



LAKE COUNTY
FLORIDA

**SIDEWALK AND LOT/RETENTION AREA MOWING,
TRIMMING, TRASH REMOVAL AND RELATED SERVICES**

INVITATION TO BID (ITB)

ITB Number:	<u>10-0610</u>	Contracting Officer:	<u>John Wight, CPPB</u>
			<u>April 19, 2010</u>
Bid Opening Date:	<u>May 5, 2010</u>	Pre-Bid Date:	<u>9:00AM – 10:00AM</u>
Bid Opening Time:	<u>3:00 P.M.</u>	Issue Date:	<u>April 8, 2010</u>

SPECIFIC SOLICITATION REQUIREMENTS ARE AS NOTED BELOW:
Vendors are advised that all prices bid will be reviewed for proportionality and accuracy. Any evidence of unbalanced bidding, including, but not limited to, submission of artificially high or low pricing for a specific item, may be cause for rejection of that bid.

At the date and time specified above, all bids that have been received in a timely manner will be opened, recorded, and accepted for consideration. The names of the bidders submitting bids will be read aloud and recorded. The bids will be available for inspection during normal business hours in the Office of Procurement Services within ten (10) working days after the official bid opening date.

Vendors shall complete and return the entirety of this ITB Document, and attach all other information requested in this ITB document. Failure to sign the bid response, or to submit the bid response by the specified time and date, may be cause for rejection of the bid.

NO-RESPONSE REPLY

If any vendor does not want to respond to this solicitation at this time, or, would like to be removed from Lake County’s Vendor List, please mark the appropriate space, complete name below and return this page only.

- Not interested at this time; keep our firm on Lake County’s Vendors List for future solicitations for this product / service
- Please remove our firm from Lake County’s Vendor’s List for this product / service.

VENDOR IDENTIFICATION

Company Name:	_____	Phone Number:	_____
E-mail Address:	_____	Contact Person:	_____

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Attachment 1 - Contract

- Exhibit A Scope of Service
- Exhibit B Technical Requirements
- Exhibit C General Terms and Conditions
- Exhibit D Contractor Pricing (Sample only, this will be replaced with actual pricing)

Attachment 2 - Performance and Payment Bond Forms

Section 2.1: Purpose

The purpose of this solicitation is to establish a contract to complete Sidewalk and Lot/Retention Area mowing, Trash Removal, Trimming, and Related services.

Section 2.2: Designated Procurement Representative

Questions concerning any portion of this solicitation shall be directed in writing [fax and e-mail accepted] to the below named individual who shall be the official point of contact for this solicitation. Questions should be submitted no later than ten (10) working days before the bid opening date.

John Wight, Senior Contracting Officer
Lake County BCC
Procurement Services
315 W. Main Street, Room 416
PO BOX 7800
Tavares, FL 32778-7800
Fax : 352.343.9473
E-mail: jwight@lakecountyfl.gov

No answers given in response to questions submitted shall be binding upon this solicitation unless released in writing as an addendum to the solicitation by the Lake County Office of Procurement Services.

Section 2.3: Method of Award

The Contract will be awarded to the lowest responsive and responsible bidder, as determined to be in the best interest of Lake County. The County shall award the Bid in accordance with State Law and the Lake County Procurement Policy.

To be considered for award, the CONTRACTOR shall be well versed and experienced with the current processes to be able to complete the work in accordance with the specifications and as directed by the Project Manager. The CONTRACTOR must meet the following minimum qualifications:

1. The CONTRACTOR shall have a minimum of five (5) years experience in similar type projects.
2. Provide a list of five (5) successfully completed similar type projects with the completion date, and contact information for the Owner of each project.
3. Have access to the proper equipment needed to complete the project. A list of the proposed equipment to accomplish task shall be included with the bid response.

Should the successful bidder default by not furnishing surety as specified, then the next low bidder in order of bid price shall then be considered the lowest Bidder. Should this Bidder also default, then the next low bidder shall be considered. In each case, any bidder which defaults shall forfeit its bid guarantee.

The successful bidder shall sign a Contract with the County based on the Lake County Agreement attached hereto as Attachment 1, and incorporated herein by reference, which is not negotiable. Signature requirements shall be the same as those for signing the Bid Form.

Section 2.4: Pre-Bid Conference / Site Visits

There shall be a non mandatory pre-bid conference held on **Monday, April 19, 2010 @ 9:00AM, Public Works, 437 Ardice Ave, Eustis, FL 32726**

Section 2.5: Contract Performance Period

As specified in Article 6.1 of the attached contract.

Section 2.6: Option to Renew

As specified in Article 6.1 of the attached contract.

Section 2.7: Method of Payment

As specified in Article 4 of the attached contract.

Section 2.8: Indemnification and Insurance Requirements

As specified in Section 6.4 and 6.5 of the attached contract

Section 2.9: Bonding Requirements

Section 2.9.1 Bid Bonds

Not applicable to this bid.

Section 2.9.2: Performance and Payment Bonds

As specified in Section 19, Exhibit C, of the attached contract. The selected contractor shall use the forms shown in **Attachment 2**.

Section 2.10: Delivery Requirements

As specified in Notice to Proceed.

Section 2.11: Final Acceptance

As specified in Exhibit C of the attached contract entitled General Conditions.

Section 2.12: Warranty Requirements

As specified in Exhibit C of the attached contract entitled General Conditions.

Section 2.13: Licensure

As stated within Section 489.131(2), Florida Statute, any county or municipality shall require that bids submitted for service, construction, improvement, remodeling or repair of public projects be accompanied by evidence that the bidder holds an appropriate certificate or registration, unless the work to be performed is exempt under s. 489.103. Therefore, any person, firm, corporation or joint venture which submits an offer in response to a County solicitation shall, at the time of such offer, hold a valid, current, and appropriate license issued by the State or County Examining Board qualifying said person, firm, corporation or joint venture to perform the work proposed. If work for other trades is required in conjunction with this solicitation and will be performed by a subcontractor(s), a valid, current, and appropriate license issued to the subcontractor(s) shall be submitted with the prime vendor's offer; provided, however, that the County may at its option and in its best interest allow the vendor to supply the subcontractor(s) certificate to the County during the offer evaluation period.

Section 2.14 Preparation of Bid Response

Section 2.14.1: Delivery of Bid Response

Unless a package is delivered by the vendor in person, all incoming mail from the U.S. Postal Service and any package delivered by a third party delivery organization (Fed-X, UPS, DHL, private courier, etc) will be opened for security and contamination inspection by the Lake County Clerk of the Circuit Court Mail Receiving Center in an off-site secure controlled facility

prior to delivery to any Lake County Government facility, which includes the Lake County Office of Procurement Services.

To be considered for award, a bid or proposal must be received and accepted in the Procurement Services Office no later than the date and time established within the solicitation. Allow sufficient time for transportation and inspection.

Each package shall be clearly marked with the applicable solicitation number, title, and company name. Ensure that your bid or proposal is securely sealed in an opaque envelope/ package to provide confidentiality of the bid or proposal prior to the solicitation closing.

If you plan on submitting your bid or proposal **IN PERSON**, please bring it to:

LAKE COUNTY PROCUREMENT SERVICES
315 W. MAIN STREET
4TH FLOOR, ROOM 416
TAVARES, FLORIDA

If you submit your bid or proposal by the **UNITED STATES POSTAL SERVICE, (USPS)** please mail it to:

LAKE COUNTY PROCUREMENT SERVICES
PO BOX 7800
TAVARES, FL 32778-7800

If you submit your bid or proposal by a **THIRD PARTY CARRIER** such as Fed-X, UPS, or a private courier, please send it to:

LAKE COUNTY PROCUREMENT SERVICES
MAIL RECEIVING CENTER
416 W. ALFRED STREET
TAVARES, FL 32778

Facsimile (fax) or electronic submissions (e-mail) will not be accepted.

Section 2.14.2: Completion Requirements for Invitation to Bid

One (1) original of the completed ITB and three (3) copies of the bid submittal documents listed below shall be delivered to the Office of Procurement Services no later than the official opening date and time. Any bid received after this time will not be considered and will be returned unopened to the submitter. The County is not liable or responsible for any costs incurred by any bidder in responding to this ITB including, without limitation, costs for product and/or service demonstrations if requested.

When you submit your ITB, you are making a binding offer to the County and are agreeing to all of the terms and conditions in this Invitation to Bid. Use only the form(s) provided in this document. If you make any change to the content or format of any form, the County may disqualify your offer. All information shall be legible and either written in ink or typewritten/printed. If you make a correction or change on any document, the person signing the bid proposal must initial the change. The bid shall be manually signed in BLUE INK by an official authorized to legally bind the bidder to its provisions.

Bidders shall submit the following with their bid response:

- 1. Completed Bid Cover Sheet**
- 2. Completed Section 5, Pricing/Certifications/Signatures**

A. Pricing Section

Allowances: Building permit impact fee, city water impact fee, and any other permit, impact fee, or government fee shall be included in the bid amount and should be shown as an allowance. These fees shall be paid by awarded contractor, at which time the County will provide direct reimbursement to contractor, dollar for dollar.

Each bidder shall indicate the correct name on the signature page within Section 5 of this document. Bids by individuals shall be signed by the person bidding. Bids by a company with a sole owner shall be signed in the name of the company by

the owner of the company. Bids by partnership shall show the full name of all partners and shall be signed in the name of the partnership by one of the partners. Bids by corporations shall indicate the legal name of the corporation, followed by the name of the State of Incorporation and must be signed by the agent qualified to sign for the company. The signature of a person authorized as agent to bind any of the above will be acceptable provided the Bid is accompanied by a proper Power-of-Attorney. Bids by corporations shall have the corporate seal affixed adjacent to the signature. The officer signing the Bid shall be authorized by the corporation's charter to sign for and bind the corporation.

All signatures shall be in blue ink and the name of the persons signing shall also be typed or printed below the signature followed by a title showing the relationship to the bidding organization such as: Owner in the case of a sole Owner; "Partner" in the case of a partnership; "President" "Vice President", "Secretary", or "Treasurer", in the case of a corporation; or "Agent", in the case of someone acting as agent or Attorney-in-Fact. A bid by a person who affixes to his signature the word "President", "Secretary", or "Agent", etc., without disclosing the name of his organization will be construed as an individual bid.

- B. Acknowledgement of Addenda, Bidders Qualifications (including the information requested in Section 2.3 of this solicitation), Personnel Information and other Certifications.
- C. Reference Forms which shall include the four (4) most recent projects of a similar scope and nature constructed under the bidder's present name, along with the Architect's name.
- D. Bid Bond – As outlined in Section 2.9.1
- E. Proof of Insurability - Provide either a completed Accord form or a signed letter from your insurance agency on its letterhead stating that you have or can get the required insurance coverage.

➤ The bidder shall, **upon request by the County**, submit the following items:

1. Proof of insurance – Completed certificate of Insurance specific to this project.
2. A financial statement showing assets and liabilities of the Bidder, current to within thirty (30) days of the Bid opening, or other financial information satisfactory to the County.
3. Proposed Subcontractor information:

A list of names of the subcontractors or other persons or organizations (including those which are to furnish products fabricated to a special design) that may be utilized by the Bidder for principal or incidental portions of the work to be performed under the contract resulting from this solicitation. The bidder will be required to establish to the satisfaction of the County the reliability and

responsibility of the proposed subcontractors to furnish and perform the work pertaining to such proposed subcontractor's respective trade(s). Prior to the award of the contract, the County will notify the bidder in writing if, after due investigation, the County has reasonable and substantial objections to any person or organization on such list. If the County has a reasonable and substantial objection to any person or organization on such list, and refuses in writing to accept such person or organization, the Bidder may, at its option, withdraw its bid without prejudice. Subcontractors and other persons and organizations proposed by the bidder and accepted by the County shall be used on the work for which they were proposed and accepted and shall not be changed except with the written prior notification by the County. See applicable provisions in contract.

Section 2.15: Liquidated Damages

Liquidated Damages apply as specified in Exhibit C of the attached contract entitled General Conditions.

3.1 DEFINITIONS

Addenda: A written change to a solicitation.

Bid: shall refer to any offer(s) submitted in response to this Invitation to Bid.

Bidder: Shall refer to anyone submitting a bid in response to an Invitation to Bid.

Contract: The agreement to perform the services set forth in this solicitation. The contract will be comprised of the solicitation document signed by both parties with any addenda and other attachments specifically incorporated.

Contractor: The vendor to which award has been made.

County: Shall refer to Lake County, Florida.

Invitation to Bid (ITB): Shall mean this solicitation document, including any and all addenda. An ITB contains well-defined terms, conditions, and specifications, and is awarded to the lowest priced responsive and responsible bidder.

Modification: A written change to a contract.

Responsive: Refers to a bid that contains no exceptions or deviations from the terms, conditions, and specifications set forth in the Invitation to Bid.

Responsible: Refers to a bidder that has the capacity and capability to perform the work required under an Invitation to Bid, and is otherwise eligible for award.

Responsive: Refers to a bidder that has taken no exception or deviation from the terms, conditions, and specifications set forth in an Invitation to Bid.

Solicitation: The written document requesting either bids or proposals from the marketplace.

Vendor: A general reference to any entity responding to this solicitation or performing under any resulting contract.

The County has established for purposes of this Invitation to Bid (ITB) that the words “shall”, “must”, or “will” are equivalent in this ITB and indicate a mandatory requirement or condition, the material deviation from which shall not be waived by the County. A deviation is material if, in the County’s sole discretion, the deficient response is not in substantial accord with this ITB’s mandatory requirements. The words “should” or “may” are equivalent in this ITB and indicate very desirable conditions, or requirements but are permissive in nature.

3.2 INSTRUCTIONS TO BIDDERS**A. Bidder Qualification**

It is the policy of the County to encourage full and open competition among all available qualified vendors. All vendors regularly engaged in the type of work specified in the solicitation are encouraged to submit bids. Vendors may enroll with the County to be included on a mailing list for selected categories of goods and services. To be recommended for award the County requires that vendors provide evidence of compliance with the requirements below upon request:

1. Disclosure of Employment.
2. Disclosure of Ownership
3. Drug-Free Workplace
4. W-9 and 8109 Forms – The vendor must furnish these forms upon request as required by the Internal Revenue Service.
5. Social Security Number – The vendor must provide a copy of the primary owner’s social security card if the social security number is being used in lieu of the Federal Identification Number (F.E.I.N.).
6. Americans with Disabilities Act (A.D.A.).
7. Conflict of Interest
8. Debarment Disclosure Affidavit.
9. Nondiscrimination
10. Family Leave.
11. Antitrust Laws – By acceptance of any contract, the vendor agrees to comply with all applicable antitrust laws.

B. Public Entity Crimes

Pursuant to Section 287.133(2)(a) of the Florida Statutes, a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public

entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform 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 of the Florida Statutes, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

C. Request for Additional Information

Any communication or inquiries, except for clarification of process or procedure already contained in the solicitation, are to be made in writing to the attention of the procurement representative identified in the solicitation no later than ten (10) working days prior to the bid opening date. Such inquiries shall contain the requester’s name, address, and telephone number. If transmitted by facsimile, the request should also include a cover sheet with the bidder’s facsimile number.

The Office of Procurement Services may issue an addendum in response to any inquiry received, prior to bid opening, which changes, adds to, or clarifies the terms, provisions, or requirements of the solicitation. The bidder should not rely on any representation, statement or explanation whether written or verbal, other than those made in this solicitation document or in any addenda issued. Where there appears to be a conflict between this solicitation and any addenda, the last addendum issued shall prevail. It is the bidder’s responsibility to ensure receipt of all addenda, and any accompanying documentation, the bidder is required to submit with its bid a signed Addenda form, when any addenda have been issued. Failure to acknowledge each addendum may prevent the bid from being considered for award.

D. Contents of Solicitation and Bidders’ Responsibilities

It is the responsibility of the bidder to become thoroughly familiar with the requirements, terms, and conditions of this solicitation. Pleas of ignorance of these matters by the bidder will not be accepted as a basis for varying the requirements of the County or the amount to be paid to the vendor.

E. Restricted Discussions

From the date of issuance of this solicitation until final County action, vendors should not discuss the solicitation or any part thereof with any employee, agent, or any other representative of the County except as expressly authorized by the designated procurement representative. The only communications that shall be considered pertinent to this solicitation are appropriately signed written documents from the vendor to the designated procurement representative and any relevant written document promulgated by the designated procurement representative.

