fees, for any expense, damage or liability incurred by any of them, whether for personal injury, property damage, direct or consequential damages, or economic loss, arising directly or indirectly on account of or in connection with the Work done by Contractor under this Agreement or by any person, firm or corporation to whom any portion of the Work is subcontracted by Contractor or resulting from the use by Contractor, or by any one for whom Contractor is legally liable, of any materials, tools, machinery or other property of the County. This provision is intended to apply even if the injury or damage is caused in whole or in part by any act, omission or default of the County or Design Professional or their consultants, agents, officers and employees. The County and Contractor agree the first \$100.00 of the Contract Amount paid by the County to Contractor shall be given as separate consideration for this indemnification, and any other indemnification of the County by Contractor provided for within the Contract Agreement, the sufficiency of such separate consideration being acknowledged by Contractor by Contractor's execution of the Agreement.

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The Contractor's obligation under this provision shall not be limited in any way by the agreed upon contract price as shown in this contract or the Contractor's limit of, or lack of, sufficient insurance protection.

B. Contractor shall obtain and carry, at all times during its performance under the Contract Agreement, insurance of the types and in the amounts set forth in the Insurance Requirements attached to this Agreement. All insurance policies shall be from responsible companies duly authorized to do business in the State of Florida and/or responsible risk retention group insurance companies which are registered with the State of Florida. Within fifteen (15) calendar days after Notice of Award is received by Contractor, Contractor shall provide the County with properly executed Certificates of Insurance to evidence Contractor's compliance with the insurance requirements of the Contract Agreement. Said Certificates of Insurance shall be on forms approved by the County. The Certificates of Insurance shall be personally, manually signed by the authorized representatives of the insurance company/companies shown on the Certificates of Insurance, with proof that they are authorized representatives thereof. In addition, certified, true and exact copies of all insurance policies required hereunder shall be provided to the County, on a timely basis, when requested by the County.

C. The Certificates of Insurance and required insurance policies shall contain provisions that thirty (30) days prior written notice by registered or certified mail shall be given the County of any cancellation, intent not to renew, or reduction in the policies or coverages, except in the application of the aggregate limits provisions. In the event of a reduction in the aggregate limit of any policy, Contractor shall immediately take steps to have the aggregate limit reinstated to the full extent permitted under such policy.

D. All insurance coverages of the Contractor shall be primary to any insurance or self-insurance program carried by the County applicable to this Project. The acceptance by the County of any Certificate of Insurance does not constitute approval or agreement by the County that the insurance requirements have been satisfied or that the insurance policy shown on the Certificate of Insurance is in compliance with the requirements of the Contract Agreement. No work shall commence at the Project site unless and until the required Certificates of Insurance are received by the County.

E. Contractor shall require each of its subcontractors to procure and maintain, until the completion of the subcontractor's work, insurance of the types and to the limits specified in the Insurance Requirements attached to this Agreement, unless such insurance requirements for the subcontractor is expressly waived in writing by the County. All liability insurance policies, other than professional liability, worker's compensation, employer's liability and business auto liability policies, obtained by Contractor to meet the requirements of the Contract Agreement shall name the County and Design Professional as additional insureds and shall contain severability of interest provisions. If any insurance provided pursuant to the Contract Agreement expires prior to the completion of the Work, renewal Certificates of Insurance and, if requested

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by the County, certified, true copies of the renewal policies, shall be furnished by Contractor within thirty (30) days prior to the date of expiration.

F. Should at any time the Contractor not maintain the insurance coverages required herein, the County may terminate the Agreement or at its sole discretion shall be authorized to purchase such coverages and charge the Contractor for such coverages purchased. The County shall be under no obligation to purchase such insurance, nor shall it be responsible for the coverages purchased or the insurance company or companies used. The decision of the County to purchase such insurance coverages shall in no way be construed to be a waiver of any of its rights under the Contract Agreement.

G. Contractor shall submit to Design Professional a copy of all accident reports arising out of any injuries to its employees or those of any firm or individual to whom it may have subcontracted a portion of the Work, or any personal injuries or property damages arising or alleged to have arisen on account of any work by Contractor under the Contract Agreement.

Section 19. Compliance with Laws

A. Contractor agrees to comply, at its own expense, with all federal, state and local laws, codes, statutes, ordinances, rules, regulations and requirements applicable to the Project, including but not limited to those dealing with taxation, worker's compensation, equal employment and safety. If Contractor observes that the Contract Agreement are at variance therewith, it shall promptly notify the County and Design Professional in writing.

Section 20. Cleanup and Protections

A. Contractor agrees to keep the Project site clean at all times of debris, rubbish and waste materials arising out of the Work. At the completion of the Work, Contractor shall remove all debris, rubbish and waste materials from and about the Project site, as well as all tools, appliances, construction equipment and machinery and surplus materials, and shall leave the Project site clean and ready for occupancy by the County.

B. Any existing surface or subsurface improvements, including, but not limited to, pavements, curbs, sidewalks, pipes, utilities, footings, structures, trees and shrubbery, not indicated in the Contract Agreement to be removed or altered, shall be protected by Contractor from damage during the prosecution of the Work. Any such improvements so damaged shall be restored by Contractor to the condition equal to that existing at the time of Contractor's commencement of the Work.

Section 21. Assignment

A. Contractor shall not assign this Agreement or any part thereof, without the prior consent in writing of the County. If Contractor does, with approval, assign this Agreement or any

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part thereof, it shall require that its assignee be bound to it and to assume toward Contractor all of the obligations and responsibilities that Contractor has assumed toward the County.

Section 22. Permits, Licenses and Taxes

A. Pursuant to Section 218.80, F.S., the County will pay for all County permits and fees, including license fees, permit fees, impact fees or inspection fees applicable to the work. Contractor is not responsible for paying for permits issued by the County wherein the work is to be performed, but is responsible for acquiring all permits. The County may require the Contractor to deliver internal budget transfer documents to applicable County agencies when the Contractor is acquiring permits.

B. All permits, fees and licenses necessary for the prosecution of the Work which are not issued by the County shall be acquired and paid for by the Contractor.

Section 23. Termination for Default

A. Contractor shall be considered in material default of the Agreement and such default shall be considered cause for the County to terminate the Agreement, in whole or in part, as further set forth in this Section, if Contractor: (1) fails to begin the Work under the Contract Agreement within the time specified herein; or (2) fails to properly and timely perform the Work as directed by the County or the Design Professional or as provided for in the approved Progress Schedule; or (3) performs the Work unsuitably or neglects or refuses to remove materials or to correct or replace such Work as may be rejected as unacceptable or unsuitable; or (4) discontinues the prosecution of the Work; or (5) fails to resume Work which has been suspended within a reasonable time after being notified to do so; or (6) becomes insolvent or is declared bankrupt, or commits any act of bankruptcy; or (7) allows any final judgment to stand against it unsatisfied for more than ten (10) days; or (8) makes an assignment for the benefit of creditors; or (9) fails to obey any applicable codes, laws, ordinances, rules or regulations with respect to the Work; or (10) materially breaches any other provision of the Contract Agreement.

B. The County shall notify Contractor in writing of Contractor's default(s). If the County determines that Contractor has not remedied and cured the default(s) within seven (7) calendar days following receipt by Contractor of said written notice, then the County, at its option, without releasing or waiving its rights and remedies against the Contractor's sureties and without prejudice to any other right or remedy it may be entitled to hereunder or by law, may terminate Contractor's right to proceed under the Agreement, in whole or in part, and take possession of all or any portion of the Work and any materials, tools, equipment, and appliances of Contractor, take assignments of any of Contractor's subcontracts and purchase orders, and complete all or any portion of Contractor's Work by whatever means, method or agency which the County, in its sole discretion, may choose.

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C. If the County deems any of the foregoing remedies necessary, Contractor agrees that it shall not be entitled to receive any further payments hereunder until after the Project is completed. All monies expended and all of the costs, losses, damages and extra expenses, including all management, administrative and other overhead and other direct and indirect expenses (including Design Professional and attorneys' fees) or damages incurred by the County incident to such completion, shall be deducted from the Contract Amount, and if such expenditures exceed the unpaid balance of the Contract Amount, Contractor agrees to pay promptly to the County on demand the full amount of such excess, including costs of collection, attorney's fees (including appeals) and interest thereon at the maximum legal rate of interest until paid. If the unpaid balance of the Contract Amount exceeds all such costs, expenditures and damages incurred by the County to complete the Work, such excess shall be paid to the Contractor. The amount to be paid to the Contractor or the County, as the case may be, shall be approved by the Design Professional, upon application, and this obligation for payment shall survive termination of the Agreement.

