



**LAKE COUNTY**  
FLORIDA

**REQUEST FOR PROPOSAL (RFP)**

**MICROSURFACING, CRACK SEALING AND RELATED SERVICES**

<b>RFP Number:</b>	<u>15-0012</u>	<b>Contracting Officer:</b>	<u>Susan Dugan</u>
<b>Proposal Due Date:</b>	<u>3/18/2015</u>	<b>Pre-Proposal Conference Date:</b>	<u>3/3/2015, 9:00 a.m.</u>
<b>Proposal Due Time:</b>	<u>3:00 P.M.</u>	<b>RFP Issue Date:</b>	<u>2/17/2015</u>

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<b>SPECIFIC SOLICITATION REQUIREMENTS ARE AS NOTED BELOW:</b>	
Proposal and/or Performance Bond:	Section 1.9
Certificate of Competency/License:	Section 1.8
Indemnification/Insurance:	Section 1.8
Pre-Proposal Conference/Walk-Thru:	Section 1.4

**At the date and time specified above, all proposals that have been received in a timely manner will be opened, recorded, and accepted for consideration.** The names of the vendors submitting proposals will be read aloud and recorded. The proposals will be available for inspection during normal business hours in the Office of Procurement Services thirty (30) calendar days after the due date. When counter-signed by an authorized County representative, this document and any specifically identified attachments may form the contract document binding the parties to all performance specified herein.

**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:** \_\_\_\_\_

**Section 1.1 Purpose**

The purpose of this solicitation is to establish a contract for microsurfacing, crack sealing, and related services in conjunction with the County's needs. The quantity shall not exceed four hundred fifty thousand (450,000) square yards annually. The estimated quantities cited on the bid tabulation sheet are only estimates and the County may use any quantities throughout the term of this agreement. The vendor is advised that any variance between estimated and actual quantities will not be considered cause for any adjustment in contract pricing or billing.

It is anticipated that Lake County will issue one (1) or two (2) primary project orders that shall include most of the paving projects scheduled for completion during each fiscal year. It is expected that these primary project orders will obligate most of the available funding for the year. Each such primary project order will include work assignments at multiple roads throughout the County. The unit pricing to be applied to each such project order shall be based on the total square yardage of material or service associated with all work listed in the project order. In addition, the County reserves the right to issue secondary project orders covering projects at single or multiple roads on an "as-needed" basis dependent upon specific needs or existing funding. The unit pricing to be applied to each such secondary delivery order shall be based on the total square yardage of material or service associated with all work listed in the project order. As stated elsewhere in this solicitation, any project order that has an excess of twelve thousand (12,000) square yards of paving shall not have a mobilization charge applied.

**Section 1.2 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. To ensure reply, questions should be submitted no later than five (5) working days before the proposal due date.

Susan Dugan, Senior Contracting Officer  
Lake County BCC  
Office of Procurement Services  
315 W. Main Street, Room 441  
PO BOX 7800  
Tavares, FL 32778-7800

Phone : 352.343.9839 Fax : 352.343.9473  
E-mail: sdugan@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 1.3 Method of Award – Considering Qualifications and Pricing**

Award will be made to the vendor who submits the overall proposal that is judged to provide the best value to the County. Proposals will be evaluated based upon the following criteria:

1. Qualifications of proposed personnel.
2. Proposed materials, equipment and plans to accomplish task.
3. Proposed costs / fee schedule.
4. Reports from direct and indirect references.
5. Responsiveness and completeness of the written proposal to these instructions with

6. regard to the Scope of Services.  
Other relevant criteria.

#### **Section 1.4 Pre-Proposal Conference / Site Visits (Recommended)**

A pre-proposal conference will be held on March 3, 2015 at 9:00 a.m. in conference room No. 235, Round Administration Building, 315 West Main Street, Tavares, FL 32778 to discuss the special conditions and specifications included within this solicitation.

Vendors are requested to bring this solicitation document to the conference, as additional copies may not be available.