F. Change or Withdrawal of Bids

Changes to Bid - Prior to bid opening, a bidder may change its bid by submitting a new bid as specified in the solicitation with a letter on the firm’s letterhead, signed by an authorized agent stating that the new submittal replaces the original submittal. The new submittal shall contain the letter and all information as required for submitting the original bid. No changes to a bid will be accepted after the bid opening date.

Withdrawal of Bid - A bid may be withdrawn, either physically or by written notice, at any time prior to the bid opening date. If withdrawn by written notice, that notice must be addressed to, and received by, the designated procurement representative prior to the bid opening date and time. A bid may also be withdrawn after expiration of the specified bid acceptance period, and prior to award, by submitting a letter to the designated procurement representative. The withdrawal letter must be on company letterhead and signed by an authorized agent of the bidder.

G. Conflicts within the Solicitation

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

H. Prompt Payment Terms

It is the policy of the County that payment for all purchases by County agencies shall be made in a timely manner and that interest payments will be made on late payments in accordance with Part VII, Chapter 218, Florida Statutes, known as the Florida Prompt Payment Act. The bidder may offer discounts for prompt payments; however, such discounts will not be considered in determining the lowest price during bid evaluation. Bidders are requested to provide prompt payment terms in the space provided on the signature page of the solicitation.

3.3 PREPARATION OF BIDS

- A. The Bid Pricing Section of this solicitation defines the goods or services to be purchased, and must be completed and submitted with the bid. Use of any other form or alteration of the form may result in the rejection of the bid.
- B. The bid submitted must be legible, and completed using typewriter, computer or ink. Any entry change must be crossed out and initialed in ink. Failure to comply with these requirements may cause the bid to be rejected.
- C. An authorized agent of the bidder's firm must sign the bid. **FAILURE TO SIGN THE BID MAY RENDER THE BID NON-RESPONSIVE.**
- D. The bidder may be considered non-responsive if bids are conditioned to modifications, changes, or revisions to the terms and conditions of this solicitation.
- E. The bidder may submit alternate bid(s) for the same solicitation provided that such offer is allowable under the terms and conditions. The alternate bid must meet or exceed the minimum requirements and be submitted as a separate bid marked "Alternate Bid".
- F. When there is a discrepancy between the unit prices and any extended prices, the unit prices will prevail.
- H. Any bid received after the stipulated bid opening date and time through no fault of the County will be considered late, and except under the most exceptional circumstances, not be considered for award.

3.4 CANCELLATION OF SOLICITATION

The County reserves the right to cancel, in whole or in part, any Invitation to Bid when it is in the best interest of the County.

3.5 AWARD

- A. Award may be made to the lowest priced responsive and responsible bidder. The County reserves the right to reject any and all bids, to waive non-material irregularities or technicalities and to re-advertise for all or any part of this solicitation as deemed in its best interest. The County shall be the sole judge of its best interest.
- B. When there are multiple line items in a solicitation, the County reserves the right to award on an individual item basis, any combination of items, total low bid or in whichever manner deemed in the best interest of the County. This provision specifically supersedes any method of award criteria stated in the solicitation when such action is clearly necessary to protect the best interests of the County.
- C. The County reserves the right to reject any and all bids if it is determined that prices are excessive or determined to be unreasonable, or it is otherwise determined to be in the County's best interest to do so.
- D. The County reserves the right to negotiate prices with the low bidder, provided that the scope of work is not amended.
- E. Award of this solicitation will only be made to firms that satisfy all necessary legal requirements to do business with the County. The County may conduct a pre-award inspection of the bidder's site or hold a pre-award qualification hearing to determine the responsibility and capacity of the bidder to perform the requirements of this solicitation. Award of the contract resulting from this solicitation may be predicated on compliance with and submittal of all required documents as stipulated in the solicitation.

- F. The bidder's performance as a prime contractor or subcontractor on previous County contracts shall be taken into account in evaluating the responsibility of a bidder that submitted a bid under this solicitation.
- G. The Director of Procurement Services will decide all tie bids with initial preference being given to the entity employing the most personnel residing within the County.

3.6 PROTEST OF AWARD

A vendor wishing to protest any award decision resulting from this solicitation shall do as set forth in the County's Purchasing Procedure Manual. It is incumbent upon the vendor to be aware of the posting of any associated award recommendation. Any protest received after the actual contract award date may be rejected.

3.7 RULES, REGULATIONS AND LICENSES

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

3.8 SUBCONTRACTING

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

3.9 ASSIGNMENT

The vendor shall not assign or transfer any contract resulting from this solicitation, including any rights, title or interest therein, or its power to execute such contract to any person, company or corporation without the prior written consent of the County.

3.10 DELIVERY FOB DESTINATION

Unless otherwise specified in the solicitation, prices quoted shall be F.O.B. Destination. Freight shall be included in the bid price.

3.11 RESPONSIBILITY AS EMPLOYER

The employee(s) of the vendor shall be considered to be at all times its employee(s), and not an employee(s) or agent(s) of the County or any of its departments. The contractor shall provide employee(s) capable of performing the work as required. The County may require the contractor to remove any employee it deems unacceptable. All employees of the contractor may be required to wear appropriate identification.

3.12 COLLUSION

Where two (2) or more related parties, as defined herein, each submit a bid for the same contract, such bids shall be presumed to be collusive. The foregoing presumption may be rebutted by the presentation of evidence as to the extent of ownership, control and management of such related parties in preparation and submittal of such bids. Related parties shall mean bidder or the principals thereof which have a direct or indirect ownership interest in another bidder for the same contract or in which a parent company or the principals thereof of one bidder have a direct or indirect ownership interest in another bidder for the same contract. Furthermore, any prior understanding, agreement, or connection between two (2) or more corporations, firms, or persons submitting a bid for the same materials, supplies, services, or equipment shall also be presumed to be collusive. Bids found to be collusive shall be rejected. Bidders which have been found to have engaged in collusion may be considered non-responsible, and may be suspended or debarred, and any contract resulting from collusive bidding may be terminated for default.

3.13 FRAUD AND MISREPRESENTATION

Any individual, corporation or other entity that attempts to meet its contractual obligations with the County through fraud, misrepresentation or material misstatement, may be debarred for

up to five (5) years. The County as a further sanction may terminate or cancel any other contracts with such individual, corporation or entity with such vendor held responsible for all direct or indirect costs associated with termination or cancellation, including attorney's fees.

3.14 PROPRIETARY/CONFIDENTIAL INFORMATION

Bidders are hereby notified that all information submitted as part of, or in support of bid submittals will be available for public inspection after opening of bids in compliance with Chapter 119 of the Florida Statutes; the "Public Record Law." The bidder should not submit any information in response to this solicitation which the bidder considers proprietary or confidential. The submission of any information to the County in connection with this solicitation shall be deemed conclusively to be a waiver of any protection from release of the submitted information unless such information is exempt or confidential under the Public Records Act.

3.15 CONTRACTING WITH COUNTY EMPLOYEES

Any County employee or member of his or her immediate family seeking to contract with the County shall seek a conflict of interest opinion from the procurement representative designated herein prior to submittal of a response or application of any type to contract with the County. The affected employee shall disclose the employee's assigned function within the County and interest or the interest of his or her immediate family in the proposed contract and the nature of the intended contract.

3.16 INCURRED EXPENSES

This ITB does not commit the County to make an award nor shall the County be responsible for any cost or expense which may be incurred by any bidder in preparing and submitting a bid, or any cost or expense incurred by any bidder prior to the execution of a purchase order or contract agreement. By submitting a bid, the bidder also agrees that the County bears no responsibility for any costs of the bidder associated with any administrative or judicial proceedings resulting from this solicitation process.

3.17 COUNTY IS TAX-EXEMPT

The County is generally exempt from Federal Excise Taxes and all State of Florida sales and use taxes. Do not include any tax on any item or service. The County will sign an exemption certificate if submitted by the contractor. Except for item(s) specifically identified by the vendor and accepted by the County for direct County purchase under the Sales Tax Recovery Program, Contractors doing business with the County are not exempt from paying sales tax to their suppliers for materials to fulfill contractual obligations with the County, nor shall any contractor be authorized to use any of the County's Tax Exemptions in securing such materials.

3.18 STATE REGISTRATION REQUIREMENTS

Any corporation submitting a bid in response to this ITB shall either be registered or have applied for registration with the Florida Department of State in accordance with the provisions of Chapter 607, Florida Statutes. A copy of the registration/ application may be required prior to award of a contract. Any partnership submitting a bid in response to this ITB shall have complied with the applicable provisions of Chapter 620, Florida Statutes. For additional information on these requirements, please contact the Florida Secretary of State's Office, Division of Corporations, 800.755.5111 (<http://www.dos.state.fl.us>).

3.19 TRUTH IN NEGOTIATION CERTIFICATE

For all lump-sum or cost-plus fixed fee agreements exceeding \$150,000, the firm awarded the agreement must execute a truth in negotiation certificate stating that the wage rates and other factual unit costs are accurate, complete and current, at the time of contracting. Any agreement requiring this certificate shall contain a provision that the original agreement price and any additions shall be adjusted to exclude any significant sums by which he

owner determines the agreement price was increased due to inaccurate, incomplete, or non-current wage rates and other factual unit costs. All such agreement adjustments shall be made within one (1) year following the end of the contract. Execution of this Agreement constitutes execution of the Truth in Negotiation Certificate.

3.20 GRANT FUNDING

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

Section 4.1: Specifications

Sidewalk and Lot / Retention Area Mowing, Trimming, Trash Removal and Related Services.

A complete Scope of Services is detailed in Exhibit A, of Attachment 1, Contract.

A complete Technical Requirements is detailed in Exhibit B, of Attachment 1, Contract

PRICING SECTION

ITB TITLE: SIDEWALK AND LOT/RETENTION AREA MOWING, TRIMMING, TRASH REMOVAL AND RELATED SERVICES

Vendors are advised that all prices bid will be reviewed for proportionality and accuracy. Any evidence of unbalanced bidding, including, but not limited to, submission of artificially high or low pricing for a specific item, may be cause for rejection of that bid.

- Lake County is exempt from all taxes (Federal, State, and Local). Pricing should be less all taxes. A Tax Exemption Certificate will be furnished upon request.
- Each price offered in your Bid shall be a firm-fixed, exclusive of any tax. Any Bid containing a modifying or “escalator” clause not specifically allowed for under the solicitation will not be considered.
- All pricing submitted shall remain valid for a 90 day period. By signing and submitting a response to this solicitation, the Bidder has specifically agreed to this condition.
- Bidders may insert any prompt payment discount in the space provided in the signature section. If no entry is made, it will be assumed that the payment terms are to be considered as “net 30”.

By Signing This Bid the Bidder Attests and Certifies That:

1. It satisfies all legal requirements (as an entity) to do business with the County.
2. The undersigned Bidder acknowledges that award of a contract may be contingent upon a determination by the County that the Bidder has the capacity and capability to successfully perform the contract.
3. The Bidder hereby certifies that it understands all requirements of this solicitation, and that the undersigned individual is duly authorized to execute this Bid document and any contract(s) and/or other transactions required by award of this solicitation.

10-0610, Sidewalk and Lot/Retention Area Mowing, Trimming, Trash Removal, and Related Services

The following is a list of the areas that are to be maintained as part of this contract. Included are the locations and the square yards that are to be maintained. The CONTRACTOR shall supply a per square yard cost for mowing with trash removal, per square yard cost for trash removal only, and a per square yard cost for on call mowing with trash removal and on call trash removal only. All compensation of payment for services provided shall be based on the square yard measurements as stated below. **As stated in the Notice to Proceed, if the CONTRACTOR believes that any of these measurements are inaccurate then no work in that area shall start until there is a consensus of the measurement between the COUNTY and the CONTRACTOR.**

Sidewalk Route Name	Sq Yds.	From:	To:
David Walker Drive *	19,233	Old Hwy. 441	Mt. Homer Road
Retention Area, David Walker Drive	2,595	Inside of fenced in area on the east side of road south of US441	
Huffstetler Drive *	5,000	US441	Kurt St.
CR 42*	2,778	Central Ave. / North End of Paisley Park	Fishermans Rd. less church property
CR 44*	2,807	CR 452 / Entrance to Southern Palms	SR19
Spring Creek Road*	2,778	CR42	Rancho Ln.
East Shirley Shores Road	3,456	Shirley Shores Rd.	Beauclaire Dr.
Retention Area, West of 16326 E. Shirley Shores Road	467	Shirley Shores Rd. Edge of sidewalk going south 20' wide	Beauclaire Dr. to the canal or waters edge
Deer Island Road	1,285	Beauclaire Dr.	Deer Island Rd. End of Maintenance
Silver Lake Drive *	4,167	Morningside Drive	Stewart Ln.
CR 448	5,000	SR19	Southridge Industrial Dr.

Sidewalk Route Name	Sq Yds.	From:	To:
CR 561*	2,778	South Carolina Av.	Maryland Av.
Thomas Avenue *	3,333	CR25A	625 ft. south of M. L. King Jr. Blv..
CR 468 *	3,333	Pruitt St.	500ft. north of CR44C Griffin Av.
Martin Luther King Road	2,778	Thomas Av.	south side of the road going 260ft. East of Thomas Av. Plus the median
CR 25A	3,333	West end of Wall- Mart Parking Lot	1,110ft. North of Thomas Av. intersection
Treadway School Road*	3,472	Radio Road	CR473
CR 473	4,167	US441	south end of guardrail # G5036-A, North of California St.
CR44A/ Griffin Road *	5,000	Penn st.	Thomas Av.
CR44C/ Griffin Road	417	Cabin St.	CR468
Radio Road	1,389	Tarlton Dr. on west side of road	Treadway School Rd. on the east side of road
N. Hancock Road	17,222	Old Hwy 50	SR50
Hook Street	11,039	Sandhill View Blv.	South Hancock Rd.
CR 48*	8,969	CR561	end of sidewalk
CR19A (Dora Av.) *	2,500	Dillard Road	David Walker
Roper Boulevard *	2,444	US27	Copper Leaf Way
Silver Eagle Road	51	160' south of Hillcrest Drive (east side of road only)	Hillcrest Drive
Silver Eagle Road	3,822	150'north of Tawny Eagle Drive (west side of road only)	Maravilla Way crosswalk
Grassy Lake Road*	1,522	White Wing Cir.	end of sidewalk
Citrus Tower Boulevard *	6,736	PVC pipe in median just north of Steves Rd.	SR50
Citrus Tower Boulevard, From 27 north *	2,522	SR27 going north	first entrance of Lost Lake Professional Village

Sidewalk Route Name	Sq Yds.	From:	To:
Hammock Ridge Road	31,326	SR27	Lakeshore Dr.
CR 450A	2,131	Marshall St.	Church St.
Fosgate Road *	3,143	east corner of chain link fence on south side of road	end of sidewalk
Johns Lake Road *	739	Hancock Rd.	end of sidewalk
Hancock Road *	2,053	Johns Lake Road	end of sidewalk
Steves Road	632	from the east end of the white fence on the south side of road	east end of guardrail # G1248B-B
Lane Park Cutoff *	3,339	SR19	CR561, less the school property
Hancock Road	968	SR 50	Hooks Street

* Indicates there are areas of the sidewalk that are maintained by adjacent landowner therefore the CONTRATOR is not responsible for the removal of debris nor for mowing these areas.

Lot\Retention location	Sq. Yds.		
401 Rose \ 600 Miller, CR 466A	3,727		
502 Miller\CR 466A	1,791		
800 Miller\CR 466A	1,791		
704 Miller \ CR446A	1,258		
17126 Live Oak Lane Montverde	1,447		
Retention Area, CR466	25,044		
Total Square Yards	215,783		

Mowing per square yard with debris removal	\$
Mowing per square yard without debris removal	\$
Trash removal only per square yard	\$
TOTAL	\$

On Call mowing with Trash removal	\$
On Call trash removal	\$

General Bidder Information and Proposal Signature:	
Firm Name:	_____
Street Address:	_____
Mailing Address (if different):	_____
Telephone No.:	_____ Fax No.:
	_____ E-mail:

FEIN No.	_____ - _____ Prompt Payment Terms: _____ % _____ days, net _____
Signature:	_____ Date: _____
Print Name:	_____ Title: _____

CONTRACTORS SHOULD GO TO LAKE COUNTY'S WEBSITE at www.lakecountyfl.gov and complete a Vendor Application to receive future bids.