D. The liability of Contractor hereunder shall extend to and include the full amount of any and all sums paid, expenses and losses incurred, damages sustained, and obligations assumed by the County in good faith under the belief that such payments or assumptions were necessary or required, in completing the Work and providing labor, materials, equipment, supplies, and other items therefore or re-letting the Work, and in settlement, discharge or compromise of any claims, demands, suits, and judgments pertaining to or arising out of the Work hereunder.

E. If, after notice of termination of Contractor's right to proceed pursuant to this Section, it is determined for any reason that Contractor was not in default, or that its default was excusable, or that the County is not entitled to the remedies against Contractor provided herein, then Contractor's remedies against the County shall be the same as and limited to those afforded Contractor under Section 24 below.

Section 24. Termination for Convenience and Right of Suspension

A. The County shall have the right to terminate this Agreement without cause upon seven (7) calendar days' written notice to Contractor. In the event of such termination for convenience, Contractor's recovery against the County shall be limited to that portion of the Contract Amount earned through the date of termination, together with any retainage withheld and reasonable termination expenses incurred, but Contractor shall not be entitled to any other or further recovery against the County, including, but not limited to, damages or any anticipated profit on portions of the Work not performed.

B. The County shall have the right to suspend all or any portions of the Work upon giving Contractor not less than two (2) calendar days' prior written notice of such suspension. If all or any portion of the Work is so suspended, Contractor's sole and exclusive remedy shall be to seek an extension of time to its schedule in accordance with the procedures set forth in the

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Contract Agreement. In no event shall the Contractor be entitled to any additional compensation or damages. Provided, however, if the ordered suspension exceeds six (6) months, the Contractor shall have the right to terminate the Agreement with respect to that portion of the Work which is subject to the ordered suspension.

Section 25. Completion

A. When the entire Work (or any portion thereof designated in writing by the County) is ready for its intended use, Contractor shall notify the County and Design Professional in writing that the entire Work (or such designated portion) is substantially complete and request that Design Professional issue a Certificate of Substantial Completion (or Certificate of Partial Substantial Completion). Within a reasonable time thereafter, the County, Contractor and Design Professional shall make an inspection of the Work (or designated portion thereof) to determine the status of completion. If the County and Design Professional do not consider the Work (or designated portion) substantially complete, Design Professional shall notify Contractor in writing giving the reasons therefor. If the County and Design Professional consider the Work (or designated portion) substantially complete, Design Professional shall prepare and deliver to Contractor a Certificate of Substantial Completion (or Certificate of Partial Substantial Completion) which shall fix the date of Substantial Completion for the entire Work (or designated portion thereof) and include a tentative punch list of items to be completed or corrected by Contractor before final payment. The County shall have the right to exclude Contractor from the Work and Project site (or designated portion thereof) after the date of Substantial Completion, but the County shall allow Contractor reasonable access to complete or correct items on the tentative punch list.

B. Upon receipt of written certification by Contractor that the Work is completed in accordance with the Contract Agreement and is ready for final inspection and acceptance and upon receipt of a final Application for Payment, Design Professional will make such inspection and, if he finds the Work acceptable and fully performed under the Contract Agreement, he shall promptly issue a final Certificate for Payment, recommending that, on the basis of his observations and inspections, and the Contractor's certification that the Work has been completed in accordance with the terms and conditions of the Contract Agreement, that the entire balance found to be due Contractor is due and payable. Neither the final payment nor the retainage shall become due and payable until Contractor submits: (1) the Release and Affidavit in the form attached, (2) consent of surety to final payment, and (3) if required by the County, other data establishing payment or satisfaction of all obligations, such as receipts, releases and waivers of liens, arising out of the Contract Agreement, to the extent and in such form as may be designated by the County. The County reserves the right to inspect the Work and make an independent determination as to the Work's acceptability, even though the Design Professional may have issued his recommendations. Unless and until the County is completely satisfied, neither the final payment nor the retainage shall become due and payable.

Section 26. Warranty

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A. Contractor shall obtain and assign to the County all express warranties given to Contractor or any subcontractors by any materialmen supplying materials, equipment or fixtures to be incorporated into the Project. Contractor warrants to the County that any materials and equipment furnished under the Contract Agreement shall be new unless otherwise specified, and that all Work shall be of good quality, free from all defects and in conformance with the Contract Agreement. Contractor further warrants to the County that all materials and equipment furnished under the Contract Agreement shall be applied, installed, connected, erected, used, cleaned and conditioned in accordance with the instructions of the applicable manufacturers, fabricators, suppliers or processors except as otherwise provided for in the Contract Agreement. If, within one (1) year after final completion, any Work is found to be defective or not in conformance with the Contract Agreement, Contractor shall correct it promptly after receipt of written notice from the County. Contractor shall also be responsible for and pay for replacement or repair of adjacent materials or Work which may be damaged as a result of such replacement or repair. These warranties are in addition to those implied warranties to which the County is entitled as a matter of law.

Section 27. Tests and Inspections.

A. The County, Design Professional, their respective representatives, agents and employees, and governmental agencies with jurisdiction over the Project shall have access at all times to the Work, whether the Work is being performed on or off of the Project site, for their observation, inspection and testing. Contractor shall provide proper, safe conditions for such access. Contractor shall provide Design Professional with timely notice of readiness of the Work for all required inspections, tests or approvals.

B. If the Contract Agreement or any codes, laws, ordinances, rules or regulations of any public authority having jurisdiction over the Project requires any portion of the Work to be specifically inspected, tested or approved, Contractor shall assume full responsibility therefore, pay all costs in connection therewith and furnish Design Professional the required certificates of inspection, testing or approval. All inspections, tests or approvals shall be performed in a manner and by organizations acceptable to the Design Professional and the County.

C. If any Work that is to be inspected, tested or approved is covered without written concurrence from the Design Professional, such work must, if requested by Design Professional, be uncovered for observation. Such uncovering shall be at Contractor's expense unless Contractor has given Design Professional timely notice of Contractor's intention to cover the same and Design Professional has not acted with reasonable promptness to respond to such notice. If any Work is covered contrary to written directions from Design Professional, such Work must, if requested by Design Professional, be uncovered for Design Professional's observation and be replaced at Contractor's sole expense.

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D. The County shall charge to Contractor and may deduct from any payments due Contractor all engineering and inspection expenses incurred by the County in connection with any overtime work. Such overtime work consisting of any work during the construction period beyond the regular eight (8) hour day and for any work performed on Saturday, Sunday or holidays.

E. Neither observations nor other actions by the Design Professional nor inspections, tests or approvals by others shall relieve Contractor from Contractor's obligations to perform the Work in accordance with the Contract Agreement.

Section 28. Defective Work

A. Work not conforming to the requirements of the Contract Agreement shall be deemed defective Work. If required by the County or Design Professional, Contractor shall, as directed, either correct all defective Work, whether or not fabricated, installed or completed, or if the defective Work has been rejected by the County or Design Professional, remove it from the site and replace it with conforming Work. Contractor shall bear all direct, indirect and consequential costs of such correction or removal (including, but not limited to fees and charges of engineers, architects, attorneys and other professionals) made necessary thereby, and shall hold the County harmless for same.

B. If the County or Design Professional consider it necessary or advisable that covered Work be observed by Design Professional or inspected or tested by others, Contractor, at the County's or Design Professional's request, shall uncover, expose or otherwise make available for observation, inspection or tests as the County or Design Professional may require, that portion of the Work in question, furnishing all necessary labor, material and equipment. If it is found that such Work is defective, Contractor shall bear all direct, indirect and consequential costs of such uncovering, exposure, observation, inspection and testing and of satisfactory reconstruction (including, but not limited to, fees and charges of engineers, architects, attorneys and other professionals), and the County shall be entitled to an appropriate decrease in the Contract Amount. If, however, such Work is not found to be defective, Contractor shall be allowed an increase in the Contract Amount and/or an extension to the Contract Time, directly attributable to such uncovering, exposure, observation, inspection, testing and reconstruction.

C. If any portion of the Work is defective, or Contractor fails to supply sufficient skilled workers with suitable materials or equipment, or fails to finish or perform the Work in such a way that the completed Work will conform to the Contract Agreement, the County or Design Professional may order Contractor to stop the Work, or any portion thereof, until the cause for such stop in the work has been eliminated; however, this right of the County and Design Professional to stop the Work shall not give rise to any duty on the part of the County or Design Professional to exercise this right for the benefit of Contractor or any other party.