#### **Section 1.5 Term of Contract – Twelve (12) Months**

This contract shall commence on the first calendar day of the month succeeding approval of the contract by the Board of County Commissioners, or designee, unless otherwise stipulated in the Notice of Award Letter distributed by the County's Office of Procurement Services; and is contingent upon the completion and submittal of all required pre-award documents. The initial contract term shall be twelve months, and then the contract will remain in effect until completion of the expressed and/or implied warranty period. The contract prices resultant from this solicitation shall prevail for the full duration of the initial contract term unless otherwise indicated elsewhere in this document.

#### **Section 1.6 Option to Renew for Four (4) Additional One (1) Year Period(s) (With Price Adjustment)**

Prior to, or upon completion, of the initial term of this contract, the County shall have the option to renew this contract for four (4) additional one (1) year period(s). Prior to completion of each exercised contract term, the County may consider an adjustment to price based on changes as published by the U.S. Department of Labor, Bureau of Labor Statistics (<http://www.bls.gov>), CPI and Wage and Benefits Calculators. It is the vendor's responsibility to request any pricing adjustment in writing under this provision. The vendor's written request for adjustment should be submitted thirty (30) calendar days prior to expiration of the then current contract term. The vendor adjustment request must clearly substantiate the requested increase. The written request for adjustment should not be in excess of the relevant pricing index change. If no adjustment request is received from the vendor, the County will assume that the vendor has agreed that the optional term may be exercised without pricing adjustment. Any adjustment request received after the commencement of a new option period shall not be considered.

The County reserves the right to reject any written price adjustments submitted by the vendor and/or to not exercise any otherwise available option period based on such price adjustments. Continuation of the contract beyond the initial period, and any option subsequently exercised, is a County prerogative, and not a right of the vendor. This prerogative will be exercised only when such continuation is clearly in the best interest of the County.

#### **Section 1.6.1 Price Redetermination - Fuel**

If the below-identified price index for fuel (gas and/or diesel as applicable to the vendor's operation) increases by ten percent (10%) or more from the base index as defined below, the vendor may petition the Procurement Services Manager 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://www.dms.myflorida.com/business\\_operations/state\\_purchasing/vendor\\_information/state\\_contracts\\_agreements\\_and\\_price\\_lists/state\\_term\\_contracts/bulk\\_fuel\\_gasoline\\_and\\_diesel](http://www.dms.myflorida.com/business_operations/state_purchasing/vendor_information/state_contracts_agreements_and_price_lists/state_term_contracts/bulk_fuel_gasoline_and_diesel) for unleaded gas, Florida PAD 1, Orlando

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

The vendor shall provide (in writing) a cost analysis as described below for each contract price for which the vendor 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 vendor 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 vendor's request for pricing adjustment.

If the Procurement Services Manager 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 vendor pertaining to any previous price increase.

This clause may be used in addition to any other price redetermination clause in this invitation/contract.

### **Section 1.6.2 Price Redetermination for Bituminous Materials**

Due to the fluctuation of the manufacturing cost for bituminous material, an adjustment (up or down) of the price charged to the County shall be calculated at the time of issuance of the project order form. The adjustment shall be based solely upon bituminous adjustments as documented in the Florida Department of Transportation (FDOT) Standard Specification for Road and Bridge Construction, 2014 Edition, Section 9-2.1.2, BITUMINOUS MATERIAL. All adjustments shall be determined by calculating the difference between the base index, which shall be established at the time of the bid closing, and the current index. Any adjustments shall be based on the index available on the 15<sup>th</sup> day of the month and shall be based on the unrevised indexes. If for some reason the information for the current month has not been updated, the adjustment will be made from the previous month. The percentage of the difference between the indexes shall be applied to the vendor unit price. Any increase or decrease in the contract price(s) shall only apply to orders that are dated after the price adjustment has been processed by the County. No price adjustment shall be given for an order that has previously been issued or received. Adjustments shall be calculated using form 700-050-66, (Section 5, Attachment G) Vendor's Estimate Worksheet Bituminous and Polymer Material. This form can be found by going to the following link; <http://www.dot.state.fl.us/construction/fuel&bit/FuelForms.shtm>, and then select the link associated with "Lump Sum & Design-Build, Asphalt & Bituminous Adjustments on projects let January 2007 forward". If determined to be in the best interest of the County, this same procedure can be employed by the County to adjust the cost charged by the vendor for bituminous materials. Any increase or decrease in the

contract price(s) shall only be applied to new projects that are dated at the time of the price adjustment. No price adjustment shall be given for a project that has previously been issued.