List name and home office of the surety proposed, who must be licensed in Florida, and the name and address of the responsible claim agent.

ACKNOWLEDGEMENT OF ADDENDA

INSTRUCTIONS: Complete Part I or Part II, whichever applies

Part I:
<p>The bidder must list below the dates of issue for each addendum received in connection with this ITB:</p> <p style="text-align: center;">Addendum #1, Dated: _____</p> <p style="text-align: center;">Addendum #2, Dated: _____</p> <p style="text-align: center;">Addendum #3, Dated: _____</p> <p style="text-align: center;">Addendum #4, Dated: _____</p>
Part II:
<p><input type="checkbox"/> No Addendum was received in connection with this ITB.</p>

Certification Regarding Felony Conviction

Has any officer, director, or executive of the bidding entity been convicted of a felony during the past ten (10) years? Yes No (Check one)

Certification Regarding Acceptance of County Electronic Payable Process

Please certify whether the bidder will accept payment processed through the County's VISA- based electronic payment system: Yes No (Check one)

Conflict of Interest Disclosure Certification

Except as listed below, no employee, officer, or agent of the firm has any conflicts of interest, real or apparent, due to Ownership, other clients, contracts, or interests associated with this project; and, this Bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a Bid for the same services, and is in all respects fair and without collusion or fraud.

Purchasing Agreements with Other Government Agencies

This section is optional and will not affect contract award. If Lake County awarded you the proposed contract, would you sell under the same terms and conditions, for the same price, to

other municipalities and government agencies that are within and border Lake County? Each governmental agency desiring to accept to utilize this contract shall be responsible for its own purchases and shall be liable only for materials or services ordered and received by it.

Yes No (Check one)

Qualifications:

(Attach addition sheets if necessary)

Include evidence of proof that the bidder has a minimum of five (5) years of experienced in **SIDEWALK AND LOT/RETENTION AREA MOWING, TRIMMING, TRASH REMOVAL AND RELATED SERVICES**

Bidder must currently hold all required licenses for the project described in this ITB. Attach a copy of each license with the initial bid response.

Personnel Information

Attach qualifications for the following positions:

Name of Proposed Job Superintendent: _____

Name of Proposed Site Coordinator (if required) _____

Equipment

Bidder shall have access to the proper equipment needed to complete the project. Attach a list of the proposed equipment that will be used as part of this contract.

Reference Form

List the five (5) most recent projects of a similar scope and nature completed by the bidder's present name along with the Owner's Project Manager's name.

1. Project Name: Location: Project Manager:
Project Owners Name: Address:
Project Owner's Contact Person: Title: Telephone Number:
Completion Date of Project (Actual or Estimated):
Work for which your Company was/is responsible for \$ _____ (if different than the Estimated Project Cost)

2. Project Name: Location Project Manager:
Project Owners Name: Address:
Project Owner's Contact Person: Title: Telephone Number:
Completion Date of Project (Actual or Estimated):
Work for which your Company was/is responsible for (if different than the Estimated Project Cost) \$ _____

3. Project Name: Location: Project Manager:
Project Owners Name: Address:
Project Owner's Contact Person: Title: Telephone Number:
Completion Date of Project (Actual or Estimated):
Work for which your Company was/is responsible for \$ _____ (if different than the Estimated Project Cost)

4. Project Name:	
Location:	
Project Manager:	
Project Owners Name:	
Address:	
Project Owner's Contact Person:	
Title:	Telephone Number:
Completion Date of Project (Actual or Estimated):	
Work for which your Company was/is responsible for \$ _____ (if different than the Estimated Project Cost)	

5. Project Name:	
Location:	
Project Manager:	
Project Owners Name:	
Address:	
Project Owner's Contact Person:	
Title:	Telephone Number:
Completion Date of Project (Actual or Estimated):	
Work for which your Company was/is responsible for \$ _____ (if different than the Estimated Project Cost)	

ATTACHMENT 1

AGREEMENT BETWEEN LAKE COUNTY, FLORIDA AND

AND

FOR

SIDEWALK AND LOT/RETENTION AREA MOWING, TRIMMING, TRASH REMOVAL
AND RELATED SERVICES
ITB 10-0610

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This is an Agreement between Lake County, Florida, a political subdivision of the State of Florida, hereinafter referred to as the COUNTY, by and through its Board of County Commissioners, and _____, a Florida corporation, hereinafter the CONTRACTOR.

Recitals

WHEREAS, the COUNTY has publicly submitted for procurement of services for a firm to assist the COUNTY with Sidewalk and Lot/Retention Area Mowing, Trimming, Trash Removal, and Related Services; and

WHEREAS, the CONTRACTOR desires to perform such services subject to the terms of this Agreement; and

NOW, THEREFORE, IN CONSIDERATION of the mutual terms, understandings, conditions, premises, covenants and payment hereinafter set forth, and intending to be legally bound, the parties hereby agree as follows:

Article 1. Recitals

1.1 The foregoing recitals are true and correct and incorporated herein by reference.

Article 2. Purpose

2.1 The purpose of this Agreement is for the CONTRACTOR to assist the COUNTY with Sidewalk and Lot/Retention Area Mowing, Trimming, Trash Removal, and Related Services.

Article 3. Scope of Professional Services

3.1 Projects Assigned. On the terms and conditions set forth in this Agreement, COUNTY hereby engages CONTRACTOR to assist the COUNTY with Sidewalk and Lot/Retention Area Mowing, Trimming, Trash Removal, and Related Services. The general Scope of Services is attached hereto and incorporated herein by reference as **Exhibit A** and the Technical Requirements are attached hereto and incorporated herein by reference as **Exhibit B**. Projects will be assigned to the CONTRACTOR in accordance with the pricing given as shown on the Pricing Section incorporated herein by reference as **Exhibit D**. CONTRACTOR agrees and acknowledges that in the event the CONTRACTOR cannot meet the COUNTY'S specifications, including but not limited to, time for completion, cost for individual project etc., COUNTY reserves the sole right to offer the individual project to other contractors retained by the COUNTY.

3.2 Quantities. The quantities and types of services listed on the Notice to Proceed, once approved by the COUNTY, are hereby incorporated into this Agreement by reference and are deemed to be a material part of this Agreement. It is understood that the plans and specifications and objectives may be modified by a Change Order as actual progress of the individual project progresses, but to be effective and binding, any and all such Change Orders must be in writing, executed by the parties, and in accordance with the COUNTY'S Purchasing Policies and Procedures.

CONTRACTOR agrees that this shall be an open quantity contract. The COUNTY shall not guarantee to the CONTRACTOR any minimum amount of work throughout the term of this Agreement. The CONTRACTOR shall service all areas ordered by the Project Manager, and the contract shall be binding only for the actual quantities ordered.

3.3 Additional Users. It is hereby agreed and understood that any County department, agency or City facility may be added to, or removed from, this contract at the option of the COUNTY and may purchase any

and all items specified herein from the CONTRACTOR at the contract price(s) established herein. Under these circumstances, a contract modification will be issued by the COUNTY identifying the requirements of the additional County department(s) or other entities.

3.4 Time of the Essence. CONTRACTOR acknowledges that time is of the essence in carrying out CONTRACTOR'S responsibilities under this Agreement. Contract time shall mean the number of consecutive calendar from the commencement date The CONTRACTOR shall have one hundred twenty (120) days from the date that the issuance of the purchase order is issued to reach substantial completion. Substantial completion is described as having all base work, installation of asphalt, striping, and shoulder work completed. The only items that shall remain would be "punch list" items. . If the CONTRACTOR fails to have the project completed by the specified time, the COUNTY may, apply liquidated damages. Any additional cost incurred by the COUNTY because of the CONTRACTOR'S failure to complete the project as assigned will be deducted from the CONTRACTOR'S invoice.

3.5 General Conditions. CONTRACTOR shall abide by all terms and conditions contained within the General Terms and Conditions, attached hereto and incorporated herein by reference as Exhibit C.

3.6 Licenses, Permits and Fees.

A. CONTRACTOR shall comply, at its own expense, with all federal, state and local laws, codes, statutes, ordinances, rules, administrative orders, regulations and requirements applicable to the individual project. CONTRACTOR shall obtain and pay for all licenses, permits and inspection fees required to complete the scope of services. Damages, penalties or fines imposed on the COUNTY or the CONTRACTOR for failure to obtain required licenses, permits or fines shall be borne by the CONTRACTOR.

B CONTRACTOR shall retain all appropriate professional licenses and insurances throughout the term of this Agreement.

C. Due to the nature of this Agreement, the COUNTY shall, at the time of requiring services hereunder, conduct a review of required permits and fees to be obtained by the CONTRACTOR from the permitting agencies having jurisdiction over the assigned project. Permits will be determined on a project by project basis. Permit cost will be determined by the requesting COUNTY department. COUNTY shall provide specifications and/or plans for a permit project.

3.7 Contractor's Personnel and Equipment. CONTRACTOR shall provide competent, suitable, and qualified personnel to perform the work as required by the specifications. The CONTRACTOR shall be fully responsible for the performance of his organization and completion of all work under this contract. The CONTRACTOR shall, at all times maintain good discipline and order at the work site. The CONTRACTOR shall maintain a dress code for their employees with a minimum of shirt, safety vest, shorts and shoes in decent condition at all times while the work is being performed. The CONTRACTOR shall furnish all labor, equipment, fuel, materials, any other items needed to perform all operations necessary to complete this work in strict accordance with these specifications, any applicable drawings, and subject to the terms and conditions of the contract.

3.8 Subcontractors and Suppliers. If subcontractors or materials suppliers are to be used by the CONTRACTOR, the CONTRACTOR shall provide a listing of such subcontractors and/or materials suppliers with the CONTRACTOR'S acceptance of the Notice to Proceed. The listing shall include the name of each subcontractor/material supplier proposed, the work or the material the subcontractor/material supplier will provide, and the percentage of the overall project.

3.9 Contractor's Schedule. The CONTRACTOR shall submit, prior to the beginning of a cycle, a schedule to the Project Manager showing the daily locations to be worked. The CONTRACTOR shall also contact the Project Manager by telephone, fax, or e-mail (e-mail is the preferred method) no later than 9:00

a.m. of each work day to report the locations completed the previous day and the anticipated work for the upcoming day. If the CONTRACTOR has to change the schedule or is aware of an upcoming schedule change, it shall contact the Project Manager as quickly as possible, but no later than the following day. The CONTRACTOR shall maintain coordination with the Project Manager at all times.

Article 4. Payment

4.1 **Lump Sum.** CONTRACTOR pricing shall be as specified in **Exhibit D**, attached hereto and incorporated herein by reference. Payment for each individual cycle will be based upon the LUMP SUM cost agreed upon and identified in the fully executed Notice to Proceed. Neither progress payment nor partial or entire use or occupancy of the project by the COUNTY will constitute an acceptance of work not in accordance with the contract documents.

4.2 **Periodic Payments.** The COUNTY shall provide periodic payments, with the appropriate retention, for tasks completed by the CONTRACTOR. In order for the COUNTY to provide payment, the CONTRACTOR shall submit a fully documented invoice that provides the basic information set forth below. The invoice shall be submitted to the COUNTY department within thirty (30) calendar days after the service has been rendered. It shall be understood that such invoices shall not be submitted for payment until such time as the service and deliverable for the task has been completed and a COUNTY representative has reviewed and approved the service and deliverable.

4.3 **Invoices.** All invoices shall contain the purchase order number, invoice date, itemized work, date of service, person to contact and their phone number for billing questions and location of delivery or service, and confirmation of acceptance of the goods or services by the appropriate COUNTY representative. Failure to submit invoices in the prescribed manner may delay payment, and the CONTRACTOR may be considered in default of contract and its contract may be terminated. Payments shall be tendered in accordance with the Florida Prompt Payment Act, Part VII, Chapter 218, Florida Statutes.

Unless otherwise specified the address for invoicing shall be: Attn: John Bringard, Senior Contracting Officer, Lake County Public Works, 31150 Industry Drive, Tavares, FL 32778. Invoices shall be submitted within thirty (30) calendar days from completion of a cycle. Invoices submitted later than that take the risk of non-payment if verification of work cannot be substantiated by the Project Manager.

4.4 **Unit Prices.** This contract shall be lump sum. The CONTRACTOR shall be compensated at the unit price as specified Exhibit D, CONTRACTOR pricing, for work that is not included in the original contract. There shall be a properly executed change order before any additional work is started and payment for that work is fulfilled.

4.5 **Price Redetermination – Fuel.** If the below-identified price index for fuel (gas and/or diesel as applicable to the CONTRACTOR's operation) increases by ten percent (10%) or more from the price index in effect on the beginning date of any contract resulting from this solicitation, the CONTRACTOR may petition the Procurement Services Director in writing for an appropriate increase in the contract price(s). Any increase in the contract price(s) will be applied considering the relation of fuel cost to the contractor's total cost for the contracted product or service.

Any price re-determination will be solely based upon the percentage change between the base index and the current month index as documented by the:

State of Florida Department of Management Services
http://dms.myflorida.com/business_operations/state_purchasing/vendor_information/state_contracts_agreements_and_price_lists/state_term_contracts/gasoline_and_fuel_oil_expired/price_sheets_dail_y_price/price_sheets_current_pricing for unleaded gas, Florida PAD 1, Orlando.

The base index will be the index number for the month prior to the solicitation closing date. The current month index will be the last month's index published before the request for a price re-determination is made.

The CONTRACTOR shall provide (in writing) a cost analysis as described below for each contract price for which the CONTRACTOR is requesting adjustment. This analysis must include the percentage increase calculation between the base and current month indices; a clear and detailed representation of the fuel cost component of any contract price for which an adjustment is requested; and a calculation showing the original contract price, the requested adjustment, and the proposed revised price. As an example: if the fuel index increases by twelve percent (12%) and the fuel cost accounts for ten percent (10%) of the cost of the product or service, then the contract price may be increased by 1.2 % ($0.12 / 0.10$). The CONTRACTOR may submit additional clarifying or justifying information for the COUNTY'S consideration. Failure to provide sufficient detail in the manner described above shall result in rejection of the CONTRACTOR'S request for pricing adjustment.

If the Procurement Services Director grants any increase in any contract price based upon this clause, the increased price(s) may be adjusted downward on a unilateral basis by the COUNTY if the fuel index(es) used to support any previous increase then decrease by ten percent (10%) or more. Any such decrease will be based on the calculations submitted by the CONTRACTOR pertaining to any previous price increase.

4.6 Certification of Payment to Subcontractors/Materials Suppliers. Prior to final payment to the CONTRACTOR shall provide *Certification of Payment to Subcontractors/Materials Suppliers* before the invoice is processed and paid.

4.7 Federal or State Funding. IF ANY PROJECT GIVEN TO THE CONTRACTOR UNDER THIS AGREEMENT IS ONE IN WHICH FEDERAL OR STATE FUNDS SHALL BE USED, THE CONTRACTOR IS HEREBY INFORMED THAT PAYMENT SHALL BE CONTINGENT UPON RECEIPT OF SAID FEDERAL OR STATE FUNDS OR APPROVAL. ADDITIONALLY, PAYMENT SHALL BE CONTINGENT UPON THE CONTRACTOR COMPLETING ALL REQUIRED FORMS AND DOCUMENTATION AS IS NECESSARY IN ORDER TO OBTAIN SUCH FEDERAL OR STATE FUNDING OR APPROVAL.

Article 5. County Responsibilities

5.1 The Lake County Public Works Department shall participate in this Agreement as the primary COUNTY Department. However, any COUNTY Department may utilize this Agreement.

5.2 COUNTY shall pay in accordance with the Florida Prompt Payment Act.

5.3 The COUNTY retains the right to inspect all work to verify compliance with the contract and plans and specifications. Such inspection may extend to all or any part of the work and to the manufacture, preparation or fabrication of the materials to be used.

Article 6. Special Terms and Conditions

6.1 Term and Renewal. The term of this Agreement shall be twelve (12) months, beginning on the date of final execution of this Agreement. Prior to, or upon completion, of the initial term of the contract, the COUNTY shall have the option to renew this agreement for an additional four (4) one (1) year periods. The COUNTY will notify the CONTRACTOR within thirty (30) days prior to the end of the current contract term of the intent to renew. The COUNTY reserves the unilateral right to extend a contract ninety (90) calendar days beyond the current contract period. In such event, the COUNTY will notify CONTRACTOR in writing of such extension.