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D. Should the County determine, in its sole opinion, that it is in the County's best interest to accept defective Work, the County may do so. Contractor shall bear all direct, indirect and consequential costs attributable to the County's evaluation of and determination to accept defective Work. If such determination is rendered prior to final payment, a Change Order shall be executed evidencing such acceptance of such defective Work, incorporating the necessary revisions in the Contract Agreement and reflecting an appropriate decrease in the Contract Amount. If the County accepts such defective Work after final payment, Contractor shall promptly pay the County an appropriate amount to adequately compensate the County for its acceptance of the defective Work.

E. If Contractor fails, within a reasonable time after the written notice from the County or Design Professional, to correct defective Work or to remove and replace rejected defective Work as required by Design Professional or the County, or if Contractor fails to perform the Work in accordance with the Contract Agreement, or if Contractor fails to comply with any of the provisions of the Contract Agreement, the County may, after seven (7) days written notice to Contractor, correct and remedy any such deficiency. To the extent necessary to complete corrective and remedial action, the County may exclude Contractor from any or all of the Project site, take possession of all or any part of the Work, and suspend Contractor's services related thereto, take possession of Contractor's tools, appliances, construction equipment and machinery at the Project site and incorporate in the Work all materials and equipment stored at the Project site or for which the County has paid Contractor but which are stored elsewhere. Contractor shall allow the County, Design Professional and their respective representatives, agents, and employees such access to the Project site as may be necessary to enable the County to exercise the rights and remedies under this paragraph. All direct, indirect and consequential costs of the County in exercising such rights and remedies shall be charged against Contractor, and a Change Order shall be issued, incorporating the necessary revisions to the Contract Agreement, including an appropriate decrease to the Contract Amount. Such direct, indirect and consequential costs shall include, but not be limited to, fees and charges of engineers, architects, attorneys and other professionals, all court costs and all costs of repair and replacement of work of others destroyed or damaged by correction, removal or replacement of Contractor's defective Work. Contractor shall not be allowed an extension of the Contract Time because of any delay in performance of the Work attributable to the exercise by the County of the County's rights and remedies hereunder.

Section 29. Supervision and Superintendents

A. Contractor shall plan, organize, supervise, schedule, monitor, direct and control the Work competently and efficiently, devoting such attention thereto and applying such skills and expertise as may be necessary to perform the Work in accordance with the Contract Agreement. Contractor shall be responsible to see that the finished Work complies accurately with the Contract Agreement. Contractor shall keep on the Work at all times during its progress a competent resident superintendent, who shall not be replaced without prior written notice to the County and Design Professional except under extraordinary circumstances. The

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superintendent shall be Contractor's representative at the Project site and shall have authority to act on behalf of Contractor. All communications given to the superintendent shall be as binding as if given to the Contractor. The County shall have the right to direct Contractor to remove and replace its Project superintendent, with or without cause.

Section 30. Protection of Work

A. Contractor shall fully protect the Work from loss or damage and shall bear the cost of any such loss or damage until final payment has been made. If Contractor or any one for whom Contractor is legally liable is responsible for any loss or damage to the Work, or other work or materials of the County or the County's separate contractors, Contractor shall be charged with the same, and any monies necessary to replace such loss or damage shall be deducted from any amounts due Contractor.

B. Contractor shall not load nor permit any part of any structure to be loaded in any manner that will endanger the structure, nor shall Contractor subject any part of the Work or adjacent property to stresses or pressures that will endanger said Work or property.

C. Contractor shall not disturb any benchmark established by the Design Professional with respect to the Project. If Contractor, or its subcontractors, agents or anyone for whom Contractor is legally liable, disturbs the Design Professional's benchmarks, Contractor shall immediately notify the County and Design Professional. The Design Professional shall reestablish the benchmarks and Contractor shall be liable for all costs incurred by the County associated therewith.

Section 31. Emergencies

A. In the event of an emergency affecting the safety or protection of persons or the Work or property at the Project site or adjacent thereto, Contractor, without special instruction or authorization from the County or Design Professional is obligated to act to prevent threatened damage, injury or loss. Contractor shall give Design Professional written notice within forty-eight (48) hours after the occurrence of the emergency, if Contractor believes that any significant changes in the Work or variations from the Contract Agreement have been caused thereby. If the Design Professional determines that a change in the Contract Agreement is required because of the action taken in response to an emergency, a Change Order shall be issued to document the consequences of the changes or variations. If Contractor fails to provide the forty-eight (48) hour written notice noted above, the Contractor shall be deemed to have waived any right it otherwise may have had to seek an adjustment to the Contract Amount or an extension to the Contract Time.

Section 32. Use of Premises

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A. Contractor shall confine all construction equipment, the storage of materials and equipment and the operations of workers to the Project site and land and areas identified in and permitted by the Contract Agreement and other lands and areas permitted by law, rights of way, permits and easements, and shall not unreasonably encumber the Project site with construction equipment or other material or equipment. Contractor shall assume full responsibility for any damage to any such land or area, or to the owner or occupant thereof, or any land or areas contiguous thereto, resulting from the performance of the Work.

Section 33. Safety

A. Contractor shall be responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the Work. Contractor shall take all necessary precautions for the safety of, and shall provide the necessary protection to prevent damage, injury or loss to:

A.1. All employees on the Work and other persons and/or organizations who may be affected thereby;

A.2. All the Work and materials and equipment to be incorporated therein, whether in storage on or off the Project site; and

A.3. Other property on Project site or adjacent thereto, including trees, shrubs, walks, pavements, roadways, structures, utilities and any underground structures or improvements not designated for removal, relocation or replacement in the Contract Agreement.

B. Contractor shall comply with all applicable codes, laws, ordinances, rules and regulations of any public body having jurisdiction for the safety of persons or property or to protect them from damage, injury or loss. Contractor shall erect and maintain all necessary safeguards for such safety and protection. Contractor shall notify owners of adjacent property and of underground structures and improvements and utility owners when prosecution of the Work may affect them, and shall cooperate with them in the protection, removal, relocation or replacement of their property. Contractor's duties and responsibilities for the safety and protection of the Work shall continue until such time as the Work is completed and final acceptance of same by the County has occurred.

C. Contractor shall designate a responsible representative at the Project site whose duty shall be the prevention of accidents. This person shall be Contractor's superintendent unless otherwise designated in writing by Contractor to the County.

Section 34. Project Meetings

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A. Prior to the commencement of Work, the Contractor shall attend a preconstruction conference with the Design Professional and others as appropriate to discuss the Progress Schedule, procedures for handling shop drawings and other submittals, and for processing Applications for Payment, and to establish a working understanding among the parties as to the Work. During the prosecution of the Work, the Contractor shall attend any and all meetings convened by the Design Professional or the County with respect to the Project, when directed to do so by the County or Design Professional. Contractor shall have its subcontractors and suppliers attend all such meetings (including the preconstruction conference) as may be directed by the County or Design Professional.

Section 35. Exhibits Incorporated.

The following documents are expressly agreed to be incorporated by reference and made a part of this Agreement:

- A. Legal Advertisement
- B. Bid Proposal with required forms
- C. Release and Affidavit Form
- D. Change Order Form

Section 36. Notices.

A. All notices required or made pursuant to this Agreement by the Contractor to the County shall be in writing and delivered by hand or by United States Postal Service Department, first class mail, postage pre-paid, return receipt requested, addressed to the following:

Wakulla County Administrator
3093 Crawfordville Highway
Crawfordville, Florida 32327

With a copy to:
Cody Solburg, Director
Parks and Facilities Department
73 Recreational Drive
Crawfordville, Florida 32327

B. All notices required or made pursuant to this Agreement by the County to Contractor shall be made in writing and shall be delivered by hand or by United States Postal Service Department, first class mail, postage pre-paid, return receipt requested, or by Federal Express, addressed to the following:

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Corporate Name of Contractor: _____

Address (including city, state and zip): _____

Name of person with their title to whose
Attention the notice should be sent: _____

Telephone and Fax numbers: _____

C. Either party may change its above noted address by giving written notice to the other party in accordance with the requirements of this Section.

Section 37. Modification.

No modification or change to the Agreement shall be valid or binding upon the parties unless in writing and executed by the party or parties intended to be bound by it.

Section 38. Successors and Assigns.

Subject to other provisions hereof, the Agreement shall be binding upon and shall inure to the benefit of the successors and assigns of the parties to the Agreement.

Section 39. Governing Law.

The Agreement shall be interpreted under and its performance governed by the laws of the State of Florida.

Section 40. No Waiver.

The failure of the County to enforce at any time or for any period of time any one or more of the provisions of the Agreement shall not be construed to be and shall not be a waiver of any such provision or provisions or of its right thereafter to enforce each and every such provision.

Section 41. Entire Agreement.

Each of the parties hereto agrees and represents that the Agreement comprises the full and entire agreement between the parties affecting the Work contemplated, and no other agreement or understanding of any nature concerning the same has been entered into or will be recognized, and that all negotiations, acts, work performed, or payments made prior to the execution hereof shall be deemed merged in, integrated and superseded by the Agreement.