**Section 1.7 Method of Payment - Periodic Invoices For Completed Purchases**

The vendor(s) shall submit invoices to the County user department(s) after each individual purchase has been completed. In addition to the general invoice requirements set forth below, the invoices shall reference, as applicable, the corresponding delivery ticket number, packing slip number, or other acceptance document that was signed by an authorized representative of the County user department at the time the items were delivered and accepted. Submittal of these periodic invoices 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 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. Failure to submit invoices in the prescribed manner will delay payment, and the vendor 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.

**Section 1.8 Insurance**

Each vendor shall include in its solicitation response package proof of insurance capabilities, including but not limited to, the following requirements: [This does not mean that the vendor must have the coverage prior to submittal, but, that the coverage must be in effect prior to a purchase order or contract being executed by the County.]

An original certificate of insurance, indicating that the awarded vendor has coverage in accordance with the requirements of this section, shall be furnished by the vendor to the Contracting Officer within five (5) working days of such request and must be received and accepted by the County prior to contract execution and/or before any work begins.

The vendor shall provide and maintain at all times during the term of any contract, without cost or expense to the County, policies of insurance, with a company or companies authorized to do business in the State of Florida, and which are acceptable to the County, insuring the vendor against any and all claims, demands or causes of action whatsoever, for injuries received or damage to property relating to the performance of duties, services and/or obligations of the vendor under the terms and provisions of the contract. The vendor is responsible for timely provision of certificate(s) of insurance to the County at the certificate holder address evidencing conformance with the contract requirements at all times throughout the term of the contract.

Such policies of insurance, and confirming certificates of insurance, shall insure the vendor is in accordance with the following minimum limits:

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 vendor 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 insurance with the following minimum limits and coverage:

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

Professional liability and/or specialty insurance (medical malpractice, engineers, architect, consultant, environmental, pollution, errors and omissions, etc.) insurance as applicable, with minimum limits of \$1,000,000 and annual aggregate of \$2,000,000.

The following additional coverage must be provided if a dollar value is inserted below:

Loss of Use at coverage value:	\$ _____
Garage Keepers Liability at coverage value:	\$ _____

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 liability insurance policies.

The 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 provided insurance. It is the vendor's specific responsibility to ensure that any such notice is provided within the stated timeframe to the certificate holder.

If it is not possible for the Vendor to certify compliance, on the certificate of insurance, with all of the above requirements, then the Vendor is required to provide a copy of the actual policy endorsement(s) providing the required coverage and notification provisions.

Certificate(s) of insurance shall identify the applicable solicitation (ITB/RFP/RFQ) number in the Description of Operations section of the Certificate.

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

Certificates 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.

The Vendor shall be responsible for subcontractors and their insurance. Subcontractors are to provide certificates of insurance to the prime vendor evidencing coverage and terms in accordance with the Vendor's requirements.

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 vendor or subcontractor 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 vendor and/or sub contractor providing such insurance.

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 vendor or Subcontractor(s), nor a failure to disapprove that insurance, shall relieve the vendor or Subcontractor(s) of full responsibility for liability, damages, and accidents as set forth herein.

### **Section 1.9 Bonding Requirements**

#### **Section 1.9.1 Performance/Payment Bond**

The vendor shall provide a Performance Bond and a Payment Bond, on the form specified by the County (no other form is acceptable), each in the amount of 100% of the Project Order Form amount, the costs of which are to be paid by the vendor. The bonds will be acceptable to the County only if the following conditions are met.