6.2 Termination. This Agreement may be terminated by the COUNTY upon thirty (30) days advance written notice to the other party; but if any work or service/task hereunder is in progress but not completed as of the date of termination, then this Agreement may be extended upon written approval of the COUNTY until said work or service(s)/task(s) is completed and accepted.

A. Termination for Convenience. In the event this Agreement is terminated or cancelled upon the request and for the convenience of the COUNTY with the required thirty (30) day advance written notice, COUNTY shall reimburse CONTRACTOR for actual work satisfactorily completed.

B. Termination for Cause. Termination by the COUNTY for cause, default, or negligence on the part of CONTRACTOR shall be excluded from the foregoing provision. Termination costs, if any, shall not apply. The thirty (30) day advance notice requirement is waived in the event of termination for cause.

C. Termination Due to Unavailability of Funds in Succeeding Fiscal Years - When funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal year, this Agreement shall be canceled and the CONTRACTOR shall be reimbursed for the reasonable value of any non-recurring costs incurred but not amortized in the price of the supplies or services/tasks delivered under this Agreement.

6.3 Subletting. This Agreement shall not be sublet except with the written consent of the COUNTY'S Procurement Services Director. No such consent shall be construed as making the COUNTY a party to the subcontract or subjecting the COUNTY to liability of any kind to any subcontractor. No subcontract shall under any circumstances relieve the CONTRACTOR of liability and obligations under this Agreement and all transactions with the COUNTY must be through the CONTRACTOR.

6.4 Insurance.

Insurance requirements for contract amount of over \$25,000.00. The CONTRACTOR shall purchase and maintain, at its expense, from a company or companies authorized to do business in the State of Florida, and which are acceptable to the COUNTY, insurance policies containing the following selected types of coverage and minimum limits of liability protecting from claims which may arise out of or result from the performance or non-performance of services under this contract by the CONTRACTOR or by anyone directly or indirectly employed by it, or by anyone for whose acts it may be liable:

CONTRACTOR shall not commence work under the Agreement until COUNTY has received an acceptable certificate or certificates of insurance evidencing the required insurance, which is as follows:

General Liability insurance on forms no more restrictive than the latest edition of the Occurrence Form Commercial General Liability policy (CG 00 01) of the Insurance Services Office or equivalent without restrictive endorsements, with the following minimum limits and coverage:

Each Occurrence/General Aggregate	\$1,000,000/2,000,000
Products-Completed Operations	\$2,000,000
Personal & Adv. Injury	\$1,000,000
Fire Damage	\$50,000
Medical Expense	\$5,000
Contractual Liability	Included

Automobile liability insurance, including owned, non-owned, and hired autos with the following minimum limits and coverage:

Combined Single Limit	\$1,000,000
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Workers' compensation insurance based on proper reporting of classification codes and payroll amounts in accordance with Chapter 440, Florida Statutes, and/or any other applicable law requiring workers' compensation (Federal, maritime, etc). If not required by law to maintain workers compensation insurance, the CONTRACTOR must provide a notarized statement that if he or she is injured, he or she will not hold the COUNTY responsible for any payment or compensation.

Employers Liability with the following minimum limits and coverage:

Each Accident	\$1,000,000
Disease-Each Employer	\$1,000,000
Disease-Policy Limit	\$1,000,000

Lake County, a Political Subdivision of the State of Florida, and the Board of County Commissioners, shall be named as additional insured as their interest may appear on all applicable policies.

Certificate(s) of insurance shall provide for a minimum of thirty (30) days prior written notice to the COUNTY of any change, cancellation, or nonrenewal of the required insurance.

Certificate(s) of insurance shall identify the contract number in the Description of Operations section of the Certificate.

Certificate of insurance shall evidence a waiver of subrogation in favor of the COUNTY, that coverage shall be primary and noncontributory, and that each evidenced policy includes a Cross Liability or Severability of Interests provision, with no requirement of premium payment by the COUNTY.

Certificate holder shall be:

LAKE COUNTY, A POLITICAL SUBDIVISION OF THE STATE OF FLORIDA, AND THE BOARD OF COUNTY COMMISSIONERS.
P.O. BOX 7800
TAVARES, FL 32778-7800

All self-insured retentions shall appear on the certificate(s) and shall be subject to approval by the COUNTY. At the option of the COUNTY, the insurer shall reduce or eliminate such self-insured retentions; or the CONTRACTOR shall be required to procure a bond guaranteeing payment of losses and related claims expenses.

The COUNTY shall be exempt from, and in no way liable for, any sums of money, which may represent a deductible or self-insured retention in any insurance policy. The payment of such deductible or self-insured retention shall be the sole responsibility of the CONTRACTOR and/or subcontractor providing such insurance.

The CONTRACTOR shall be responsible for subcontractors and their insurance. Subcontractors are to provide Certificates of Insurance to the COUNTY evidencing coverage and terms in accordance with the CONTRACTOR's requirements.

Failure to obtain and maintain such insurance as set out above will be considered a breach of contract and may result in termination of the contract for default.

Neither approval by the COUNTY of any insurance supplied by the CONTRACTOR, nor a failure to disapprove that insurance, shall relieve the CONTRACTOR of full responsibility of liability, damages, and accidents as set forth herein.

6.5 Indemnity. CONTRACTOR shall indemnify and hold COUNTY and its agents, officers, commissioners or employees harmless from any damages resulting from failure of CONTRACTOR to take out and maintain the above insurance. Additionally, CONTRACTOR agrees for good and valuable consideration in the amount of ten dollars (\$10.00) to indemnify, and hold the Board of County Commissioners, Lake County, Florida, and its officers, commissions, employees and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees or other expenses or liabilities resulting from the negligent act, error or omission of CONTRACTOR, its agents, employees or representative, in the performance of CONTRACTOR'S duties set forth in this Agreement.

6.6 Independent Contractor. CONTRACTOR, and all its employees, agree that they shall be acting as an independent contractor and shall not be considered or deemed to be an agent, employee, joint venture, or partner of the COUNTY. CONTRACTOR shall have no authority to contract for or bind COUNTY in any manner and shall not represent itself as an agent of the COUNTY or as otherwise authorized to act for or on behalf of COUNTY. Additionally, CONTRACTOR warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for CONTRACTOR to solicit or secure this Agreement and that it has not paid or agreed to pay any person, company, corporation, individual, or firm other than a bona fide employee working solely for CONTRACTOR any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or making of this Agreement.

6.7 Return of Materials. Upon the request of the COUNTY, but in any event upon termination of this Agreement, CONTRACTOR shall surrender to the COUNTY all memoranda, notes, records, drawings, manuals, computer software, and other documents or materials pertaining to the services hereunder, that were furnished to the CONTRACTOR by the COUNTY pursuant to this Agreement.

6.8 No Claim for Damages. **NO CLAIM FOR DAMAGES OR ANY CLAIM OTHER THAN FOR AN EXTENSION OF TIME SHALL BE MADE OR ASSERTED AGAINST THE COUNTY BY REASON OF ANY DELAYS:** No interruption, interference, inefficiency, suspension or delay in the commencement or progress of the work from any cause whatsoever, including delays caused by unfavorable weather conditions, shall relieve the CONTRACTOR of its duty to perform or give rise to any right to damages or additional compensation from the COUNTY. The CONTRACTOR expressly acknowledges and agrees that the CONTRACTOR shall receive no damages for delay. The CONTRACTOR's sole remedy, if any, against the COUNTY shall be the right to seek an extension to the contract time. However, this provision shall not preclude recovery or damages by the CONTRACTOR for hindrances or delays due solely to the fraud, bad faith or active interference on the part of the COUNTY or its agents. Otherwise, the CONTRACTOR shall be entitled to extensions of the contract time as the sole and exclusive remedy for such resulting delay, in accordance with and to the extent specifically provided above.

6.9 Retaining Other Contractors. Nothing herein shall be deemed to preclude the COUNTY from retaining the services of other persons or entities undertaking the same or similar services as those undertaken by the CONTRACTOR or from independently developing or acquiring materials or programs that are similar to, or competitive with, the services provided under this Agreement.

6.10 Accuracy. The CONTRACTOR is responsible for the professional quality, technical accuracy, timely completion and coordination of all the services furnished hereunder. The CONTRACTOR shall, without additional compensation, correct or revise any errors, omissions or other deficiencies in resulting from the services provided herein.

6.11 Additional Services. Services not specifically identified in this Agreement may be added to the Agreement upon execution of a written amendment.

6.12 Purchase of Other Items. While the COUNTY has listed all major items within this contract which are utilized by COUNTY departments in conjunction with their operations, there may be ancillary items that

must be purchased by the COUNTY during the term of this contract. Under these circumstances, a COUNTY representative will contact the CONTRACTOR to obtain a price quote for the ancillary items. If there are multiple contractors on the contract, the COUNTY representative may also obtain price quotes from these contractors. The COUNTY reserves the right to award these ancillary items to the primary contractor, another contractor based on the lowest price quoted, or to acquire the items through a separate solicitation.

6.13 Public Records. All electronic files, audio and/or video recordings, and all papers pertaining to any activity performed by the CONTRACTOR for or on behalf of the COUNTY shall be the property of the COUNTY and will be turned over to the COUNTY upon request. In accordance with Chapter 119, Florida Statutes, each file and all papers pertaining to any activities performed for or on behalf of the COUNTY are public records available for inspection by any person even if the file or paper resides in the CONTRACTOR's office or facility. The CONTRACTOR shall maintain the files and papers for not less than three (3) complete calendar years after the project has been completed or terminated, or in accordance with any grant requirements, whichever is longer. Prior to the close out of the contract, the CONTRACTOR shall appoint a records custodian to handle any records request and provide the custodian's name and telephone number(s) to the Contracting Officer.

6.14 Copyrights. Any copyright derived from this Agreement shall belong to the author. The author and the CONTRACTOR shall expressly assign to the COUNTY nonexclusive, royalty free rights to use any and all information provided by the CONTRACTOR in any deliverable and/or report for the COUNTY'S use which may include publishing in COUNTY documents and distribution as the COUNTY deems to be in the COUNTY's best interests. If anything included in any deliverable limits the rights of the COUNTY to use the information, the deliverable shall be considered defective and not acceptable and the CONTRACTOR will not be eligible for any compensation.

6.15 Public Entity Crimes. A person or affiliate who has been placed on the convicted CONTRACTOR list following a conviction of a public entity crime may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statutes, for Category Two for a period of thirty-six (36) months from the date of being placed on the convicted CONTRACTOR list.

6.16 Right to Audit.

A. The County reserves the right to require CONTRACTOR to submit to an audit by any auditor of the COUNTY'S choosing. CONTRACTOR shall provide access to all of its records, which relate directly or indirectly to this Agreement at its place of business during regular business hours. CONTRACTOR shall retain all records pertaining to this Agreement and upon request make them available to the COUNTY for three (3) years following expiration of the Agreement. CONTRACTOR agrees to provide such assistance as may be necessary to facilitate the review or audit by the COUNTY to ensure compliance with applicable accounting and financial standards.

B. All items sold to the COUNTY under this Contract are subject to post sale audit adjustment. In the event an audit indicates that the CONTRACTOR has not honored its quoted price lists and discounts, the CONTRACTOR shall be liable for any and all overage charges, and this Agreement may be terminated for cause at the COUNTY'S option.

Article 7. Miscellaneous Provisions

7.1 This Agreement is made under, and in all respects shall be interpreted, construed, and governed by and in accordance with, the laws of the State of Florida. Venue for any legal action resulting from this Agreement shall lie in Lake County, Florida.

7.2 Neither party may assign any rights or obligations under this Agreement to any other party unless specific written permission from the other party is obtained.

7.3 The captions utilized in this Agreement are for the purposes of identification only and do not control or affect the meaning or construction of any of the provisions hereof.

7.4 This Agreement shall be binding upon and shall inure to the benefit of each of the parties and of their respective successors and permitted assigns.

7.5 This Agreement may not be amended, released, discharged, rescinded or abandoned, except by a written instrument duly executed by each of the parties hereto.

7.6 The failure of any party hereto at any time to enforce any of the provisions of this Agreement will in no way constitute or be construed as a waiver of such provision or of any other provision hereof, nor in any way affect the validity of, or the right thereafter to enforce, each and every provision of this Agreement.

7.7 During the term of this Agreement CONTRACTOR assures COUNTY that it is in compliance with Title VII of the 1964 Civil Rights Act, as amended, and the Florida Civil Rights Act of 1992, in that CONTRACTOR does not on the grounds of race, color, national origin, religion, sex, age, disability or marital status, discriminate in any form or manner against CONTRACTOR employees or applicants for employment. CONTRACTOR understands and agrees that this Agreement is conditioned upon the veracity of this statement of assurance.

7.8 The invalidity or unenforceability of any particular provision of this Agreement shall not affect the other provisions hereof, and this Agreement shall be construed in all respects as if such invalid or unenforceable provisions were omitted.

7.9 Wherever provision is made in this Agreement for the giving, service or delivery of any notice, statement or other instrument, such notice shall be in writing and shall be deemed to have been duly given, served and delivered, if delivered by hand or mailed by United States registered or certified mail or sent by facsimile addressed as follows:

If to CONTRACTOR

If to COUNTY:

Road Operations Division
31150 Industry Drive
Tavares, FL 32778

cc: County Manager
Lake County
Administration Bldg.
Post Office Box 7800
Tavares, Florida 32778-7800

Article 8. Scope of Agreement

8.1 This Agreement is intended by the parties hereto to be the final expression of their Agreement, and it constitutes the full and entire understanding between the parties with respect to the subject hereof, notwithstanding any representations, statements, or agreements to the contrary heretofore made. Any items not covered under this contract will need to be added via written addendum, and pricing negotiated based on final specifications.

8.2 This Agreement contains the following Exhibits, all of which are incorporated herein:

- Exhibit A Scope of Services
- Exhibit B Technical Requirements
- Exhibit C General Terms and Conditions
- Exhibit D Contractor Pricing

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement on the respective dates under each signature: COUNTY through its Board of County Commissioners, signing by and through its Chairman, authorized to execute same by Board Action on the _____ day of _____, 2010 and by CONTRACTOR through its duly authorized representative.

CONTRACTOR:

Print Name: _____

Title: _____

Agreement between Lake County, Florida and _____, for Sidewalk and Lot/Retention Area mowing, Trash Removal, Trimming, and Related services; ITB 10-0610

ATTEST:

LAKE COUNTY, through its
BOARD OF COUNTY COMMISIONERS

Neil Kelly, Clerk
of the Board of County
Commissioners of Lake
County, Florida

Welton G. Cadwell
Chairman

This _____ day of _____, 2010.

Approved as to form and legality:

Melanie N. Marsh
Acting County Attorney

EXHIBIT A: SCOPE OF SERVICE

SIDEWALK AND LOT/RETENTION AREA MOWING, TRIMMING, TRASH REMOVAL AND RELATED SERVICES

Description: The purpose of this Agreement is for the CONTRACTOR to mow sidewalk and lots and retention areas throughout Lake County. The work involves mowing with finish type mowers, edging, trash removal, trimming trees and brush, and related services.

There are no guarantees as to the quantities or frequencies of services included in this contract.

The estimated quantities cited on the bid tabulation sheet are only estimates and the COUNTY may use any quantities to best suit the needs that may arise throughout the term of this Agreement. The CONTRACTOR is advised that any variance between estimated and actual quantities will not be considered cause for any adjustment in contract pricing or billing if the CONTRACTOR has started the cycle.

The CONTRACTOR shall be well versed and experienced with the current processes to be able to complete the work in accordance with the specifications and as directed by the Project Manager. The CONTRACTOR shall have the ability and the equipment to complete all areas within the specified cycle time.

The Procurement Services Department shall issue a Purchase Order, incorporating the price for the work to be done. The CONTRACTOR shall commence work within the time specified on the Notice to Proceed issued by the Project Manager.

The CONTRACTOR shall provide as part of this contract an on-call price. The price as provided by the CONTRACTOR for "On-Call" mowing shall include but not be limited to mobilization, equipment cost, labor, and all incidentals needed to complete the work as outlined in this Agreement. The CONTRACTOR shall be required to start work within five (5) calendar days from notice given by the COUNTY.