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Section 42. Severability.

Should any provision of the Agreement be determined by a court to be unenforceable, such a determination shall not affect the validity or enforceability of any other section or part thereof.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date(s) indicated below.

CONTRACTOR: _____
(Company Name)

ATTEST:

By: _____ (Signature) _____ (Printed)

Its: _____ (Title)

Date: _____

Witness:

Its: _____

President/Corporate Secretary/Witness
[Corporate Seal]

Date: _____

2nd Witness (if not incorporated)

OWNER: Board of County Commissioners of Wakulla County, Florida

(SEAL)

By: _____
Chairman

Clerk: _____

Date: _____

Approved as to Form and Content:

County Attorney

EXHIBITS TO THE CONTRACT AGREEMENT

- A. LEGAL ADVERTISEMENT**
- B. BID PROPOSAL**
- C. RELEASE AND AFFIDAVIT**
- D. CHANGE ORDER FORM**

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EXHIBIT A TO CONTRACT
LEGAL ADVERTISEMENT

Sealed bids for the **Shell Point Public Access Boating Facility Landscape And Irrigation System Installation** will be received at the office of the Board of County Commissioners, 3093 Crawfordville Highway, Crawfordville, FL 32326, until **10:00 a.m.**, Local Time, on **Thursday, March 31, 2016 by 10:00 am** at which time the bids will be opened and read aloud. Bids received after said time will be returned unopened. A NON-MANDATORY PRE-BID CONFERENCE will be held at the Board of County Commissioners on **Thursday, March 17, 2016 at 10:00 am** local time. Bids received from entities not represented at the pre-bid conference shall not be opened. In essence, the list of attendees at the pre-bid conference will constitute the acceptable bidder's list.

The principal features of the work to be known as:

Shell Point Public Access Boating Facility Landscape and Irrigation System Installation
PRI Project No. 203.116

The general scope of services will include, but not be limited to, the purchase and installation of all landscaping and irrigation materials and plants as shown in Exhibit A, Sheets C11-C12 and C16 of the ITB. Installation of the irrigation system per Exhibit A, Sheet C10, includes but is not limited to construct 8"x2" water tap with gate valve, water meter, irrigation backflow preventer, irrigation system and hose bib per the specification on Sheet C16 of the "Work".

Plans and Specifications may be examined free of charge at the following locations:

Wakulla County Board of County Commissioners, 3093 Crawfordville Highway, Crawfordville, FL 32326.

Preble-Rish, Inc., 3295 Crawfordville Highway, Suite 7A, Crawfordville, Florida 32327.

Plans and Specifications in electronic format (.pdf on CD/DVD) may be obtained from the offices of Preble-Rish, Inc., 3295 Crawfordville Highway, Suite 7A, Crawfordville, Florida 32327 for a non-refundable amount of \$50.00 per CD. Shipping will be via USPS standard service unless otherwise requested and paid for by contractor. Reproduction of the bid documents from the electronic files is authorized by Preble-Rish, Inc. for use by the purchaser, his suppliers and subcontractors in association with this project. No other use is authorized.

All inquiries and clarification requests shall be submitted in writing to Preble-Rish, Inc. attention Robert H. Davis, Jr., via email at davisr@preble-rish.com by **Friday, March 18, 2016 5:00 pm** prior to bid opening. Inquiries received after this date will not be accepted. Verbal clarifications will not be provided.

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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, Florida Statutes, for CATEGORY TWO (\$35,000) for a period of 36 months from the date of being placed on the convicted vendor list.

Bids may not be withdrawn for a period of at least 90 days from date of opening. Complete insurance coverage will be required from the successful bidder prior to signing the contract.

The Wakulla County Board of County Commissioners reserves the right to waive informalities in any bid; reject any or all proposals, in whole or in part; re-bid a project, in whole or in part; and to accept a proposal that in its judgment is the lowest and best bid of a responsible bidder. In accepting a bid, Wakulla County may award a contract based only on the base bid, the base bid plus all alternates, or the base bid plus any alternates which Wakulla County selects -- with all decisions being made based upon what Wakulla County believes to be the best interests of its ratepayers, in the reasonable exercise of its discretion. Wakulla County further reserves the right to increase or decrease quantities as may be required to meet the needs of Wakulla County, at the unit price which was bid.

Wakulla County does not discriminate on the basis of race, color, national origin, sex, religion, age, marital status and disability/handicapped status in employment or provision of service.

Bid proposal must be clearly marked on the envelope:

WAKULLA COUNTY ITB:	#2016-04
BID:	Shell Point Public Access Boating Facility Landscape and Irrigation System Installation
PRI PROJECT NO:	203.116

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EXHIBIT B TO CONTRACT
BID PROPOSAL AND COST SHEET

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**EXHIBIT C TO CONTRACT
RELEASE AND AFFIDAVIT**

COUNTY OF _____

STATE OF FLORIDA

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

(1) In accordance with the Contract Agreement and in consideration of \$_____ paid, _____ ("Contractor") releases and waives for itself and its subcontractors, materialmen, successors and assigns, all claims demands, damages, costs and expenses, whether in contract or in tort, against Wakulla County, Florida (the "COUNTY"), its Board of County Commissioners, employees and agents relating in any way to the performance of the Agreement between Contractor and the COUNTY, dated _____, _____, for the period from _____ to _____.

(2) Contractor certifies for itself and its subcontractors, materialmen, successors and assigns, that all charges for labor, materials, supplies, lands, licenses and other expenses for which the COUNTY might be sued or for which a lien or a demand against any payment bond might be filed, have been fully satisfied and paid.

(3) Contractor agrees to indemnify, defend and save harmless the COUNTY, its Board of County Commissioners, employees and agents from all demands or suits, actions, claims of liens or other charges filed or asserted against the COUNTY arising out of the performance by Contractor of the Work covered by this Release and Affidavit.

(4) This Release and Affidavit is given in connection with Contractor's [monthly/final] Application for Payment No. _____.

CONTRACTOR:

By: _____ (signature of the executive officer)

Its: _____ (title of the executive officer)

Date: _____

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Witnesses

[Corporate Seal]

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, _____, by _____, as _____ of _____, a _____ corporation, on behalf of the corporation. He/she is personally known to me or has produced _____ as identification and did (did not) take an oath.

My Commission Expires: _____
(Signature of Notary)

Name: _____
(Legibly Printed)

(AFFIX OFFICIAL SEAL)

Notary Public, State of _____

Commission No.: _____

**EXHIBIT D TO CONTRACT
CHANGE ORDER FORM**

CHANGE ORDER NO. _____ WAKULLA COUNTY PROJECT NO. _____

TO: _____

DATE: _____

PROJECT NAME: _____

Wakulla County Project No. _____

Under our AGREEMENT dated _____.

You hereby are authorized and directed to make the following change(s) in accordance with terms and conditions of the Agreement:

FOR THE ADDITIVE or DEDUCTIVE Sum of:

_____ (\$ _____).

Original Agreement Amount \$ _____

Sum of Previous Changes \$ _____

This Change Order ADD/DEDUCT \$ _____

Present Agreement Amount \$ _____

The time for completion shall be (increased/decreased) by _____ calendar days due to this Change Order. Accordingly, the Contract Time is now _____ (_____) calendar days and the final completion date is _____. Your acceptance of this Change Order shall constitute a modification to our Agreement and will be

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performed subject to all the same terms and conditions as contained in our Agreement indicated above, as fully as if the same were repeated in this acceptance. The adjustment, if any, to the Agreement shall constitute a full and final settlement of any and all claims arising out of or related to the change set forth herein, including claims for impact and delay costs.

Accepted: _____, 20____.

WAKULLA COUNTY, FLORIDA

CONTRACTOR

By: _____
Chair

By: _____
President

DESIGN PROFESSIONAL: By: _____ Consulting Engineer

EXHIBIT A
PLANS AND SPECIFICATIONS

APPENDICES

APPENDIX A: PROPOSAL TRANSMITTAL FORM (TO BE ON PROPOSER'S LETTERHEAD)

The Board of County Commissioners, Wakulla County, reserves the right to accept or reject any and/or all proposals in the best interest of Wakulla County.

RALPH THOMAS
Chairman

This proposal is submitted by the below named firm/individual by the undersigned authorized representative.