1. For contracts that do not exceed \$500,000.00 the Surety Company:
  - a. Is licensed to do business in the State of Florida;
  - b. Holds a certificate of authority authorizing it to write surety bonds in this state;
  - c. Has twice the minimum surplus and capital required by the Florida Insurance Code at the time and invitation to bid is issued;
  - d. Is otherwise in compliance with the provisions of the Florida Insurance Code; and
  - e. Hold a currently valid certificate of authority issued by the United States Department of Treasury under 31 U.S.C. ss9304-9308.
2. For contracts over \$500,000.00, all of the requirements of Paragraph 1 above apply. In addition, the Surety Company must have a current rating of at least Excellent (A or A-) all as reported in the most current Best Key Rating Guide, published by A.M. Best Company, Inc., of 75 Fulton Street, New York 10038, with an underwriting limitation of at least two times the dollar amount of the contract.
3. If the Surety for any Bond furnished by the Contractor is declared bankrupt, becomes insolvent, its right to do business is terminated in the State of Florida, or it ceases to meet the requirements

imposed by the Contract Documents, the Contractor shall, within five (5) calendar days thereafter, substitute another Bond and Surety, both of which shall be subject to the County's approval.

4. By execution of these bonds, the Surety acknowledges that it has read the Surety qualifications and Surety obligations imposed by the construction documents and hereby satisfies those conditions.

### **Section 1.10 Completion/Delivery**

As specified in Statement of Work

### **Section 1.11 Acceptance of Goods or Services**

The product(s) delivered as a result of an award from this solicitation shall remain the property of the contractor, and services rendered under the contract will not be deemed complete, until a physical inspection and actual usage of the product(s) and/or service(s) is (are) accepted by the County and shall be in compliance with the terms herein, fully in accord with the specifications and of the highest quality.

Any goods and/or services purchased as a result of this solicitation and/or contract may be tested/inspected for compliance with specifications. In the event that any aspect of the goods or services provided is found to be defective or does not conform to the specifications, the County reserves the right to terminate the contract or initiate corrective action on the part of the vendor, to include return of any non-compliant goods to the vendor at the vendor's expense, requiring the vendor to either provide a direct replacement for the item, or a full credit for the returned item. The vendor shall not assess any additional charge(s) for any conforming action taken by the County under this clause. The County will not be responsible to pay for any product or service that does not conform to the contract specifications.

In addition, any defective product or service or any product or service not delivered or performed by the date specified in the purchase order or contract, may be procured by the County on the open market, and any increase in cost may be charged against the awarded contractor. Any cost incurred by the County in any re-procurement plus any increased product or service cost shall be withheld from any monies owed to the contractor by the County for any contract or financial obligation.

#### **Section 1.11.1 Deficiencies in Work to be Corrected by the Vendor**

The vendor shall promptly correct all apparent and latent deficiencies and/or defects in work, and/or any work that fails to conform to the contract documents regardless of project completion status. All corrections shall be made within fourteen (14) calendar days after such rejected defects, deficiencies, and/or non-conformances are verbally reported to the vendor by the County's project administrator, who may confirm all such verbal reports in writing. The vendor shall bear all costs of correcting such rejected work. If the vendor fails to correct the work within the period specified, the County may, at its discretion, notify the vendor, in writing, that the vendor is subject to contractual default provisions if the corrections are not completed to the satisfaction of the County within five (5) calendar days of receipt of the notice. If the vendor fails to correct the work within the period specified in the notice, the County shall place the vendor in default, obtain the services of another vendor to correct the deficiencies, and charge the incumbent vendor for these costs, either through a deduction from the final payment owed to the vendor or through invoicing. If the vendor fails to honor this invoice or credit memo, the County may terminate the contract for default.

**Section 1.12 Warranty**

The vendor agrees that, unless expressly stated otherwise in the bid or proposal, the product and/or service furnished as a result of an award from this solicitation shall be covered by the most favorable commercial warranty the vendor gives to any customer for comparable quantities of products and/or services and the rights and remedies provided herein are in addition to said warranty and do not limit any right afforded to the County by any other provision of this solicitation.

The vendor hereby acknowledges and agrees that all materials, except where recycled content is specifically requested, supplied by the vendor in conjunction with this solicitation and resultant contract shall be new, warranted for their merchantability, and fit for a particular purpose.