The specifications to govern all work being performed are the standard specifications as defined in this agreement unless otherwise noted on the Notice to Proceed. All estimates shall include cost items to perform work as specified.

Change Orders: The COUNTY reserves the right to make changes, substitutions, additions or subtractions to the contract as necessary to best serve the needs of the COUNTY and its citizens. This shall only be accomplished by the issuance of a properly executed change order. The COUNTY shall apply the CONTRACTOR's unit price when calculating the compensation for any additional or subtracted work.

Definitions: Whenever the following terms, or pronouns used in place of them, are used in these Contract Documents, they shall have the meanings given below:

Calendar Day – Every day shown on the calendar, ending and beginning at Midnight.

Change Order – A written order issued by the Project Manager in accordance with Board policy, and accepted by the CONTRACTOR directing certain changes, additions or reductions in the work or in the materials used.

Notice to Proceed - The COUNTY shall supply the CONTRACTOR with a Purchase Order. No work shall begin until the Notice to Proceed is issued to the CONTRACTOR by the COUNTY.

Plans – The approved drawings, list, or reproductions thereof, that show the location, character, dimension and details of the work to be done as issued by the Project Manager.

Project Manager - Agent of the COUNTY responsible for items including but not limited to establishment of cost estimate, accepting/rejecting of work product, administration of the contract on a per job basis, as well as interfacing with the CONTRACTOR.

Statement of Work – The general intent of the work to be accomplished as defined by the project plans, drawings, photographs, and specifications.

Standard Specifications: FDOT "STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION," 2007 edition or FDOT "ROADWAY AND TRAFFIC DESIGN STANDARDS," 2007 (or latest edition), or FDOT "MANUAL OF UNIFORM MINIMUM STANDARDS FOR DESIGN, CONSTRUCTION AND MAINTENANCE FOR STREETS AND HIGHWAYS," 2007 (or latest edition), and all supplemental specifications thereto.

Submittals: The following shall be provided by the CONTRACTOR;

1. Provide a list of five successfully completed similar projects along with contact information for the Owners of those projects, and the completion date for each project.
2. Provide a list of all the major equipment that will be used on this project.
3. If awarded the contract a schedule shall be supplied to the COUNTY as described in Article 3.9 of Attachment 1.
4. Upon completion of a cycle, the CONTRACTOR shall submit a notice to the COUNTY.
5. All Material Safety Data Sheets for all chemicals including fuel shall be supplied.
6. Upon completion of a cycle, the CONTRACTOR shall submit an invoice as specified in Articles 4.2, 4.3, 4.6, in Exhibit B, section 1.3.

EXHIBIT B: TECHNICAL REQUIREMENTS

SIDEWALK AND LOT/RETENTION AREA MOWING, TRIMMING, TRASH REMOVAL AND RELATED SERVICES

1. Description of Work

1.1. Mowing: The CONTRACTOR shall ensure that all cuttings be performed in such a manner as to result in a stand of mowed grass and/or vegetation cut uniformly at a nominal three (3) +/- ½ inches, unless otherwise directed by the Project Manager. The mowers shall be constructed such that the height of the cut is adjustable. The CONTRACTOR shall provide a cut that is clean and sharp, with no streaks or scalping, and with a uniform distribution of the cuttings at all times for the areas mowed. The cutting edges of all mowing equipment used in performance of work shall be kept in sharp condition. Bruising or rough cutting of grass will not be accepted. Mowers shall be of a type which causes clippings to be distributed evenly over the cut area. The accumulation or the piling of cuttings shall not be permitted. Mowing areas of different widths shall be connected with smooth flowing transitions. The Project Manager shall review completed areas for quality and acceptance. Areas determined to be unsatisfactory by the Project Manager shall be re-mowed at no additional cost to the County. Areas requiring re-mowing shall be completed within the cutting cycle time. Where landscaping has been established or natural landscaping has been preserved, mowing shall conform to the established mowing contours. The CONTRACTOR shall mow up to the limits maintained by Lake County and around existing appurtenances located within the roadway right-of-way as directed by the Project Manager.

At no time shall the mowing operations be so that the discharge is pointed towards the roadway or towards pedestrians.

1.2. Trash Removal: As part of this contract it shall be the responsibility of the CONTRACTOR to remove trash and debris from the areas as described within Exhibit D of this contract. The CONTRACTOR shall be responsible for the pickup, removal, and disposal from these areas items such as but not limited to bottles, cans, wood, tires, bags of trash, newspapers, cigarette packages, magazines, boxes, cups, food containers, sheets of paper, etc., that would be torn, ripped, scattered or further break up by the mowers resulting in an undesirable appearance.

1.3. Trash Disposal: The CONTRACTOR shall provide proof of the proper disposal of debris removed from the work site that is part of this solicitation. Tickets showing the proper disposal at an approved State Permitted Facility and shall be marked with the corresponding road(s), date, and cycle number. The tickets from the disposal shall accompany the invoice. These tickets shall signify which roads that the trash and debris were removed from. It is the CONTRACTOR responsibility to label the disposal tickets with the roads that the litter was removed from. The CONTRACTOR is not required to remove grass or other vegetation cuttings from the right-of-way. The invoice shall not be paid until the COUNTY has received the dump tickets.

1.4. Sidewalk Mowing: Sidewalk mowing shall consist of finish mowing of grassed or otherwise vegetated areas of the sidewalk and medians in the areas specified. The CONTRACTOR shall mow to a width of forty eight (48") inches behind the edge of the sidewalk farthest away from the road edge and all areas between the sidewalk and the roadway.

1.5. Lot/Retention Area mowing: All areas with the boundaries of the lot/retention areas shall be mowed and trimmed so as to leave a neat presentable appearance.

- 1.6. Edging:** All edges of the sidewalk and the adjacent curb of the sidewalk or median, lots/retention areas shall be edged each mowing cycle.
- 1.7. Weed Trimming:** All obstacles within the sidewalk and lots/retention areas such as but not limited to mail boxes, guy wires, street signs, etc, shall be trimmed within the sidewalk and lots/retention areas shall be trimmed each mowing cycle. This shall include all cracks or seams within the sidewalks, fence lines, the joint between the curb and the roadway, and/or curb gutters that are adjacent to the sidewalk and medians. If water is present in a retention area, the CONTRACTOR shall trim all vegetation within normal reach over the edge of the water.
- 1.8. Tree and shrub trimming:** All trees, shrubs, and bushes that are within the area of the sidewalk, shall be trimmed so that no vegetation is lower than seven (7') feet from the highest surface of the sidewalk and no closer than one (1') foot from the edge of the sidewalk. All trees that are in the lots/retention areas shall be kept at a minimum of seven (7') feet above the ground where applicable. Shrubs and bushes within the lots/retention areas shall be kept in a neat, well trimmed outward appearance.
- 1.9. Blowing:** The CONTRACTOR shall be responsible to blow or sweep the clippings from the sidewalk and other paved areas after the mowing, trimming, and edging work has been completed. At no time shall the trimmings be blown towards the roadway. All cuttings shall be evenly distributed across the area that was mowed. Care shall be taken by ceasing to blow the debris when pedestrians or vehicles are in the area.
- 1.10. Quantities:** Areas have been inventoried and calculated as to quantity. It shall be the responsibility of the CONTRACTOR to verify the number of square yards of mowing to be accomplished in accordance with areas outlined in Exhibit D. It is the responsibility of the CONTRACTOR to verify the quantity that is stated in the pricing section. Any discrepancies or disagreements concerning quantities shall be mutually resolved prior to beginning work in any area in question. If the CONTRACTOR proceeds to begin a work cycle without mutually agreeing upon the discrepancy, then the CONTRACTOR shall not be entitled to any additional compensation for the extra work performed.
- 1.11. Order of Operation:** This section describes the chronological order of events that will take place to begin, carry out and complete a project under this contract:
- a) Notice to Proceed is issued
 - b) CONTRACTOR submits schedule to the COUNTY for approval
 - c) CONTRACTOR commences cycle.
 - d) CONTRACTOR reports progress of previous day's work and anticipated work each day before 9:00 a.m.
 - e) CONTRACTOR submits invoice with litter removal dump tickets after completion of cycle.
- 1.12. Notice to Proceed:** When the COUNTY has determined that a cycle is needed, the Project Manager shall prepare the Notice to Proceed Form. The COUNTY shall supply the CONTRACTOR with a copy of the Notice to Proceed. NO work shall be started until a Notice to Proceed has been issued to the CONTRACTOR. This document shall be detailed with the dates of the cycle. The Project Manager shall determine when to begin each mowing and or litter removal cycle. The CONTRACTOR shall not begin any cutting cycle until authorized in writing by fax or e-mail with a Notice to Proceed issued by the Project Manager.

- 1.13.** Schedule: The CONTRACTOR shall submit a work schedule prior to the beginning of each work cycle. The work schedule shall contain the route to be followed and the location of work each day.

The CONTRACTOR shall also consult with the Project Manager prior to any schedule variance, including when work is interrupted due to weather, breakdowns, etc. The notification shall occur the day before when possible, or if the CONTRACTOR has reason to stop work during the day, an immediate notification shall be initiated stating why the schedule variation is needed. Additional days will not be granted for scheduled variations unless otherwise agreed upon with the Project Manager.

No extensions of time shall be given for equipment failure, rain, or weather conditions.

The CONTRACTOR shall contact the Project Manager daily with the progress of the preceding day and the anticipated completion of work for the day. This notification shall be either an e-mail and shall be delivered before 9:00 a.m. of each working day. The CONTRACTOR shall keep the COUNTY'S Project Manager informed as to the completion of the work so that, at the option of the Project Manager, an inspection can be conducted so that deficiencies, if any, and tentative approval of work completed can be approved.

The CONTRACTOR shall, upon request, meet with the COUNTY's Project Manager to review the work that has been completed.

If the CONTRACTOR is in default for not completing the work within the specified time, the COUNTY may access liquidate damages as specified in Section 7 of Exhibit C. CONTRACTOR will be removed from the bidder's list, at the option of the COUNTY, and not permitted to bid work for the COUNTY until the project is complete and the Liquidated Damages sum is satisfied.

- 1.14.** Cycles: The total number and timing of cycles shall depend upon the growth condition of the grass during the season. For the purposes of this contract, there shall be eleven (11) mowing/trimming/litter cycles during the mowing season, and six (6) litter removal only cycles during the non-mowing season for each sidewalk. Trash removal for the lots or retention ponds shall be on a case by case basis and will be determined at the discretion of the Project Manager.

Unless otherwise specified with a contract addendum, the lots and retention ponds will not be completed as part of the regular cycle of trash only. As part of the pricing section the CONTRACTOR shall supply the cost of trash removal for the lots and retention ponds. This cost will be used when the CONTRACTOR has been requested by the COUNTY to remove trash from these areas.

The CONTRACTOR shall complete one cutting cycle or trash removal for all areas within three (3) weeks of beginning the cycle, as determined by the Project Manager.

Mowing shall normally be performed from April 1 through November 30. Trash removal only shall normally occur in the months of December through March. The actual number of cutting cycles within the contract period may be increased or decreased and are subject to change as determined and directed by the Project Manager.

The following is the tentative schedule of the cycle rotations:

Mowing with Trash Removal		Trash removal only	
Start of mow cycle	End of mow cycle	Start of trash cycle	End of trash cycle
Apr-5	Apr-25	Nov-21	Dec-12
Apr-25	May-16	Dec-12	Jan-2
May-16	Jun-6	Jan-2	Jan-23
Jun-6	Jun-27	Jan-23	Feb-13
Jun-27	Jul-18	Feb-13	Mar-6
Jul-18	Aug-8	Mar-6	Mar-27
Aug-8	Aug-29		
Aug-29	Sep-19		
Sep-19	Oct-10		
Oct-10	Oct-31		
Oct-31	Nov-21		

1.15. Equipment: The CONTRACTOR shall furnish equipment of a type and quantity to perform the work satisfactory within the time specified herein. The County reserves the right to inspect all equipment before it is placed in or while it is in service. If at any time, the Project Manager determines the CONTRACTOR'S equipment to be unsafe or inappropriate for the job, the CONTRACTOR shall remove the equipment from service immediately and the equipment shall remain out of service until the until corrections have been made. Inspection and approval of the CONTRACTOR'S equipment by the Project Manager shall not relieve the CONTRACTOR of responsibility or liability for injury to persons or damage to property caused by the operation of the CONTRACTOR'S equipment, nor shall it relieve the CONTRACTOR of the responsibility to meet the established time for the completion of the mowing cycle. All equipment used by the CONTRACTOR must be in good repair and shall be maintained so as to produce a clean, sharp cut and uniform distribution of the cuttings at all times. All safety devices installed by the manufacturer shall be in place and in proper working order at all times. Equipment, which damages curbs, pavement, or turf, shall not be allowed. Protective devices on the mower decks shall be used to prevent objects from being thrown into traffic.

1.16. Equipment Warning Devices: At a minimum, all equipment shall be equipped with a slow moving vehicle sign, properly operating amber flashing or white strobe light.

1.17. Equipment Storage/Service: No storage or service of equipment/material shall take place on private property unless the CONTRACTOR has a letter from the landowner stating that the CONTRACTOR has permission to do so. The CONTRACTOR shall supply the Project Manager with a copy of any such letter before the equipment/material is placed there. Any equipment/material left within the right of way shall be outside the clear zone. No equipment/material shall be parked overnight in the median.

All service and supply operations shall be conducted outside the clear zone unless the CONTRACTOR has proper authorization and traffic control. No supply vehicles shall enter the median for any purpose. No service vehicles shall inter the median except when necessary to repair or remove inoperable equipment.

EXHIBIT C
GENERAL TERMS AND CONDITIONS

1. Intent of Contract Documents
2. Errors & Omissions
3. Emergencies
4. Compliances with Occupation Safety & Health Hazardous Materials
5. General Inspection Requirements
6. Project Manager
7. Contract Time & Time Extensions
8. Hours of Operation
9. Changes in Work
10. Claims & Disputes
11. Lands for Work and Access Thereto
12. Maintenance of Traffic
13. Underground Utilities
14. Damage
15. Protection of Existing Structures, Utilities, Work and Vegetation
16. Equipment
17. Sanitation
18. Other Work
19. Bonds
20. Final Inspection
21. Final Acceptance
22. Measurement and Payment
23. Warranty

1. **INTENT OF CONTRACT DOCUMENTS**

- A. It is the intent of the contract documents to describe a functionally complete project (or portion thereof) to be constructed in accordance with the contract documents which combine to define the scope of work. Any work, materials, or equipment that may reasonably be inferred from the contract documents 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, material 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 specified 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. The contract documents and all referenced standards cited therein are essential parts of the contract requirements. A requirement occurring in one is as binding as though occurring in all. They are intended to be complementary and to describe and provide for a complete project.
- C. Drawings are intended to show general arrangements, design and extent of work. 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, the CONTRACTOR shall be required to comply with the provision which is the more restrictive or stringent requirement upon the CONTRACTOR, as determined by the Project Manager. 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 documents.

2. **ERRORS AND OMISSIONS**

The CONTRACTOR shall not take advantage of any apparent error or omission in the contract documents. If any error or omission appears in the contract documents, or construction stakeout, the CONTRACTOR shall immediately notify the Project Manager in writing, of such errors or omissions. In the event the CONTRACTOR knows or should have known of any error or omission and fails to provide such notification, the CONTRACTOR shall be deemed to have waived any claim for increased time or compensation the CONTRACTOR may have had and the CONTRACTOR shall be responsible for the results and the costs of rectifying any such error or omission.

3. **EMERGENCIES**

- A. The CONTRACTOR shall have a responsible person available at or reasonably near the work site on a twenty four (24) hour basis, seven (7) days a week, who may be contacted in emergencies and in cases where immediate action must be taken to maintain traffic or to handle any other problem that might arise. The CONTRACTOR's responsible person for supervision for emergencies shall speak and understand English. The CONTRACTOR shall submit to the Project Manager, by certified mail, the phone numbers and names of personnel designated to be contacted in cases of emergencies along with a description of the work site. Included in this list shall be twenty four (24) hour contact phone numbers for all subcontractors, if any, performing work under this Agreement. This list shall contain the name of their supervisors responsible for work pertaining to this contract.
- B. 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, the CONTRACTOR, without special instruction or authorization from the Project Manager is obligated to act to prevent threatened damage, injury or loss. The CONTRACTOR shall give the Project Manager written notice as soon as possible, but no later than twenty-four (24) hours after the occurrence of the emergency, if the CONTRACTOR believes that any significant changes in the work or variations from the contract documents have been caused thereby. If the Project Manager determines that a change in the contract documents is required because of the action taken in response to an emergency, a change order may be issued to document the consequences of the changes or variations. If the CONTRACTOR fails to provide written notice within the twenty-four (24) hour limitation 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.