(Firm Name)

BY _____
(Authorized Representative)

(Printed or Typed Name)

ADDRESS _____

TELEPHONE _____

FAX _____

FEID # _____

STATE OF FLORIDA PROFESSIONAL LICENSE NUMBER: (IF APPLICABLE) _____

ADDENDA ACKNOWLEDGMENTS: (IF APPLICABLE)

Addendum #1 dated _____ Initials _____

Addendum #2 dated _____ Initials _____

Addendum #3 dated _____ Initials _____

ITB NO. 2016-04 SHELL POINT PUBLIC ACCESS BOATING FACILITY LANDSCAPE AND IRRIGATION SYSTEM INSTALLATION

APPENDIX B: CHECKLIST OF REQUIRED FORMS, DOCUMENTS AND CERTIFICATIONS:

Please submit the items on the following list and any other items required by any section of this RFQ. The checklist is provided as a courtesy and may not be inclusive of all items required within this RFQ:

_____ A. Completed Proposal Response Cover Sheet with Signature (Appendix A)

_____ B. Checklist of Required Forms, Documents, Certifications (Appendix B)

_____ C. FORMS (Appendix C)

_____ 1. Indemnification and Hold Harmless

_____ 2. Public Entity Crimes Sworn Statement

_____ 3. Equal Employment Opportunity/Affirmative Action Statement

_____ 4. Drug Free Workplace Certification

_____ 5. Disclosure Statement, Conflicts of Interest Disclosure

_____ 6. Non-Collusion Affidavit

_____ 7. Ethics Clause Certification

_____ 8. List of Proposed Subcontractors and Services to be Performed

_____ 9. Certification Regarding Debarment, Suspension, and Other Responsibility Matters – Primary Covered Transactions

_____ 10. E-Verify Compliance Certification

_____ 11. Required Policy Endorsements and Documentation (Insurance Verification)

_____ 12. References

_____ D. ITB EXHIBITS

_____ 1. Exhibit B Bid Proposal and Cost Sheet

**APPENDIX C-1
INDEMNIFICATION AND HOLD HARMLESS**

To the fullest extent permitted by law, Contractor shall indemnify and hold harmless COUNTY, its offices and employees from liabilities, damages, losses, and costs including but not limited to reasonable attorney fees, to the extent caused by the negligence, recklessness, or intentional wrongful conduct of the CONTRACTOR and other persons employed or utilized by the CONTRACTOR in the performance of this CONTRACT.

Signed: _____

Name: _____

Title: _____

Firm: _____

Address: _____

APPENDIX C-2
SWORN STATEMENT UNDER SECTION 287.133(3)(a),
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

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

1. This sworn statement is submitted to Wakulla County Board of County Commissioners

By : _____
[print individual's name and title]

for _____
[print name of entity submitting sworn statement]

whose business address is:

and (if applicable) its Federal Employer Identification Number (FEIN) is . _____

(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement).

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by 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 of 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.
3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
 - a. A predecessor or successor of a person convicted of a public entity crime: or
 - b. 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, shareholders, 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 a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

ITB NO. 2016-04 SHELL POINT PUBLIC ACCESS BOATING FACILITY LANDSCAPE AND IRRIGATION SYSTEM INSTALLATION

5. 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 provision 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.

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

_____ Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However there has been a subsequent proceeding before a hearing a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted contractor list. [Attach a copy of the final order.]

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

(Signature)

Sworn to and subscribed before me this _____ day of, 20____.

Personally known _____ OR Produced identification _____
(Type of identification)

NOTARY PUBLIC

Notary Public - State of _____

My commission expires: _____

Printed, typed,
or stamped commissioned name of notary public

**APPENDIX C-3
EQUAL OPPORTUNITY/AFFIRMATIVE ACTION STATEMENT**

1. The contractors and all subcontractors hereby agree to a commitment to the principles and practices of equal opportunity in employment and to comply with the letter and spirit of federal, state, and local laws and regulations prohibiting discrimination based on race, color, religion, national region, sex, age, handicap, marital status, and political affiliation or belief.
2. The contractor agrees to comply with Executive Order 11246, as amended, and to comply with specific affirmative action obligations contained therein.

Signed: _____

Name: _____

Title: _____

Firm: _____

Address: _____

APPENDIX C-4
DRUG FREE WORKPLACE CERTIFICATION

Preference shall be given to businesses with drug-free workplace programs. Whenever two or more response 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 response 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 responses 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, available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees from drug abuse violations.
- 3) Give each employee engaged in providing the commodities or contractual services that are under this solicitation a copy of the statement specified in subsection (1) above.
- 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 this solicitation, the employee will abide by the terms of the statement and will notify the employee 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 work place 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 _____ TITLE _____

AUTHORIZED SIGNATURE _____ DATE _____

**APPENDIX C-5
DISCLOSURE STATEMENT
CONFLICT OF INTEREST DISCLOSURE**

The award hereunder is subject to the provisions of Chapter 112, Florida Statutes. Respondents must disclose with their proposals whether any officer, director, employee or agent is also an officer or an employee of the Wakulla County Board of County Commissioners. All firms must disclose the name of any county officer or employee who owns, directly or indirectly, an interest of five percent (5%) or more in the Respondent's firm or any of its branches or affiliates. All Respondents must also disclose the name of any employee, agent, lobbyist, previous employee of the Board, or other person, who has received or will receive compensation of any kind, or who has registered or is required to register under Section 112.3215, Florida Statutes, in seeking to influence the actions of the Board in Connection with this procurement.

Names of Officer, Director, Employee or Agent that is also an Officer or Employee of Wakulla County:

Name of an State Officer or Employee that owns 5% or more in Respondent's firm:

Name

Company

Date

ITB NO. 2016-04 SHELL POINT PUBLIC ACCESS BOATING FACILITY LANDSCAPE AND IRRIGATION SYSTEM INSTALLATION

APPENDIX C-6
NON-COLLUSION AFFIDAVIT

The undersigned being first duly sworn as provided by law, deposes and says:

- 1. This Affidavit is made with the knowledge and intent that it is to be filed with the Board of County Commissioners, Wakulla County, Florida and that it will be relied upon by said County, in any consideration which may give to and any action it may take with respect to this Proposal.
2. The undersigned is authorized to make this Affidavit on behalf of,

(Name of Corporation, Partnership, Individual, etc.)

a, formed under the laws of
(Type of Business) (State or Province)

of which he is.
(Sole partner, president, etc.)

- 3. Neither the undersigned nor any other person, firm or corporation named in above Paragraph 2, nor anyone else to the knowledge of the undersigned, have themselves solicited or employed anyone else to solicit favorable action for this Proposal by the County, also that no head of any department or employee therein, or any officer of Wakulla County, Florida is directly interested therein.
4. This Proposal is genuine and not collusive or a sham; the person, firm or corporation named above in Paragraph 2 has not colluded, conspired, connived or agreed directly or indirectly with any bidder or person, firm or corporation, to put in a sham Proposal, or that such other person, firm or corporation, shall refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference with any person, firm or corporation, to fix the prices of said proposal or proposals of any other bidder; and all statements contained in the proposal or proposals described above are true; and further, neither the undersigned, nor the person, firm or corporation named above in Paragraph 3, has directly or indirectly submitted said proposal or the contents thereof, or divulged information or data relative thereto, to any association or to any member or agent thereof.

AFFIANT'S NAME AFFIANT'S TITLE

TAKEN, SWORN AND SUBSCRIBED TO BEFORE ME this day of 20.

Personally Known or Produced Identification

Type of Identification

Notary Public
(Print, Type or Stamp Commissioned Name of Notary Public)

**APPENDIX C-7
ETHICS CLAUSE**

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

No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of congress, an officer or employee of congress, or an employee of a member of congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of congress, an officer or employee of congress, or an employee of a member of congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Signature

Date

Name of Authorized Individual

Name of Company/Organization

Address of Company/Organization

APPENDIX C-8

LIST OF PROPOSED SUB-CONTRACTORS AND SERVICES TO BE PERFORMED

<p>Subcontract 1 Name: City/State/Zip Services to Perform and Percentage:</p>
<p>Subcontract 2 Name: City/State/Zip Services to Perform and Percentage:</p>
<p>Subcontract 3 Name: City/State/Zip Services to Perform and Percentage:</p>
<p>Subcontract 5 Name: City/State/Zip Services to Perform and Percentage:</p>
<p>Subcontract 6 Name: City/State/Zip Services to Perform and Percentage:</p>
<p>Subcontract 7 Name: City/State/Zip Services to Perform and Percentage:</p>

APPENDIX C-9

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS
PRIMARY COVERED TRANSACTIONS**

- 1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
 - a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - b) Have not within a three-year period preceding this been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of these offenses enumerated in paragraph (1)(b) of this certification; and
 - d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

- 2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

- 3) No subcontract will be issued for this project to any party which is debarred or suspended from eligibility to receive federally funded contracts.