**Section 1.12.1 Warranty Shall be Eighteen (18) Months From Date of Acceptance****A. Type of Warranty Coverage Required**

In addition to all other warranties that may be supplied by the vendor, the vendor shall warrant its products and/or service against faulty labor and/or defective material, for a minimum period of eighteen (18) months after the date of acceptance of the labor, materials and/or equipment by the County. This warranty requirement shall remain in force for the full eighteen (18) month period; regardless of whether the vendor is under contract with the County at the time of defect. Any payment by the County on behalf of the goods or services received from the vendor does not constitute a waiver of these warranty provisions.

**B. Correcting Defects Covered Under Warranty**

The vendor shall be responsible for promptly correcting any deficiency, at no cost to the County, within fourteen (14) calendar days after the County notifies the vendor of such deficiency in writing. If the vendor fails to honor the warranty and/or fails to correct or replace the defective work or items within the period specified, the County may, at its discretion, notify the vendor, in writing, that the vendor may be debarred as a County vendor, and/or become subject to contractual default if the corrections or replacements are not completed to the satisfaction of the County within five (5) calendar days of receipt of the notice. If the vendor fails to satisfy the warranty within the period specified in the notice, the County may (a) place the vendor in default of its contract, and/or (b) procure the products or services from another source and charge the incumbent vendor for any additional costs that are incurred by the County for this work or items; either through a credit memorandum or through invoicing.

**Section 1.12.2 Materials Shall be New and Warranted Against Defects**

The vendor hereby acknowledges and agrees that all materials, except where recycled content is specifically requested, supplied by the vendor in conjunction with this solicitation and resultant contract shall be new, warranted for their merchantability, and fit for a particular purpose. In the event any of the materials supplied to the County by the vendor are found to be defective or do not conform to specifications: (1) the materials may be returned to the vendor at the vendor's expense and the contract cancelled or (2) the County may require the vendor to replace the materials at the vendor's expense.

**Section 1.13 Preparation of Proposal Submittal**

The vendor's proposal shall consist of two (2) separately bound sections. The first section will be the vendor's Technical Proposal. The second section will be the vendor's Price Proposal. Each proposal

section will be prepared in accordance with the following information and directions. Vendors shall submit the following:

- Two (2) original technical proposals (marked as originals)
- One (1) copy of the technical proposal (marked as copy)
  
- Two (2) original pricing proposals (marked as originals)
- One (1) copy of the pricing proposal (marked as copy).

Proposals shall be submitted by the vendor in a sealed package and delivered to the Office of Procurement Services no later than the official proposal due date and time. Any proposal 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 vendor in responding to this RFP including, without limitation, costs for product and/or service demonstrations if requested. When you submit your proposal, you are making a binding offer to the County.

Each proposal shall be prepared simply and economically, providing a straightforward, concise description of the proposer’s capabilities to satisfy the conditions and requirements of this RFP. Fancy bindings, colored displays, and promotional material are not desired. The County emphasizes that the proposer concentrate on accuracy, completeness, and clarity of content.

To facilitate analysis of its proposal, the proposer shall prepare its proposal in accordance with the instructions outlined in this section. If the proposal deviates from these instructions, such proposal may, in the County’s sole discretion, be rejected.

Proposal page size shall be 8.5 x 11 inches, not including foldouts. Pages shall be single-spaced. The text size shall be 11 point or larger. Use at least one (1) inch margins on the top and bottom and three-quarter (3/4) inch side margins. Pages shall be numbered sequentially by section.

Wherever practical, legible tables, charts, graphs and figures shall be used to depict organizations, systems and layouts, implementation schedules, plans, etc. These displays shall be uncomplicated, legible and shall not exceed eleven (11) by seventeen (17) inches in size. Foldout pages shall fold entirely within the section, and may only be used for large tables, charts, graphs, diagrams, and schematics.

All Sections of the technical and price proposals should be identified by section tabs.

**Section 1.14.1            Technical Proposal**

Technical proposals shall be organized as follows:

**Tab 1   Vendor Profile and Required Information**

- A.     Firm Profile Form 1 – Complete and submit the attached “Vendor Profile Form”
- B.     Statement of Interest and Understanding of Project– The statement of interest and understanding of project shall be submitted on company letterhead and be signed by an authorized representative of the company.
- C.     Proposed Project Approach - A concise description of the approach and process the

vendor will employ to successfully complete the work to be performed to include any specific staffing or equipment resources that will be employed by the vendor. Multiple alternate solution proposals may be submitted by the same proposer. For each different proposed solution, include the same degree of detail and description specified for a primary offering.