4. **COMPLIANCE WITH OCCUPATIONAL SAFETY AND HEALTH/HAZARDOUS MATERIALS**

- A. CONTRACTOR certifies that all material, equipment, etc., to be used in an individual project meets all Occupational Safety and Health Administration (OSHA) requirements. The CONTRACTOR further certifies that if any of the material, equipment, etc., is found to be deficient in any OSHA requirement in effect on the date of delivery, all costs necessary to bring the material, equipment, etc., into compliance with the aforementioned requirements shall be borne by the CONTRACTOR.
- B. Any item delivered under this contract shall be accompanied by a Material Safety Data Sheet (MSDS). The MSDS shall include the following information:
1. The chemical name and the common name of the toxic substance;
 2. The hazards or other risks in the use of the toxic substance, including, the potential for fire, explosion, corrosiveness, and reactivity;

3. The known acute and chronic health effects of risks from exposure, including the medical conditions which are generally recognized as being aggravated by the exposure to the toxic substances;
 4. The primary route of entry and symptoms of exposure;
 5. The proper precautions, handling practices, necessary personal protective equipment and other safety precautions in the use of or exposure to the toxic substances, including appropriate emergency treatment in case of overexposure;
 6. The emergency procedure for spills, fire, disposal and first aid;
 7. A description in lay terms of the known specified potential health risks posed by the toxic substance intended to alert any person reading this information; and
 8. The year and month, if available, that the information was compiled and the name, address and emergency telephone number of the manufacturer responsible for preparing the information.
- C. Any spillage of hazardous chemicals and/or wastes caused by the CONTRACTOR must be reported immediately to the Project Manager and cleaned up in accordance with all State and Federal Regulations. The cost of cleanup of any spillage of hazardous chemicals caused by the CONTRACTOR shall be the sole responsibility of the CONTRACTOR and the COUNTY will share no responsibility for these costs. A copy of a completed compliance order with local, state, and federal agencies shall be given to the COUNTY.
- D. If any hazardous chemicals or conditions are discovered during the normal work operation, it is the responsibility of the CONTRACTOR to immediately contact the Project Manager with a description and the location of the condition.
- E. All standard equipment, work operations, safety equipment, personal protective equipment, and lighting required or mandated by State, Federal, OSHA, or ADA regulations must be provided by the CONTRACTOR.
- F. The Project Manager or other COUNTY representatives may periodically monitor the work for safety. Should there be safety and/or health violations, the COUNTY's representative may have the duty to require the CONTRACTOR to correct the violation in an expeditious method. If there is any situation that is deemed unsafe by the Project Manager or other COUNTY representatives, the project will be shut down immediately upon notice and will not resume work until the unsafe condition has been remedied.
- G. Should the work site be in a hazardous area, the COUNTY shall take reasonable actions to furnish the CONTRACTOR with information concerning hazards such as types or identification of known toxic material, machine hazards, Material Safety Data Sheets, or any other information that would assist the CONTRACTOR in the planning of a safe work site. The CONTRACTOR retains the ultimate responsibility to ensure all work is performed in a manner consistent with all applicable safety standards and directives.

- H. CONTRACTOR shall be aware that while working for the COUNTY representatives from agencies such as the United States Department of Labor, Occupational Safety and Health Administration (OSHA), and the Division of Safety, State of Florida, are invitees and do not need to have warrants or permission to enter the work site.
- I. At a minimum, all equipment used within the right of way shall be equipped with a slow moving vehicle sign, properly operating amber flashing or white strobe light. All safety devices installed by the manufacturer shall be in place and in proper working order. If the Project Manager determines that equipment is deficient in safety devices, the CONTRACTOR shall be notified immediately. The CONTRACTOR shall immediately repair, or remove the equipment from service until the deficiency is corrected to the satisfaction of the Project Manager.
- J. The CONTRACTOR shall designate a competent person of its organization whose duty shall be the prevention of accidents at the site. This person shall be literate and able to communicate fully in the English language because of the necessity to read job instructions and signs, as well as the need for conversing with management personnel. This person shall be the CONTRACTOR'S Superintendent unless otherwise designated in writing to the Project Manager. All communications to the Superintendent shall be as binding as if given to the CONTRACTOR.

5. **GENERAL INSPECTION REQUIREMENTS.**

- A. Due to the nature of this Agreement, the COUNTY shall at the time of establishment of need require the CONTRACTOR to become fully informed as to where items are to be installed and/or the nature and extent of the work required and its relation to any other work in the area, including possible interference from other site activities. Arrangement for CONTRACTOR'S inspection of facilities or sites and/or activity schedules may be secured from the user department. Failure to visually inspect the facilities or sites may be cause for disqualification of CONTRACTOR on that individual project.
- B. CONTRACTOR shall furnish the Project Manager with every reasonable facility for ascertaining whether the work performed and materials used are in accordance with the requirements and intent of the plans and specifications. If the Project Manager so requests, the CONTRACTOR shall, at any time before final acceptance of the work, remove or uncover such portions of the finished work as may be directed. After examination, the CONTRACTOR shall restore the uncovered portions of the work to the standard required by the specifications. Should the work exposed or examined prove unacceptable in the opinion of the Project Manager, the uncovering or removal, and the replacing of the covering or making good of the parts removed, shall be at the CONTRACTOR's expense. However, should the work exposed or examined prove acceptable in the opinion of the Project Manager, the uncovering or removing and the replacing or the covering or making good of the parts removed, shall be paid for as unforeseen work.

- C. If during or prior to operations, the Project Manager should fail to reject defective work or materials, whether from lack of discovery of such defect or for any other reason, such initial failure to reject shall in no way prevent the Project Manager's later rejection when such defect is discovered, nor obligate the COUNTY to final acceptance or payment, and the CONTRACTOR shall make no claim for losses suffered due to any necessary removals or repairs of such defects.
- D. If during or prior to operations, the Project Manager rejects any portion of the work on the grounds that the work or materials are defective, the Project Manager will give the CONTRACTOR written notice of the defect. The CONTRACTOR shall then have seven (7) calendar days from the date the notice is received to correct the defective condition. If the defect has not been corrected within seven (7) calendar days, the Project Manager will send a second written notice to the CONTRACTOR giving the CONTRACTOR another seven (7) calendar days to correct the defect. If the CONTRACTOR fails to correct the deficiency within the second seven (7) calendar days after receipt of the notice, the Project Manager will notify the COUNTY so that the COUNTY may take whatever action is necessary, including correcting the deficient work utilizing another contractor or terminating the contract.
- E. Should the CONTRACTOR fail or refuse to remove and renew any defective material used or work performed, or to make any necessary corrections in an acceptable manner and in accordance with the requirements of the specifications, within the time indicated in writing, the COUNTY, will have the authority to cause the unacceptable or defective materials or work to be repaired, removed and replace, as may be necessary, at the CONTRACTOR'S expense. Any expense incurred by the COUNTY, whether direct, indirect or consequential, in making the repairs, removals, or replacements, which the CONTRACTOR has failed or refused to make, shall be paid for out of any monies due or which may become due the CONTRACTOR, or may be charged against the contract bond, if any. A Change Order will be issued, incorporating the necessary revisions to the contract documents, including an appropriate decrease to the contract amount. Such direct, indirect and consequential costs shall include, but not be limited to, costs of repair and replacement of work of others destroyed or damaged by correction, removal or replacement of work of the CONTRACTOR'S defective work and additional compensation due the COUNTY. The 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.
- F. When the United States Government or the State of Florida is to pay a portion of the cost of operation, the work will be subject to such inspection by Federal or State representatives as deemed necessary, but such inspections will in no case make the United States Government or the State of Florida a party to this contract.
- G. All work performed and all materials furnished shall be in reasonably close conformity with the lines, grades, cross sections, dimensions, and material requirements, including tolerances, shown on the plans or indicated in the

specifications. In the event the Project Manager finds the materials or the finished product in which the materials are used not within reasonably close conformity to the specifications, the Project Manager will then make a determination if the work shall be accepted and remain in place. In this event, the Project Manager will document the basis of acceptance by a Change Order which will provide for an appropriate deduction as needed in the contract price for such work or materials as the Project Manager deems necessary to conform to the determination based on the Project Manager's professional judgment.

- H. Materials shall be so placed to permit easy access for proper inspection and identification of each shipment. Any material which has deteriorated, become damaged, or is otherwise unfit for use, as determined by the Project Manager, shall not be used in the work, and shall be removed from the site by the CONTRACTOR at the CONTRACTOR's expense.

6. **PROJECT MANAGER**

- A. It is agreed to by the parties that the Project Manager will decide all questions, difficulties, or disputes, of whatever nature, which may arise relative to the interpretation of the plans, construction, prosecution and fulfillment of the scope of services and as to the character, quality, amount and value of any work done, and materials furnished, under or by reason of this Agreement.
- B. The Project Manager may appoint such assistants and representatives as desired. They will be authorized to inspect all work done and all materials furnished. This right of inspection in no way means or implies COUNTY control or other supervision over the work done or the work site. This right is solely for the COUNTY'S benefit and imposes no duties or responsibilities on the COUNTY and confers no rights on any other parties. Such assistants will not be authorized to revoke, alter or waive any requirement of the contract documents.
- C. Project Manager will be authorized to call to the attention of the CONTRACTOR any failure of the work or materials to conform to the contract documents, and will have the authority to reject materials until any questions at issue can be referred to and decided by the Project Manager. The Project Manager shall have the authority to suspend the work only if the COUNTY approves such suspension, if the Project Manager is someone other than the COUNTY. The CONTRACTOR shall be immediately notified in writing by the COUNTY of any suspension of the work and such notice shall state in detail the reasons for the suspension. The presence of the Project Manager or other assistant will in no way lessen the responsibility of the CONTRACTOR.
- D. Project Manager shall have the 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 documents. Such changes may be effected by construction directive and shall be binding on the CONTRACTOR.

- E. Project Manager shall have all other duties and responsibilities as set forth in other sections of this contract.

7. **CONTRACT TIME AND TIME EXTENSIONS**

- A. Unless otherwise provided, contract time shall mean the number of consecutive calendar days from the commencement date noted in the Notice to Proceed to the date on which all work is to be completed. The CONTRACTOR shall diligently pursue the completion of the work and coordinate the work being done on the project by its subcontractors and material suppliers, as well as coordinate the CONTRACTOR'S work with the work of other contractors so that the CONTRACTOR'S work or the work of others shall not be delayed or impaired by any act or omission of any act by the CONTRACTOR. The CONTRACTOR shall be solely responsible for all means, methods, techniques, sequences and procedures, as well as coordination of all portions of the work under the contract documents.
- B. Should the CONTRACTOR be obstructed or delayed in the prosecution of or completion of the work as a result of unforeseeable causes beyond the control of the CONTRACTOR, and not due to the CONTRACTOR's fault or neglect, the CONTRACTOR shall notify the Project Manager by telephone as soon as possible and in writing within two (2) business days after the commencement of such delay, stating the cause or causes thereof, or be deemed to have waived any right which the CONTRACTOR may have had to request a time extension.
- C. If the CONTRACTOR complies with the two (2) business days notice requirement, the Project Manager will ascertain the fact and the extent of the delay being claimed and recommend an extension to the contract time when, in the Project Manager's sole judgment, the findings of fact justify such an extension. The CONTRACTOR shall cooperate with the Project Manager's investigation of the delay by providing any schedules, correspondence or other data that may be required to complete the findings of fact. Extensions to the contract time may be granted for only those delays which impact the CONTRACTOR's schedule. Extensions of contract time, if approved by the Project Manager, must be authorized by Change Order.
- D. Weather events are specifically excluded as excused cause for delay under this CONTRACT and no additional days shall be given for rain days.
- E. 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 completed within the time specified. The COUNTY will be entitled to assess, as Liquidated Damages, but not as a penalty, for each calendar day after the scheduled completion date the project continues. The project shall be deemed to be completed on the date the work is deemed complete to the satisfaction of the COUNTY. The CONTRACTOR hereby expressly waives and relinquishes any right which it may have to seek to characterize the Liquidated Damages as a penalty. The parties agree that the Liquidated Damages sum represents a fair and reasonable estimate of the

COUNTY's actual damages at the time of contracting if the CONTRACTOR fails to complete the work in a timely manner. The Liquidated Damages shall be as follows:

<u>Specific Project Amount</u>	<u>Daily Charge Per Calendar Day</u>
\$5,000 and under	\$ 25
Over \$5,000 but less than \$10,000	\$ 65
\$10,000 or more but less than \$20,000	\$ 91
\$20,000 or more but less than \$30,000	\$121
\$30,000 or more but less than \$40,000	\$166
\$40,000 or more but less than \$50,000	\$228
Over \$50,000 but less than \$250,000	\$313
\$250,000 or more but less than \$500,000	\$715
\$500,000 or more but less than \$2,500,000	\$1,423
\$2,500,000 or more but less than \$5,000,000	\$2,121
\$5,000,000 or more but less than \$10,000,000	\$3,057
\$10,000,000 or more but less than \$15,000,000	\$3,598
\$15,000,000 or more but less than \$20,000,000	\$4,544
\$20,000,000 and over	\$8,537
Plus 0.00027 percent per day for amount over \$20,000,000	

F. COUNTY shall retain from the compensation to be paid to CONTRACTOR the above described sum. Any CONTRACTOR that is in default for not completing the work within the time specified will be removed from the bidder's list, at the option of the COUNTY, and not permitted to bid work for Lake County until the project is complete and the liquidated damages sum is satisfied.

8. **HOURS OF OPERATION**

A. Unless otherwise specified in the technical specifications or on the Notice to Proceed all work performed shall be accomplished between the hours of 7:00 A.M. and 5:00 P.M., Monday through Friday, and no work shall be performed on Saturdays, Sundays, or County Holidays, unless permission to work has been requested in writing by the CONTRACTOR and approval, in writing, has been granted by the Project Manager. Request for permission to work must be received by the Project Manager no less than forty-eight (48) hours prior to the requested work day. Work on Saturdays may be permitted by verbal approval from the Project Manager. County Holidays are as follows:

- New Year's Day
- Martin Luther King, Jr. Day
- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day

Veteran's Day
Thanksgiving Day
Day after Thanksgiving
Christmas Day

- B. Special schedules may be established if necessary because of problems with noise or similar problems affecting citizens in homes or buildings adjacent to the roadways.
- C. Under no circumstance will permission be given for work on New Years Day, Independence Day, Thanksgiving Day, or Christmas Day. The Project Manager may consider approval in accordance with the provisions stated above, for work on the following days: Martin Luther King, Jr. Day, Memorial Day, Labor Day, Veterans Day, or the Friday after Thanksgiving.
- D. When the CONTRACTOR requests and is approved for Sunday or Holiday work, the COUNTY may assess the CONTRACTOR the sum of Two Hundred Fifty Dollars (\$250.00) per man per day for each Sunday or recognized Holiday worked or planned to work. These fees will be deducted from the final invoice.
- E. At the discretion of the Project Manager, the CONTRACTOR may be required to work non-traditional hours. Non-traditional hours are defined as work between the hours of 5:30 P.M. and 7:00 A.M. Such hours are considered night work and the CONTRACTOR shall be required to operate with light plants and perform Maintenance of Traffic (MOT) in a method appropriate for such operations. If required to perform such work, the CONTRACTOR shall only be permitted to assess the COUNTY the same number of Night Work charges as there are mobilization/demobilization charges for the area requiring such work. Any work performed during non-traditional hours at the discretion of the CONTRACTOR but not at the requirement of the Project Manager shall not be eligible for payment of the Night Work Charges.

On the CONTRACTOR'S pricing sheet, attached hereto as **Exhibit D**, the CONTRACTOR shall indicate the additional cost for night work on a per mile basis. This cost shall indicate any additional costs that the CONTRACTOR may incur over the cost of the normal day time operations. The CONTRACTOR shall be eligible for reimbursement for night work if required by the Project Manager at the per mile rate shown on the bid sheet.