Signature

Title

Contractor/Firm

Address

ITB NO. 2016-04 SHELL POINT PUBLIC ACCESS BOATING FACILITY LANDSCAPE AND IRRIGATION SYSTEM INSTALLATION

**APPENDIX C-10
E-VERIFY COMPLIANCE CERTIFICATION**

In accordance with the Governor of Florida's Executive Order 11-116, the Proposer hereby certifies that the U.S. Department of Homeland Security's E-Verify system will be used to verify the employment eligibility of all new employees hired by the Contractor during the Contract term, and shall expressly require any subcontractors performing work or providing services pursuant to the Contract to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the Contract term; and shall provide documentation of such verification to the COUNTY upon request.

As the person authorized to sign this state, I certify that this firm complies/will comply fully with this RFQ regarding e-Verify Compliance.

SIGNATURE: _____

NAME: _____

TITLE: _____

DATE: _____

ITB NO. 2016-04 SHELL POINT PUBLIC ACCESS BOATING FACILITY LANDSCAPE AND IRRIGATION SYSTEM INSTALLATION

**APPENDIX C-12
REFERENCE FORM**

Proposer Name: _____

Proposers are required to submit with their Proposals three (3) references, with which they have provided similar services as requested in this solicitation. Vendors shall use this attachment to provide the required reference information. The BoCC/COUNTY reserves the right to contact any and all references in the course of this RFQ and make a responsibility determination, not subject to review or challenge.

FORMER CLIENTS and Project Description	
Company Name:	
Address:	
Contact Name:	
Alternate Contact Name:	
Phone:	
Email:	
Description of Work:	
Service Dates:	

Company Name:	
Address:	
Contact Name:	
Alternate Contact Name:	
Phone:	
Email:	
Description of Work:	
Service Dates:	

Company Name:	
Address:	
Contact Name:	
Alternate Contact Name:	
Phone:	
Email:	
Description of Work:	
Service Dates:	

Authorized Signature: _____

Name: _____

Title: _____

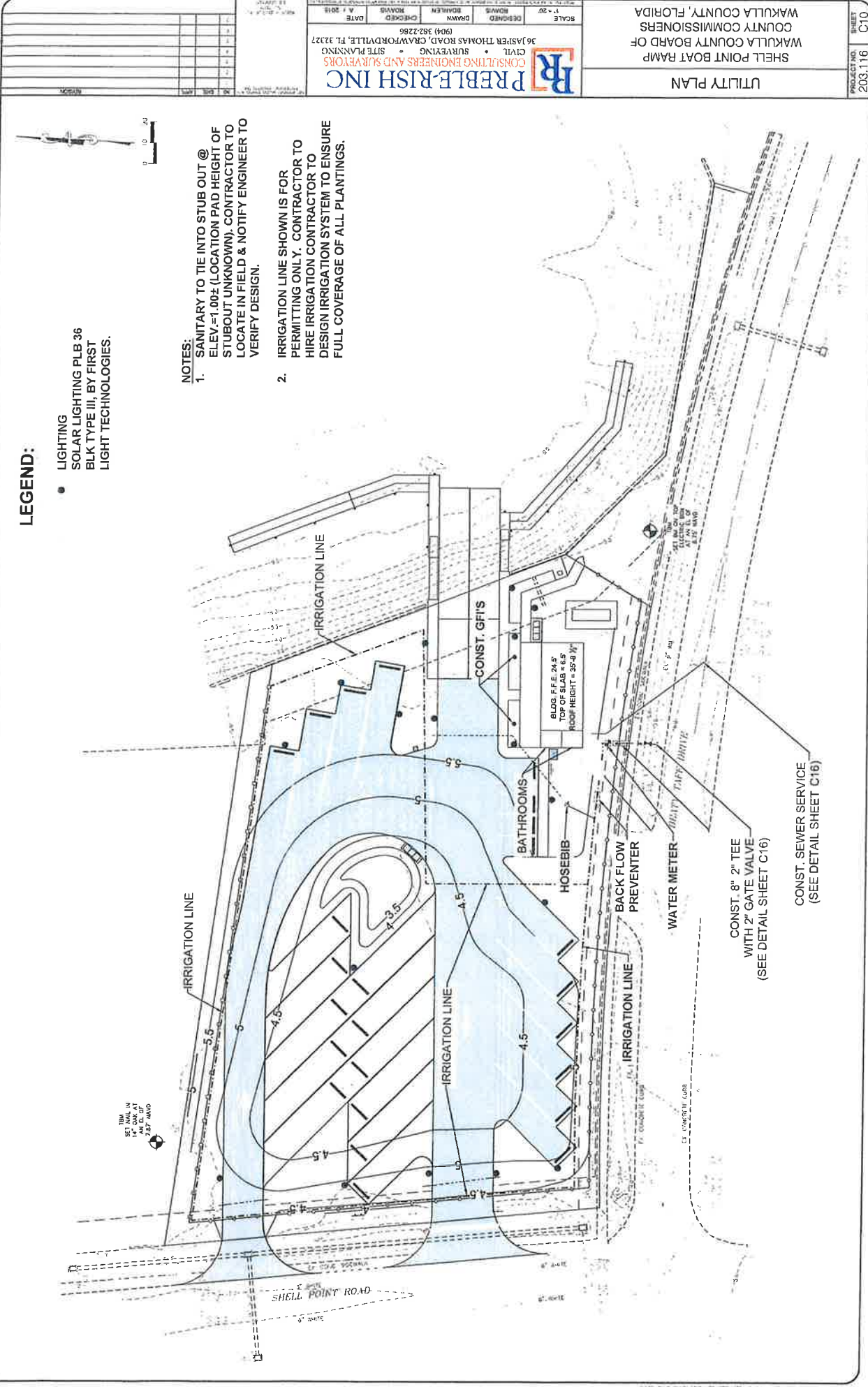
EXHIBIT A
PLANS AND SPECIFICATIONS

LEGEND:

- LIGHTING
SOLAR LIGHTING PLB 36
BLK TYPE III, BY FIRST
LIGHT TECHNOLOGIES.

NOTES:

1. SANITARY TO TIE INTO STUB OUT @
ELEV.=1.00± (LOCATION PAD HEIGHT OF
STUBOUT UNKNOWN). CONTRACTOR TO
LOCATE IN FIELD & NOTIFY ENGINEER TO
VERIFY DESIGN.
2. IRRIGATION LINE SHOWN IS FOR
PERMITTING ONLY. CONTRACTOR TO
HIRE IRRIGATION CONTRACTOR TO
DESIGN IRRIGATION SYSTEM TO ENSURE
FULL COVERAGE OF ALL PLANTINGS.



SCALE	1" = 20'
DESIGNED	RD
CHECKED	RD
DRAWN	RD
DATE	A 1 2018

PREBLE RISH INC
CONSULTING ENGINEERS AND SURVEYORS
CIVIL • SURVEYING • SITE PLANNING
36 JASPER THOMAS ROAD, CRAWFORDVILLE, FL 32227
(904) 382-2286

SHELL POINT BOAT RAMP
WAKULLA COUNTY BOARD OF
COUNTY COMMISSIONERS
WAKULLA COUNTY, FLORIDA

PROJECT NO. 203.116
SHEET C10

UTILITY PLAN

THE
SET SHALL BE
IN ACCORDANCE
WITH THE
LATEST EDITION
OF THE
F.L.A.C. 2017
MANUAL

CONST. 8" 2" TEE
WITH 2" GATE VALVE
(SEE DETAIL SHEET C16)

CONST. SEWER SERVICE
(SEE DETAIL SHEET C16)

BLDG F.F.E. 24.5'
TOP OF SLAB = 6.5'
ROOF HEIGHT = 32'-9 1/2"

SHELL POINT ROAD



DATE	08/20/2015
DESIGNED	DESIGNED
DRAWN	DRAWN
CHECKED	CHECKED
APPROVED	APPROVED

PREBLE-RISH INC
 CONSULTING ENGINEERS AND SURVEYORS
 CIVIL • SURVEYING • SITE PLANNING
 36 JASPER THOMAS ROAD CRAWFORDVILLE, FL 32327
 (904) 382-2386