**Tab 2** Team Composition

- A. Team Composition Form 2: Complete and submit the attached “Team Composition Form”. Provide information regarding your proposed Project Superintendent, Safety Officer, Worksite Traffic Supervisor for MOT and other key personnel.
- B. Other Key Personnel Form 3: Complete and submit this form regarding other key personnel.
- C. Sub-Consultants Form 4: Complete and submit the attached “Sub-Consultants Form”.

**Tab 3** References/Similar Projects Form 5: Complete form 5 and make copies as needed. Provide at least three (3) references/similar projects completed in the past three (3) years for public sector organizations in the State of Florida.

**Tab 4** Equipment List – Provide a list of proposed equipment that shall be utilized for this project.

**Tab 5** Required Licenses or Permits - Provide a list of any required licenses or permits need to complete this project.

**Tab 6** Exceptions – clearly describe any exceptions the vendor may have in regards to any requirements stated in the RFP document or associated addendums.

**Tab 7** 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.

**Tab 8** Litigation

Provide information on the nature, magnitude, and outcome of all litigation and proceedings for the previous three (3) years where you or your organization has been involved in any matter related to you or your organization’s professional activities.

**Tab 9** Other Information

Provide any information that will provide insight to the County about the qualifications, fitness and abilities of the proposer. This information should be succinct.

**Section 1.14.2**            **Price Proposal**

The Proposer shall organize its proposal into the following major sections.

**Tab 1** Completed solicitation

Include a copy of a fully completed and signed RFP.

**Tab 2** Completed Pricing Back-up Section

Provide supporting documentation for the prices proposed sufficient to evaluate and determine price realism.

**Tab 3** Financial Stability

Each proposer shall certify and provide a statement that it is financially stable and have the necessary resources, human and financial, to provide the services at the level required by County. Each proposer shall be prepared to supply a financial statement upon request, preferably a certified audit, but a third party prepared financial statement and the latest D & B report will be accepted. The County reserves the right to use a third-party company to verify financial information provided in each proposal. If a subcontractor or joint venture arrangement is being proposed, provide similar information for those participants in the proposal.

**Tab 4** Other Information

Provide any information that will provide insight to the County about the financial qualifications, fitness and stability of the proposer. This information should be succinct.

**Section 1.15 Delivery of Solicitation 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 (FedEx, 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 Office of Procurement Services prior to the date and time established within the solicitation. A response will not be considered for award if received in the Office of Procurement Services after the official due date and time regardless of when or how it was received by the Lake County Clerk of Court Mail Receiving Center. 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 due date of the solicitation.

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 441  
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 FedEx, UPS, or a private courier, please send it to:

LAKE COUNTY PROCUREMENT SERVICES  
MAIL RECEIVING CENTER  
32400 COUNTY ROAD 473  
LEESBURG, FL 34788

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

### **Section 1.16 Accident Prevention and Barricades**

Precautions shall be exercised at all times for the protection of persons and property. All vendors performing services under this contract shall conform to all relevant Federal, State and County regulations during the course of such effort. Any fines levied by the above mentioned authorities for failure to comply with these requirements shall be borne solely by the responsible vendor. Barricades shall be provided by the vendor when work is performed in areas traversed by persons, or when deemed necessary by the County Project Manager.

### **Section 1.17 Availability of Contract to Other County Departments**

Although this solicitation is specific to a County Department, it is hereby agreed and understood that any County department or agency may avail itself of this contract and purchase any and all items specified herein from the vendor(s) at the contract price(s) established herein. Under these circumstances, a contract modification shall be issued by the County identifying the requirements of the additional County department(s).