9. **CHANGES IN WORK**

- A. The COUNTY may at any time, by issuance of a Change Order executed in accordance with the COUNTY's Purchasing Policies and Procedures, make changes within the general scope of this Agreement. If additional work or other changes are required an offer will be requested from the CONTRACTOR. Upon negotiation of the offer, execution and receipt of the Change Order, the CONTRACTOR shall commence performance of the work as specified.
- B. The CONTRACTOR shall not commence any additional work or other changes covered by the Scope of Services for the individual project without an executed Change Order. If the CONTRACTOR performs additional work beyond the specific requirements of this Agreement without an executed Change Order, it shall be at the CONTRACTOR'S own risk. The COUNTY assumes no responsibility for any additional costs for work not specifically authorized by an executed Change Order.

10. **CLAIMS AND DISPUTES**

- A. Claims by the CONTRACTOR shall be made in writing to the Project Manager within two (2) business days after the commencement 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 Project Manager within ten (10) 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 the section in this document entitled "Changes in Work".
- B. 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 on the undisputed portion of the contract in accordance with the contract documents during the pendency of any claim.

- i. Claims by the CONTRACTOR shall be resolved in the following manner:

Upon receiving the claim and supporting data, the Project Manager will review the claim, or if the Project Manager is not a COUNTY employee, will forward the claim to the COUNTY. The COUNTY will within fifteen (15) business days respond to the claim in writing stating that the claim is either approved or denied. If denied, the COUNTY will specify the grounds for denial. The CONTRACTOR shall then have fifteen (15) calendar days in which to provide additional supporting documentation, or to notify the COUNTY that the original claim stands as is.

If the claim is not resolved, the COUNTY may, at its option, choose to submit the matter to mediation. A mediator shall be mutually selected by the parties and each party shall pay one-half (1/2) the expense of mediation. If the COUNTY

declines to mediate the dispute, the CONTRACTOR may bring an action in the County or Circuit Court sitting in Lake County, Florida.

- ii. Claims by the COUNTY against the CONTRACTOR shall be made in writing to the Project Manager as soon as the event leading to the claim is discovered by the COUNTY. Written supporting data shall be submitted to the Project Manager. All claims shall be priced in accordance with the provisions of the section in this document entitled "Changes in Work". The party to whom the Project Manager's determination is not in favor of may appeal the determination as set forth in subsection (2) above.
- iii. Arbitration shall not be considered as a means of dispute resolution.

11. **LANDS FOR WORK AND ACCESS THERETO**

- A. COUNTY shall furnish and define the limits of land for access to the construction site and for the site proper. All information shown in the contract documents constitutes the extent of land provided by the COUNTY. No storage or equipment shall take place on private property unless the CONTRACTOR has a letter from the landowner stating that the CONTRACTOR has permission to do so. A copy of the letter shall be provided to the COUNTY. The CONTRACTOR shall supply the Project Manager any such letter before the equipment is placed there. Any and all other lands required by the CONTRACTOR shall be procured by the CONTRACTOR at the CONTRACTOR's expense.
- B. As the work progresses, the CONTRACTOR shall keep the site reasonably clear of rubbish, trash, waste and other disposable materials on a daily basis. If the CONTRACTOR allows the site to become littered and unsightly, any payments otherwise due may be withheld until the CONTRACTOR cleans up the site to the satisfaction of the COUNTY. All costs associated with clean-up and debris removal must be included with the unit price. If the CONTRACTOR fails to clean up the site, the COUNTY may choose to clean up the site at the CONTRACTOR'S expense and deduct the associated costs from the amount due the Contractor.
- C. The CONTRACTOR shall, absent written permission from a private property owner, confine all 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 documents, and shall not unreasonably encumber the projects determined by the Project Manager or the COUNTY, with equipment or materials. The 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. At the completion of the work, the CONTRACTOR shall remove all debris, rubbish and waste materials from and about the project site, as well as all tools, appliances, equipment and machinery and surface materials and shall leave the project site clean and ready for occupancy by the COUNTY.

12. **MAINTENANCE OF TRAFFIC (MOT)**

- A. Maintenance of traffic shall be the responsibility of the CONTRACTOR, be part of the CONTRACTOR's bid price, and shall conform to F.D.O.T.'s most current editions of "Roadway and Traffic Design Standards" for Design, Construction, and Maintained Systems and the Federal Highway Administration (F.H.W.A.) "Manual on Uniform Traffic Control Devices (M.U.T.C.D.) for Streets and Highways." These documents can be ordered from F.D.O.T, Maps and Publications Department, 605 Suwannee Street, Tallahassee, Florida, 32399-0450, or by going to the F.D.O.T. website at: www.dot.state.fl.us/mapsandpublications
- B. All costs associated with MOT must be included in the CONTRACTOR's bid price. No separate line items for MOT will be included in the cost estimate. If the CONTRACTOR does not comply with the F.H.W.A and M.U.T.C.D. (i.e. signs, qualified flaggers and/or barricades), the COUNTY reserves the right to direct the CONTRACTOR to cease operation until deficiencies are corrected. In addition, no road closures shall be allowed except in the case of emergencies.
- i. All lane closures shall have the prior approval of the Project Manager.
 - ii. The foregoing requirements are to be considered as minimum and the CONTRACTOR'S compliance shall in no way relieve the CONTRACTOR of final responsibility for providing adequate traffic control devices for the protection of the public and CONTRACTOR'S employees throughout the work area.
 - iii. The use of public roads and streets by the CONTRACTOR shall provide a minimal inconvenience to the public and traffic. Furthermore, if the CONTRACTOR is utilizing the road by driving the equipment, the operator shall allow no more than three (3) vehicles to be backed up behind them at any time before pulling to the side to let traffic pass.

13. **UNDERGROUND UTILITIES**

- A. Any required ground digging or subsurface work shall be done in accordance with Chapter 556, Florida Statutes. It shall be the responsibility of the CONTRACTOR to have all underground utilities located before any work shall begin. This can be done by contacting Sunshine State One Call. They may be reached by calling 1-800-432-4770. The repairs of any damaged underground utilities as a result of the work being performed by the CONTRACTOR shall be the responsibility of the CONTRACTOR. The proper utility company shall be contacted immediately if damage has occurred to expedite the repairs. The County shall also be notified by telephone at the earliest opportunity and shall be followed up with a written explanation of the incident within two (2) days.

14. **DAMAGE**

- A. All items damaged as a result of CONTRACTOR or subcontractor operations, such as but not limited to, sidewalks, seating, curbs, pipes, drains, water mains, pavement, mail boxes, turf, COUNTY sign or other property owned by the COUNTY, etc., shall be either repaired or replaced by the CONTRACTOR, at their expense, in a manner prescribed by and at the sole satisfaction of the Project Manager. Any claims submitted to the COUNTY such as, but not limited to, from utility companies or landowners, which are determined to be the result of damage done by the CONTRACTOR, shall be the responsibility of the CONTRACTOR. COUNTY reserves the right to pay any such claims and deduct such amount from the CONTRACTOR'S invoice. Repairs, or receipt of repairs, will be completed and submitted to the COUNTY prior to submission of the CONTRACTOR'S invoice for work accomplished. If the repair is not in accordance with COUNTY standards, the COUNTY shall repair the items and deduct the associated cost from the amount due the CONTRACTOR.
- B. Complaints shall be addressed within forty eight (48) hours and a written report submitted to the Project Manager outlining actions taken to correct the complaint. The CONTRACTOR shall notify the COUNTY immediately of any complaints given directly to the CONTRACTOR.
- C. If in the course of completing work as part of this contract there is an accident that involves the public, the CONTRACTOR shall as soon as possible inform the Project Manager of the incident by telephone. The CONTRACTOR shall follow up in writing within two (2) days of the incident. If Law Enforcement was involved and has written a report, the CONTRACTOR shall forward a copy of the report to the Project Manager.

15. **PROTECTION OF EXISTING STRUCTURES, UTILITIES, WORK AND VEGETATION**

- A. Location of existing structures and utilities provided in the contract documents are approximate only. Any damage to existing structures or work of any kind, or the interruption of a utility service resulting from failure to comply with the requirements of the contract documents, shall be repaired or restored promptly by, and at the expense of the CONTRACTOR.
- B. The CONTRACTOR shall preserve and protect all existing vegetation such as trees, shrubs and grass on or adjacent to the site which do not unreasonably interfere with the progress of the CONTRACTOR as may be determined by the Project Manager. The CONTRACTOR shall be responsible for all unauthorized cutting or damaging of trees and shrubs, including damage due to careless operation of equipment, stockpiling of materials or tracking of grass areas by equipment.
- C. Care will be taken by the CONTRACTOR in falling trees authorized for removal to avoid unnecessary damage to vegetation that is to remain in place. Any limbs or branches of trees broken during such operations shall be trimmed without cutting into the trunk and left with a clean cut and a small stub. The CONTRACTOR will be liable for, or may be required to

replace or restore at his own expense, all vegetation that may be destroyed or damaged due to the CONTRACTOR'S failure to protect and preserve same as required herein.

- D. The 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 the CONTRACTOR or any one for whom the CONTRACTOR is legally liable is responsible for any loss or damage to the work, or other work or materials of the COUNTY or COUNTY'S separate contractors, the CONTRACTOR shall be charged with the same, and any monies necessary to replace such loss or damage shall be deducted from any amounts due the CONTRACTOR.
- E. The CONTRACTOR shall not disturb any benchmark established by the COUNTY with respect to the project. If the CONTRACTOR, or its subcontractors, agents or any one for whom the CONTRACTOR is legally liable, disturbs COUNTY benchmarks, the CONTRACTOR shall immediately notify the Project Manager. The COUNTY shall have the benchmarks re-established and the CONTRACTOR shall be liable for all costs incurred by the COUNTY associated therewith. Such costs shall be deducted from any amounts due the CONTRACTOR.
- F. During the CYCLE period and the warranty period the CONTRACTOR shall be responsible for processing any and all claims for property damage and or bodily injury caused by the CONTRACTOR including but not limited to, motor vehicles or pedestrians. The CONTRACTOR shall be responsible for the payment of all property damage and bodily injury claims and agrees to save and hold harmless the COUNTY from all such claims. Claims not handled by the CONTRACTOR or their representative in the proper manner, will be settled by the COUNTY. The COUNTY shall recover all costs from the CONTRACTOR.

16. **EQUIPMENT**

- A. CONTRACTOR shall furnish equipment of a type and quantity to perform the work satisfactorily within the time specified herein. The County reserves the right to inspect all equipment before it is placed in or while it is in service. If in the opinion of the Project Manager, the CONTRACTOR has insufficient equipment on the job to satisfactorily complete the work within the required time, the CONTRACTOR shall provide additional equipment as directed by the Project Manager. All equipment may be inspected and approved by the Project Manager before it is placed in service. If at any time, the Project Manager determines that any equipment is deficient in any way, the CONTRACTOR shall remove the equipment from service immediately, and the equipment shall remain out of service until the deficiency is corrected to the satisfaction of the Project Manager. Inspection and approval of the CONTRACTOR'S equipment by the Project Manager shall not relieve the CONTRACTOR of responsibility or liability for injury to persons or damage to property caused by the operation of the CONTRACTOR'S equipment, nor shall it relieve the CONTRACTOR of the responsibility to meet the established time for the completion of the service.
- B. Any equipment left within the right of way shall be outside the clear zone. No equipment shall be parked overnight in the median.

- C. All service and supply operations shall be conducted outside the clear zone. No supply vehicles shall enter the median for any purpose. No service vehicles shall enter the median except when necessary to repair or remove inoperable equipment.

17. **SANITATION**

- A. The CONTRACTOR shall provide and maintain adequate sanitary conveniences for the use of persons employed for this project. These conveniences shall be maintained at all times without nuisance, and their use shall be strictly enforced. The location of these conveniences shall be subject to the Project Manager's approval. All such facilities shall be installed and maintained in accordance with applicable federal, state and local laws.

18. **OTHER WORK**

- A. The CONTRACTOR will cooperate with COUNTY personnel or anyone who may be engaged in authorized work prior to final completion of the project.
- B. The CONTRACTOR shall cooperate with the owners of any underground or overhead utility lines in their removal and rearrangement operations in order that these operations may progress in a reasonable manner and that service rendered by these parties will not be interrupted.
- C. The COUNTY may perform other work related to the project site or, in the general vicinity of the site by the COUNTY'S own forces, have other work performed by utility owners or other direct contracts. If other work is not identified in the contract documents and if the CONTRACTOR believes that such performance will involve additional expense to the CONTRACTOR or require additional time, the CONTRACTOR shall send written notice of that fact to the COUNTY and the Project Manager within two (2) business days of being notified of the other work. If the CONTRACTOR fails to send the above required notice, the CONTRACTOR will be deemed to have waived any rights it otherwise may have had to seek an extension to the contract time or adjustment to the contract amount. The CONTRACTOR shall afford each utility owner and other contractors (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. The 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 Project Manager and the others whose work will be affected.
- D. If any part of the CONTRACTOR'S work depends, for proper execution or results, upon the work of any other contractor other than a subcontractor or utility owner, the CONTRACTOR shall inspect and promptly report to the Project Manager, in writing within two (2) business days, any delays, defect or other problems in such other work that renders it impossible for the CONTRACTOR to obtain proper execution or results. The CONTRACTOR'S failure to report will constitute an acceptance of the other work as fit and property for integration with the CONTRACTOR's work.

19. **BONDS**

A. Performance and Payment Bonds shall be provided by the CONTRACTOR in the amount of 100% of the bid amount. Upon award all original Performance and Payment bonds will be submitted to the Contracting Officer for recording of said bonds on the forms approved by the COUNTY. The bonds will be acceptable to the COUNTY only if the following conditions are met.

1. The Surety is licensed to do business in the State of Florida
2. The Surety holds a Certificate of Authority authorizing it to write surety bonds in this State:
3. The Surety has twice the minimum surplus and capital requirements required by the Florida Insurance Code at the time the invitation to bid is issued.
4. The Surety is otherwise in compliance with the Florida Insurance Code.
5. The Surety has a currently valid Certificate of Authority issued by the United States Department of Treasury under 31 U.S.C. ss9304.

The cost to record a Performance and Payment Bond is: Ten Dollars \$10.00 for the first page and eight dollars and fifty cents (\$8.50) for each additional page. A check shall be submitted by the CONTRACTOR made payable to: Neil Kelly, Clerk of the Court.

The Performance and Payment bonds shall be submitted to the Procurement Service Department, Contracting Officer for recording of said bonds.

20. **FINAL INSPECTION**

- A. Maintenance of Work. The CONTRACTOR shall maintain all work in as-new condition until the final inspection is completed and the work accepted by the Project Manager.
- B. Upon written notice from the CONTRACTOR that the service has been completed (or upon receipt of an invoice), the Project Manager will make a final inspection within five (5) business days of receipt of notification. The Project Manager will notify the CONTRACTOR if necessary of any deficiencies, if any, with the project. The CONTRACTOR shall correct all deficiencies before final acceptance and payment is made. If the deficiencies have not been completed within the contracted time as stated on the notice to proceed, the Project Manager may send out a notification notifying CONTRACTOR of assessment of Liquidated Damages that can be applied for any day over the allowed time as stated on the Notice to Proceed.
- C. Once the deficiencies have been corrected, the CONTRACTOR shall notify the Project Manager when the deficiencies have been completed and corrected. If the deficiencies are not corrected when inspected, the CONTRACTOR shall be notified again in writing about any deficiencies. Once the repairs have been corrected by the CONTRACTOR, the Project Manager shall make another inspection. There shall be an eighty dollar (\$80.00) inspection

fee assessed to the CONTRACTOR for this inspection and any re-inspection that may be required after that. The fee is assessed to offset the additional costs associated with COUNTY labor and vehicle usage required for unnecessary inspections. The fee(s) shall be deducted from the final invoice for that release order

21. **FINAL ACCEPTANCE**

- A. The contract will be considered complete when all work has been completed and has been accepted by the COUNTY and the Project Manager. The CONTRACTOR will then be released from further obligation except as set forth in the warranty and/or bonds in this Contract.
- B. The COUNTY reserves the right, should an error be discovered in the partial or final estimates, or should proof of defective work or materials used by or on the part of the CONTRACTOR be discovered after the final payment has been made, to claim and recover from the CONTRACTOR or its surety, or both, by process of law, such sums as may be sufficient to correct the error or make good the defects in the work and materials, including any fees or costs associated with the additional services of the Project Manager.

