

# **ATTACHMENT 1 –TAX COLLECTOR/PROPERTY APPRAISER PAINTING SPECIFICATIONS**

## **1. GENERAL**

Perform all work in accordance with all applicable codes, local ordinances, and requirements of Lake County.

**The Contractor shall provide all required labor and material to provide a 100% completed project.**

## **2. PURPOSE**

The purpose of this solicitation is to select a contractor to prepare and paint the walls at the Tax Collector and Property Appraiser’s office (320 W. Main St., Tavares, FL) as specified in the attached drawings and described at the prebid walk through.

## **3. DESCRIPTION OF WORK**

Paint the walls specified in the attached drawings and described at the prebid walk through per the painting specifications included with this solicitation.

## **4. METHOD OF PAYMENT**

The Contractor shall submit their invoice to **Facilities and Fleet Management, 32400 C.R. 473 Leesburg, FL 34788**, after all work has been completed. In addition to the general invoice requirements set forth below, the invoice shall reference the specific work element for which billing has been initiated and include a copy of the acceptance document that was signed by an authorized representative of the County at the time the specific work element was accepted. Submittal of the invoice shall not exceed thirty (30) calendar days from the delivery of the goods or services. Under no circumstances shall the invoices be submitted to the County in advance of the work being completed or delivery and acceptance of the items.

All invoices shall contain the contract and/or purchase order number, date and location of delivery or service, and confirmation of acceptance of the goods or services by the appropriate County representative. The Contractor shall also submit with their invoice a completed “Certification of Payment to Subcontractors and Suppliers” form. Failure to submit invoices and certification form in the prescribed manner will delay payment, and the Contractor may be considered in default of contract. Payments shall be tendered in accordance with the Florida Prompt Payment Act, Part VII, Chapter 218, Florida Statutes.

## **5. BUSINESS HOURS OF OPERATION**

All work is to be performed between 5pm 12pm Monday-Friday. At no time shall the Contractor’s work interfere with the day-to-day operation of the County’s facilities.

## **6. REPAIR**

The Contractor shall repair any areas of the site damaged as a result of the work. This includes, but is not limited to, sod, trees, plants, sidewalks, curbing, parking lot, irrigation, etc. All repairs are to be made using like materials.

## **7. CLEAN UP/SURPLUS MATERIAL REMOVAL:**

The Contractor shall be responsible for the removal of all surplus material and debris within their work zone at the end of each workday, and disposed of in an appropriate manner. All costs associated with

clean-up and debris removal shall be included in the Contractor's bid. The Contractor must have ample cleaning supplies and a working vacuum cleaner on-site for clean-up. At no time shall the Contractor use County cleaning supplies or equipment. Upon final completion, the Contractor shall thoroughly clean up all areas where work has been involved as mutually agreed with the County's Project Manager. If such deficiencies are not corrected as part of this process, the County shall remove the remaining debris and surplus materials and deduct the associated costs from the amount due the Contractor.

## **8. CLEAN-UP**

All unusable materials and debris shall be removed from the premises at the end of each workday, and disposed of in an appropriate manner. Upon final completion, the Contractor shall thoroughly clean up all areas where work has been involved as mutually agreed with the County's Project Manager.

## **9. COMPLIANCE WITH FEDERAL STANDARDS**

All items to be purchased under this contract shall be in accordance with all governmental standards, to include, but not be limited to, those issued by the Occupational Safety and Health Administration (OSHA), the National Institute of Occupational Safety Hazards (NIOSH), and the National Fire Protection Association (NFPA).

## **10. LABOR, EQUIPMENT, & MATERIALS SHALL BE SUPPLIED BY THE CONTRACTOR**

Unless otherwise stated in this solicitation the Contractor shall furnish all labor, equipment, and materials necessary for satisfactory contract performance. When not specifically identified in the technical specifications, such materials and equipment shall be of a suitable type and grade for the purpose. All material, workmanship, and equipment shall be subject to the inspection and approval of the County's Project Manager.

## **11. QUANTITIES**

No guarantee is expressed or implied as to quantities or dollar amounts that will be used for this project. In no event shall Lake County be liable for payments in excess of the amount due for quantities of goods or services actually ordered.

## **12. EMPLOYEES**

The Contractor shall provide competent, suitable, and qualified personnel to perform the work as required by the specifications, shall be fully responsible for the performance of his organization and completion of all work under this Contract, and shall, at all times, maintain good discipline and order at the work site.

## **13. DRESS CODE**

The Contractor shall maintain a dress code for their employee's with a minimum of shirts, pants and work shoes/boots, in decent condition, at all times while the work is being performed.

## **14. SUPERVISION**

Contractor shall supply a superintendent which has the ability to speak and understand English, and at least one responsible person who speaks and understands English shall be on the project during all working hours. He shall also 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 by the Contractor to the County's Project Manager. All communications to the Superintendent shall be as binding as if given to the Contractor.

## **15. WARRANTY**

The Contractor shall provide a **one (1) year warranty** on all material and labor. The Contractor shall be responsible for registering all required materials with the manufacturer and shall provide documentation verifying that registration has been completed. Defects shall be made good within 10 days of notification to the Contractor.