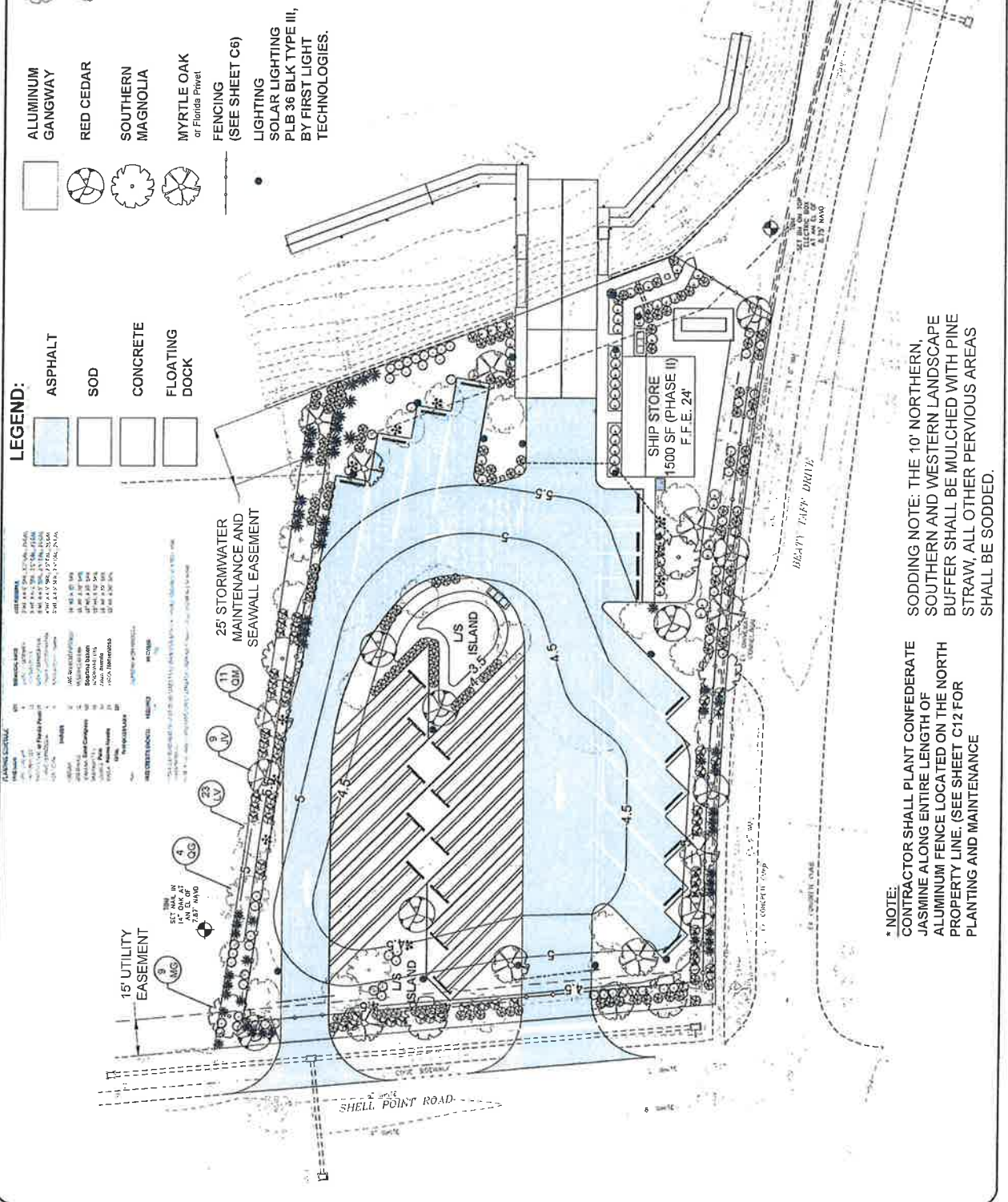
SCALE: 1" = 20'
 SHELL POINT BOAT RAMP
 WAKULLA COUNTY BOARD OF
 COUNTY COMMISSIONERS
 WAKULLA COUNTY, FLORIDA

PROJECT NO: 203.116
 SHEET: C11

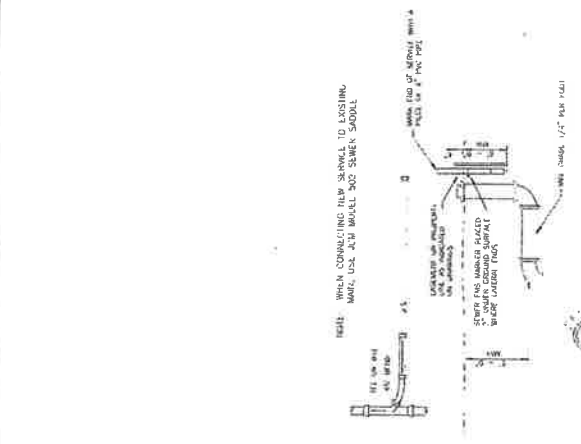
- LEGEND:**
- ALUMINUM GANGWAY
 - RED CEDAR
 - SOUTHERN MAGNOLIA
 - MYRTLE OAK or Florida Privet
 - FENCING (SEE SHEET C6)
 - SOLAR LIGHTING PLB 36 BLK TYPE II, BY FIRST LIGHT TECHNOLOGIES.
 - ASPHALT
 - SOD
 - CONCRETE
 - FLOATING DOCK
 - SAND LIVE OAK
 - YAUPON HOLLY
 - YUCCA Adams Needle
 - LANTANA
 - WAX MYRTLE
 - SAW PALMETTO
 - COONTIE PALM
 - SPARTINA SAND CORDGRASS

SITE DATA TABLE:

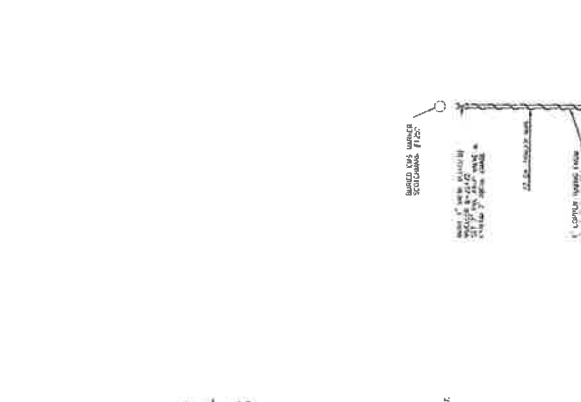
SUBDIVISION NAME: GULF VIEW SHORES
 TOTAL SITE AREA: 57,721 SF (1.31 AC.)
 ZONING: PUD
 BUILDING SETBACKS:
 FRONT - 10'
 SIDE - 10'
 PARKING SPACES:
 BOAT - 20
 REGULAR - 3
 HANDICAPPED - 1
 HANDICAPPED (BOAT) - 1
 IMPERVIOUS MATERIALS:
 BLDG: 1,500 SF
 DRIVEWAY: 1,278 SF
 CONC: 1,300 SF
 CONC (STRIPES): 969 SF
 CONC. BOAT RAMP - 1,253 SF OFFSITE - 1,475 SF
 TOTAL - 27,300 SF (0.63 AC.) 48% OF SITE
 LANDSCAPE AREAS:
 LANDSCAPE ISLANDS - 5,218 SF
 LANDSCAPE NATURAL AREAS - 24,442 SF
 TOTAL - 29,660 SF (0.68 AC.) 52% OF SITE



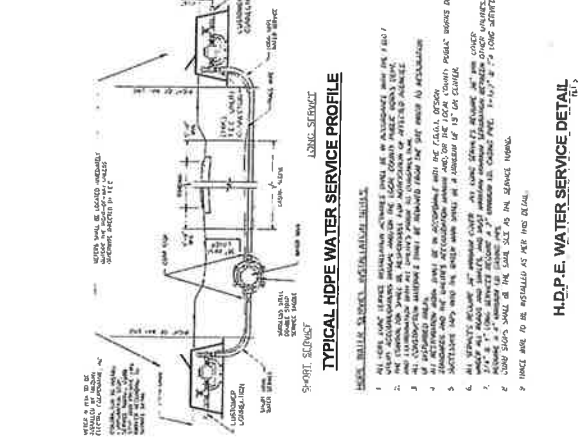
* NOTE:
 CONTRACTOR SHALL PLANT CONFEDERATE JASMINE ALONG ENTIRE LENGTH OF ALUMINUM FENCE LOCATED ON THE NORTH PROPERTY LINE. (SEE SHEET C12 FOR PLANTING AND MAINTENANCE SODDING NOTE: THE 10' NORTHERN, SOUTHERN AND WESTERN LANDSCAPE BUFFER SHALL BE MULCHED WITH PINE STRAW, ALL OTHER PERVIOUS AREAS SHALL BE SODDED.