22. **MEASUREMENT AND PAYMENT**

- A. All work completed under the terms of this contract shall be measured according to United States Standard Measures.
- B. All measurements shall be taken horizontally or vertically, unless specifically provided otherwise.
- C. In the measurement of items to be paid for on the basis of area of finished work, when the pay quantity is designated to be determined by calculation, the lengths and/or widths to be used in the calculations shall be the center line to center line shown on the plans, or the final dimensions measured of the completed work within the lines shown on the plans or designated by the Project Manager. The method, or combination of methods, shall be those which reflect with reasonable accuracy the actual area of finished work as determined and authorized by the Project Manager.
- D. No payment shall be made for either work that has been completed over a greater area than authorized, except when such work is performed upon instructions of the Project Manager, with the COUNTY'S approval.
- E. No payment shall be made on materials that are stored either on-site or off-site unless approved in advance by the COUNTY. Invoices shall only request payment for those materials that have been incorporated into the work. Determination as to whether the materials have been stored or incorporated into the work shall be solely the COUNTY'S decision.
- F. The CONTRACTOR shall accept compensation provided under the terms of this contract as full payment for furnishing all materials and for performing all work contemplated and

embraced under this contract. Such compensation shall also be for any and all loss or damage arising out of the nature of the work or from the action of the elements, or from any unforeseen difficulties or obstructions encountered during the contract period until final acceptance by the COUNTY.

- G. Failure to complete any item to plan or authorized dimensions within the specification tolerances shall result in modification by the CONTRACTOR to acceptable tolerances at no additional cost to the COUNTY, acceptance at no pay, or acceptance at reduced final pay as determined by the Project Manager.

23. **WARRANTY:**

The Contractor shall obtain and assign to the County all express warranties given to the Contractor or any subcontractors by any material suppliers, equipment or fixtures to be incorporated into the Project. The Contractor warrants to the County that any materials and equipment furnished under the Contract Documents 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 Documents. The Contractor further warrants to the County that all materials and equipment furnished under the Contract Documents 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 Documents. Unless otherwise specified, if within eighteen (18) months after final completion and acceptance, any work is found to be defective or not in conformance with the Contract Documents, the Contractor shall correct it promptly after receipt of written notice from the County. The 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.

EXHIBIT D: CONTRACTOR PRICING

SAMPLE ONLY – This will be replaced with the awarded pricing.

10-0610, SIDEWALK AND LOT/RETENTION AREA MOWING, TRIMMING, TRASH REMOVAL AND RELATED SERVICES

- Lake County is exempt from all taxes (Federal, State, and Local). Pricing should be less all taxes. A Tax Exemption Certificate will be furnished upon request.
- Each price offered in your Bid shall be a firm-fixed, exclusive of any tax. Any Bid containing a modifying or “escalator” clause not specifically allowed for under the solicitation will not be considered.
- All pricing submitted shall remain valid for a 90 day period. By signing and submitting a response to this solicitation, the Bidder has specifically agreed to this condition.
- Bidders may insert any prompt payment discount in the space provided in the signature section. If no entry is made, it will be assumed that the payment terms are to be considered as “net 30”.

By Signing This Bid the Bidder Attests and Certifies That:

1. It satisfies all legal requirements (as an entity) to do business with the County.
2. The undersigned Bidder acknowledges that award of a contract may be contingent upon a determination by the County that the Bidder has the capacity and capability to successfully perform the contract.
3. The Bidder hereby certifies that it understands all requirements of this solicitation, and that the undersigned individual is duly authorized to execute this Bid document and any contract(s) and/or other transactions required by award of this solicitation.

EXHIBIT D: CONTRACTOR PRICING (continued)

SAMPLE ONLY – This will be replaced with the awarded pricing.

10-0610, Sidewalk and Lot/Retention Area Mowing, Trimming, Trash Removal, and Related Services

The following is a list of the areas that are to be maintained as part of this contract. Included are the locations and the square yards that are to be maintained. The CONTRACTOR shall supply a per square yard cost for mowing with trash removal, per square yard cost for trash removal only, and a per square yard cost for on call mowing with trash removal and on call trash removal only. All compensation of payment for services provided shall be based on the square yard measurements as stated below. As stated in the Notice to Proceed, if the CONTRACTOR believes that any of these measurements are inaccurate than no work in that area shall start until there is a consensus of the measurement between the COUNTY and the CONTRACTOR.

Sidewalk Route Name	Sq Yds.	From:	To:
David Walker Drive *	19,233	Old Hwy. 441	Mt. Homer Road
Retention Area, David Walker Drive	2,595	Inside of fenced in area on the east side of road south of US441	
Huffstetler Drive *	5,000	US441	Kurt St.
CR 42*	2,778	Central Ave. / North End of Paisley Park	Fishermans Rd. less church property
CR 44*	2,807	CR 452 / Entrance to Southern Palms	SR19
Spring Creek Road*	2,778	CR42	Rancho Ln.
East Shirley Shores Road	3,456	Shirley Shores Rd.	Beauclaire Dr.
Retention Area, West of 16326 E. Shirley Shores Road	467	Shirley Shores Rd. Edge of sidewalk going south 20' wide	Beauclaire Dr. to the canal or waters edge
Deer Island Road	1,285	Beauclaire Dr.	Deer Island Rd. End of Maintenance
Silver Lake Drive *	4,167	Morningside Drive	Stewart Ln.
CR 448	5,000	SR19	Southridge Industrial Dr.

Sidewalk Route Name	Sq Yds.	From:	To:
CR 561*	2,778	South Carolina Av.	Maryland Av.
Thomas Avenue *	3,333	CR25A	625 ft. south of M. L. King Jr. Blv..
CR 468 *	3,333	Pruitt St.	500ft. north of CR44C Griffin Av.
Martin Luther King Road	2,778	Thomas Av.	south side of the road going 260ft. East of Thomas Av. Plus the median
CR 25A	3,333	West end of Wall- Mart Parking Lot	1,110ft. North of Thomas Av. intersection
Treadway School Road*	3,472	Radio Road	CR473
CR 473	4,167	US441	south end of guardrail # G5036-A, North of California St.
CR44A/ Griffin Road *	5,000	Penn st.	Thomas Av.
CR44C/ Griffin Road	417	Cabin St.	CR468
Radio Road	1,389	Tarlton Dr. on west side of road	Treadway School Rd. on the east side of road
N. Hancock Road	17,222	Old Hwy 50	SR50
Hook Street	11,039	Sandhill View Blv.	South Hancock Rd.
CR 48*	8,969	CR561	end of sidewalk
CR19A (Dora Av.) *	2,500	Dillard Road	David Walker
Roper Boulevard *	2,444	US27	Copper Leaf Way
Silver Eagle Road	51	160' south of Hillcrest Drive (east side of road only)	Hillcrest Drive
Silver Eagle Road	3,822	150'north of Tawny Eagle Drive (west side of road only)	Maravilla Way crosswalk
Grassy Lake Road*	1,522	White Wing Cir.	end of sidewalk
Citrus Tower Boulevard *	6,736	PVC pipe in median just north of Steves Rd.	SR50
Citrus Tower Boulevard, From 27 north *	2,522	SR27 going north	first entrance of Lost Lake Professional Village

Sidewalk Route Name	Sq Yds.	From:	To:
Hammock Ridge Road	31,326	SR27	Lakeshore Dr.
CR 450A	2,131	Marshall St.	Church St.
Fosgate Road *	3,143	east corner of chain link fence on south side of road	end of sidewalk
Johns Lake Road *	739	Hancock Rd.	end of sidewalk
Hancock Road *	2,053	Johns Lake Road	end of sidewalk
Steves Road	632	from the east end of the white fence on the south side of road	east end of guardrail # G1248B-B
Lane Park Cutoff *	3,339	SR19	CR561, less the school property
Hancock Road	968	SR 50	Hooks Street

* Indicates there are areas of the sidewalk that are maintained by adjacent landowner therefore the CONTRATOR is not responsible for the removal of debris nor for mowing these areas.

Lot\Retention location	Sq. Yds.		
401 Rose \ 600 Miller, CR 466A	3,727		
502 Miller\CR 466A	1,791		
800 Miller\CR 466A	1,791		
704 Miller \ CR446A	1,258		
17126 Live Oak Lane Montverde	1,447		
Retention Area, CR466	25,044		
Total Square Yards	215,783		

Mowing per square yard with debris removal	\$
Mowing per square yard without debris removal	\$
Trash removal only per square yard	\$
TOTAL	\$

On Call mowing with trash removal	\$
On Call trash removal	\$

General Bidder Information and Proposal Signature:	
Firm Name:	_____
Street Address:	_____
Mailing Address (if different):	_____
Telephone No.:	_____ Fax No.:
	_____ E-mail:

FEIN No. _____ - _____	Prompt Payment Terms: _____ % _____ days, net _____
Signature: _____	Date: _____
Print Name: _____	Title: _____

ATTACHMENT 2

BONDS

BOND NO. _____

PERFORMANCE BOND

KNOW ALL MEN BY THESE PRESENTS: THAT We,
_____(hereinafter called the "Principal"), whose
principal business address is _____, and whose telephone number
is _____; and
_____(hereinafter called the "Surety"), whose principal
address is _____, and whose telephone number is _____, a
surety insurer chartered and existing under the laws of the State of _____ and
authorized to do business in the State of Florida, are held and firmly bound unto Lake County
Board of County Commissioners, Lake County, Florida (hereinafter called the "Obligee"), whose
principal address is P.O. Box 7800, Tavares, Florida 32778, and whose principal telephone number
is (352) 483-9000, in the sum of
_____ (\$
_____) for payment of which we bond ourselves, our heirs, our personal representatives,
our successors and our assignees, jointly and severally.

WHEREAS, Principal has entered into a contract with Obligee for BID NO.10-0610-SIDEWALK
AND LOT/RETENTION AREA MOWING, TRIMMING, TRASH REMOVAL AND RELATED
SERVICES in accordance with drawings and specifications, which contract is incorporated by
reference and made a part hereof, and is referred to as the Contract.

THE CONDITION OF THIS BOND is that if Principal:

1. Performs the Contract at the times and in the manner prescribed in the Contract; and
2. Pays Obligee any and all losses, damages, costs and attorneys' fees that Obligee sustains because of any default by Principal under the Contract, including, but not limited to, all delay damages, whether liquidated or actual, incurred by Obligee; and
3. Performs the guarantee of all work and materials furnished under the Contract for the time specified in the Contract; and
4. Promptly make all payments to all persons defined in s. 713.01 whose claims derive directly or indirectly from the prosecution of the work provided for in the Contract;

then this bond is void; otherwise it remains in full force.

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

The Surety, for value received, hereby stipulates and agrees that no changes, extensions of time, alterations or additions to the terms of the Contract or other work to be performed hereunder, or the specifications referred to therein shall in anyway affect its obligation under this bond, and it does hereby waive notice of any such changes, extensions of time, alterations or additions to the terms of the Contract or to work or to the specifications.

This instrument shall be construed in all respects as a common law bond. It is expressly understood the time provisions and statute of limitation under Section 255.05 Florida Statutes, shall not apply to this bond.

In no event shall the Surety be liable in the aggregate to Obligee for more than the penal sum of this Performance Bond regardless of the number of suits that may be filed by Obligee. By execution of this bond, the Surety acknowledges that it has read the Surety qualifications and obligations imposed by the service contract and hereby satisfies those conditions.

IN WITNESS WHEREOF, the above bounded parties have executed this instrument this day of _____, 20____, the name of each party being affixed and these presents duly signed by its undersigned representative, pursuant to authority of its governing body.

Signed, sealed and delivered
in the presence of:

PRINCIPAL:

Witness as to Principal

By: _____

(Authorized Signature)

Witness as to Principal

(Printed Name)

(Title)

(Business Address)

STATE OF _____

COUNTY OF _____

The forgoing instrument was acknowledged before me this _____
by _____
of _____, a _____
Corporation, on behalf of the Corporation. He/She is personally known to me or has produced
Florida Driver's License as identification and who did (did not) take an oath.

NOTARY: _____

Print Name: _____

COMMISSION NUMBER: _____

My commission expires: _____

BOND NO. _____

SURETY: _____

Witness as to Surety

By: _____
(Authorized Signature)

Witness as to Surety

(Printed Name)

(Title)

(Business Address)

OR

Witness as Attorney In Fact

As Attorney In Fact (Attach Power of Attorney)

Witness as Attorney In Fact

(Printed Name)

(Business Address)

(Telephone Number)

STATE OF _____

COUNTY OF _____

The forgoing instrument was acknowledged before me this _____ by
of _____, a _____ Corporation, on behalf of the Corporation.
He/She is personally known to me or has produced Florida Driver's License as identification and
who did (did not) take an oath.

NOTARY: _____

Print Name: _____

COMMISSION NUMBER: _____

My commission expires: _____

BOND NO. _____

PAYMENT BOND

BY THIS BOND, We, _____(hereinafter called the "Principal"), whose principal business address is _____, and whose telephone number is _____; and _____(hereinafter called the "Surety"), whose principal address is _____, and whose telephone number is _____, a surety insurer chartered and existing under the laws of the State of _____and authorized to do business in the State of Florida, are held and firmly bound unto Lake County Board of County Commissioners, Lake County, Florida (hereinafter called the "Obligee"), whose principal address is P.O. Box 7800, Tavares, Florida 32778, and whose principal telephone number is (352) 483-9000, in the sum of _____ (\$_____) for payment of which we bond ourselves, our heirs, our personal representatives, our successors and our assignees, jointly and severally.

WHEREAS, Principal and Obligee have reached a mutual agreement (hereinafter referred to as the "Contract") for BID No. SIDEWALK AND LOT/RETENTION AREA MOWING, TRIMMING, TRASH REMOVAL AND RELATED SERVICES said Contract being made a part of this Bond by this reference.

NOW, THEREFORE, THE CONDITION OF THIS BOND IS THAT IF THE PRINCIPAL:

1. Shall promptly make payments to all claimants as defined in section 255.05(1), Florida Statutes, supplying the Principal with labor, materials or supplies, as used directly or indirectly by the Principal in the prosecution of the work provided for in the Contract; and
2. Shall pay the Obligee for all losses, damages, expenses, costs and attorneys' fees, including those resulting from appellate proceedings, that the Obligee sustains because of a default by the Principal in contravention to the Contract in regard to payment for such labor, materials, or supplies furnished to the Principal;

then this bond is void; otherwise this Bond remains in full force and effect.

BOND NO. _____

BE IT FURTHER KNOWN:

1. Any changes in or under the Contract and compliance or noncompliance with any formalities connected with the said Contract or alterations which may be made in the terms of the said Contract, or in the work to be done under it, or the giving by the Obligee of any extension of time for the performance of the said Contract, or any other forbearance on the part of the Obligee or Principal to the other, shall not in any way release the Principal and the Surety, or either of them, their heirs, personal representatives, successors or assigns from liability hereunder, notice to the Surety of any such changes, alterations, extensions or forbearance being hereby waived.
2. Certain claimants seeking the protection of this Bond must timely comply with the strict requirements set forth in Section 255.05, Florida Statutes, and as otherwise provided by law.
3. The Provisions of this bond are subject to the limitations of Section 255.05(2).

By execution of this bond, the Surety acknowledges that it has read the Surety qualifications and obligations imposed by the service contract and hereby satisfies those conditions.

THIS BOND DATED THE _____ DAY OF _____ 20__ (the date of issue by the Surety or by the Surety's agent and the date of such agent's power-of-attorney).

Signed, sealed and delivered in the presence of:

PRINCIPAL:

_____ By: _____
Witness as to Principal (Authorized Signature)

_____ Witness as to
Principal (Printed Name)

(Title)

(Business Address)

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ by
of _____, a _____ Corporation, on behalf of
the Corporation. He/She is personally known to me or has produced Florida Driver's License as
identification and who did (did not) take oath.

NOTARY: _____

Print Name: _____ COMMISSION NUMBER: _____ My
commission expires: _____

BOND NO. _____

SURETY: _____

_____ By: _____ Witness as
to Surety (Authorized Signature)

_____ Witness as
to Surety (Printed Name)

_____ (Title)

(Business Address)

OR

Witness as Attorney In Fact As Attorney In Fact (Attach Power of Attorney)

Witness as Attorney In Fact (Printed Name)

(Business Address)

_____ (Telephone Number)