DETAIL OF SINGLE SEWER SERVICE CONNECTION
 1/4" = 1'-0"



TYPICAL HDPE WATER SERVICE PROFILE
 1/4" = 1'-0"



BACKFLOW PREVENTER
 1/4" = 1'-0"

SEWER DETAILS

SINGLE WATER SERVICE CONNECTION
 1/4" = 1'-0"

WATER DETAILS

ITB NO. 2016-04 SHELL POINT PUBLIC ACCESS BOATING FACILITY LANDSCAPE AND IRRIGATION SYSTEM INSTALLATION

EXHIBIT B
BID PROPOSAL AND COST SHEET

Project Identification: **Shell Point Public Access Boating Facility Landscape and Irrigation System Installation**

Contract Identification and Number: **PRI Project No. 203.116**

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Article 3 - Bidder's Representations	1
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Article 5 - Basis of Bid	4
Article 6 - Time of Completion	5
Article 7 - Attachments to Bid	5
Article 8 - Defined Terms	6
Article 9 - Bid Submittal	6

ARTICLE 1 - BID RECIPIENT

- 1.01 This Bid Is Submitted To: **Wakulla County Board of County Commissioners, 3093 Crawfordville Hwy., Crawfordville, FL 32326.**
- 1.02 The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into a Contract with Owner in the form included in the Bidding Documents to perform all Work as specified or indicated in the Bidding Documents for the prices and within the times indicated in the Bid and in accordance with the other terms and conditions of the Bidding Documents.

ARTICLE 2 - BIDDER'S ACKNOWLEDGMENTS

- 2.01 Bidder accepts all of the terms and conditions of the Advertisement and Instructions to Bidders, including without limitations those dealing with the dispositions of Bid security. The Bid will remain subject to acceptance for 60 days after the Bid opening, or for such longer period of time that Bidder may agree to in writing upon request of Owner.

ITB NO. 2016-04 SHELL POINT PUBLIC ACCESS BOATING FACILITY LANDSCAPE AND IRRIGATION SYSTEM INSTALLATION

ARTICLE 3 - BIDDER'S REPRESENTATIONS

3.01 In submitting this Bid, Bidder represents that:

- A. Bidder has examined and carefully studied the Bidding Documents, the other related data identified in the Bidding Documents, and the following Addenda, receipt of which is hereby acknowledged:

Addendum No.	Addendum Date
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

- B. Bidder has visited the Site and become familiar with and is satisfied as to the general, local, and Site conditions that may affect cost, progress, and performance of the Work.
- C. Bidder is familiar with and is satisfied as to all Federal, state, and local Laws and Regulations that may affect cost, progress, and performance of the Work.
- D. Bidder has considered the information known to Bidder; information commonly known to contractors doing business in the locality of the Site; information and observations obtained from visits to the Site; the Bidding Documents; and the Site-related reports and drawings identified in the Bidding Documents, with respect to the effect of such information, observations, and documents on (1) the cost, progress, and performance of the Work; (2) the means, methods, techniques, sequences, and procedures of construction to be employed by Bidder, including applying the specific means, methods, techniques, sequences, and procedures of construction expressly required by the Bidding Documents; and (3) Bidder's safety precautions and programs.
- E. Based on the information and observations referred to in Paragraph 3.01.D above, Bidder does not consider that any further examinations, investigations, explorations, tests, studies, or data are necessary for the determination of this Bid for performance of the Work at the price(s) bid and within the times and in accordance with the other terms and conditions of the Bidding Documents.
- F. Bidder is aware of the general nature of the Work to be performed by Owner and others at the Site that relates to the Work as indicated in the Bidding Documents.

ITB NO. 2016-04 SHELL POINT PUBLIC ACCESS BOATING FACILITY LANDSCAPE AND IRRIGATION SYSTEM INSTALLATION

- G. Bidder has given Engineer written notice of all conflicts, errors, ambiguities, or discrepancies that Bidder has discovered in the Bidding Documents, and the written resolution thereof by Engineer is acceptable to Bidder.
- H. The Bidding Documents are generally sufficient to indicate and convey understanding of all terms and conditions for the performance of the Work for which this Bid is submitted.
- I. Bidder will submit written evidence of its authority to do business in the State or other jurisdiction where the Project is located not later than the date of its execution of the Agreement.

ARTICLE 4 - BIDDER'S CERTIFICATION

4.01 Bidder further represents that:

- A. This Bid is genuine and not made in the interest of or on the behalf of any undisclosed individual or entity and is not submitted in conformity with any agreement or rules of any group, association, organization, or corporation;
- B. Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid;
- C. Bidder has not solicited or induced any individual or entity to refrain from bidding; and
- D. Bidder has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the Contract. For the purposes of this Paragraph 4.01.D:
 - 1. "corrupt practice" means the offering, giving, receiving, or soliciting anything of value likely to influence the action of a public official in the bidding process;
 - 2. "fraudulent practice" means an intentional misrepresentation of facts made (a) to influence the bidding process to the detriment of Owner, (b) to establish bid prices at artificial non-competitive levels, or (c) to deprive Owner of the benefits of free and open competition;
 - 3. "collusive practice" means a scheme or arrangement between two or more Bidders, with or without the knowledge of Owner, a purpose of which is to establish bid prices at artificial, non-competitive levels; and
 - 4. "coercive practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the bidding process or affect the execution of the Contract.

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ARTICLE 5 - BASIS OF BID

5.01 Bidder will complete the Work in accordance with the Contract Agreement for the following price(s):

				UNIT	
ITEM	DESCRIPTION	QTY	UNIT	PRICE	AMOUNT
1	Sand Live Oak	4	EA		
2	Yaupon Holly	23	EA		
3	Myrtle Oak or Florida Privet	11	EA		
4	Southern Magnolia	9	EA		
5	Red Cedar	9	EA		
6	Lantana	50	EA		
7	Wax Myrtle	58	EA		
8	Spartina Sand Cordgrass	122	EA		
9	Saw Palmetto	66	EA		
10	Coontie Palm	10	EA		
11	Yucca-Adams Needle	21	EA		
12	Sod	1	EA		
13	Pine Straw	1	EA		
14	Irrigation Water System, including Tap & Valve	1	EA		
15	Irrigation Water Backflow	1	EA		
16	Water Meter (contact Talquin)	1	EA		
17	HoseBibb	1	EA		
18	Mobilization (Not more than 2.0% of Construction)	1	EA		
19	Demobilization (Not more than 1.0% of Construction)	1	EA		
20	General Conditions, Bonds and Insurance (Not more than 10% of Construction)	1	EA		
21					
22					
23					
24					
				TOTAL	

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Unit Prices have been computed in accordance with paragraph 11.03 B of the Contract Agreement.

Bidder acknowledges that estimated quantities are not guaranteed, and are solely for the purpose of comparison of Bids, and final payment for all Unit Price Bid items will be based on actual quantities, determined as provided in the Contract Agreement.

ARTICLE 6 - TIME OF COMPLETION

6.01 Bidder agrees that the Work will be substantially complete and will be completed and ready for final payment in accordance with the number of calendar days indicated in the Contract.

6.02 Bidder accepts the provisions of the Contract as to liquidated damage.

ARTICLE 7 - DEFINED TERMS

8.01 The terms used in this Bid with the initial capital letters have the meanings indicated in the Instructions to Bidders, the General Conditions, and the Supplementary Conditions.

ARTICLE 8 - BID SUBMITTAL

9.01 This Bid is submitted by:

If Bidder is:

An Individual

Name (typed or printed): _____

SEAL,
if required
by State

By: _____
(Individual's signature)

Doing business as: _____

A Partnership

Partnership Name: _____

SEAL,
if required
by State

By: _____
(Signature of general partner -- attach evidence of authority to sign)

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Name (typed or printed):

A Corporation

Corporation Name:

State or Jurisdiction of Incorporation: _____

Type (General Business, Professional Service, Limited Liability): _____

By: _____

(Signature -- attach evidence of authority to sign)

Name (typed or printed):

Title: _____

CORPORATE
SEAL,
if required by State

Attest _____

(Signature of Corporate Secretary)

Date of Qualification to do business in _____ [State or other jurisdiction where Project is located] is ___/___/_____

A Joint Venture

Name of Joint Venture:

First Joint Venture Name: _____

SEAL,
if required
by State

By: _____

(Signature of joint venture partner -- attach evidence of authority to sign)

Name (typed or printed):

Title: _____

Second Joint Venture Name:

SEAL,
if required
by State

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By: _____
(Signature of joint venture partner -- attach evidence of authority to sign)

Name (typed or printed): _____

Title: _____
(Each joint venturer must sign. The manner of signing for each individual, partnership, and corporation that is party to the venture should be in the manner indicated above.)

Bidder's Business address: _____

Business Phone No. (____) _____

Business FAX No. (____) _____

Business E-Mail Address

State Contractor License No. _____ (If applicable)

Employer's Tax ID No. _____

Phone and FAX Numbers, and Address for receipt of official communications, if different from Business contact information:

9.02 Bid submitted on _____, 20__.