### **Section 1.18 Certificate of Competency/Licensure, Permits, and Fees**

Any person, firm, corporation or joint venture that submits an offer in response to a County solicitation shall, at the time of such offer, hold a valid Certificate of Competency or appropriate current 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 sub-contractor(s) or vendor(s) hired by the prime/responding vendor, an applicable Certificate of Competency/license issued to the sub-contractor(s)/hired vendor(s) shall be submitted with the prime/responding vendor's offer; provided, however, that the County may at its option and in its best interest allow the prime/responding vendor to supply the sub contractor(s)/hired vendor(s) certificate/license to the County during the offer evaluation period. The prime/responding vendor is responsible to ensure that all required licenses, permits, and fees (to include any inspection fees) required for this project are obtained and paid for, and shall comply with all laws, ordinances, regulations, and building or other code requirements applicable to the work contemplated herein. Damages, penalties, and/or fines imposed on the County or the vendor for failure to obtain required licenses, permits, inspection or other fees, or inspections shall be borne by the vendor.

**Section 1.19 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).

**Section 1.20 Local Office Shall be Available**

The vendor shall maintain an office within the geographic boundaries of Central Florida (defined as Lake (preferred), Osceola, Orange, Seminole, Volusia, Marion, Polk and Sumter Counties). This office shall be staffed by a competent company representative who can be contacted during normal working hours and who is authorized to discuss matters pertaining to the contract.

The County reserves the right to perform an inspection of the local office during the offer evaluation period, and any time during the term of the contract, and to use this inspection as a means for determining the vendor to which award will be made under this solicitation. The acceptability of the size, location, and overall functionality of the service facility shall be determined by the County in consideration of the contract requirements. The County's best interests shall prevail in this regard, and the decision of the County in this regard shall be final.

**Section 1.21 Special Notice to Vendors Regarding Federal and/or State Requirements**

Upon award of a contract resulting from this solicitation, the vendor shall utilize the U.S. Department of Homeland Security's E-Verify system in accordance with the terms governing use of the system to confirm the employment eligibility of:

- 1) All persons employed by the vendor during the term of the contract to perform employment duties within Lake County; and
- 2) All persons, including subcontractors, assigned by the vendor to perform work pursuant to the contract.

**MICROSURFACING, CRACK SEALING AND RELATED SERVICES****GENERAL**

1. The vendor shall be experienced with the type of work requested in this solicitation in order to complete the tasks assigned in accordance with the specifications within this document, and as directed by the Project Manager. The vendor shall have the ability and the equipment to complete all work within the specified time.
2. A pre-construction meeting shall be held within twenty (20) calendar days after receipt of the signed Project Order Form. The attendance of the vendor's project superintendent, and the project foremen for both the crack sealing and microsurfacing crews are required, as well as any others as appropriate to discuss such topics as, but not limited to: schedules, processing of invoices, project limits, maintenance of traffic, subcontractor use (if applicable), and to establish a working understanding among all parties as to the scope of work.
3. The vendor shall provide a performance and payment bond as outlined in Attachment 4, Public Works Additional Terms and Conditions, Section 18, Paragraph B, Performance/Payment Bond, for the amount stated on the project order form. The vendor shall also provide the required fee to record the performance and payment bond in the public records of Lake County.
4. The Procurement Services Office shall issue a Purchase Order based on the microsurfacing project sheet and the crack seal estimating forms, incorporating the price for the work to be done. The County shall issue two (2) separate notice to proceeds to the vendor indicating the start and the finish dates for the crack seal portion of the project and the microsurfacing portion of the project.
5. The vendor shall have sixty (60) calendar days from the issuance of the notice to proceed to complete the crack seal work.
6. The vendor shall have ninety (90) calendar days from the issuance of the notice to proceed to complete the microsurfacing portion of the work.
7. The vendor shall provide to the Project Manager a complete schedule detailing each phase of the work. It shall be the vendor's responsibility to communicate to the Project Manager any variance of this schedule when it occurs.
8. It shall be the responsibility of the vendor to make a video of all current conditions such as, but not limited to: driveways, road intersections, vegetation, etc., before any work starts. The vendor shall focus on any deficient conditions present at the time of the recording. The date and time shall be recorded on the video at the time it is being created. A copy of this video shall be supplied to the Project Manager before the commencement of any work outlined on the Project Order Form.
9. Any spoils created from these operations shall become the property of the vendor. It shall be the responsibility of the vendor to dispose of these spoils at no expense to the County. If the vendor intends to dispose of the spoils on private property, the vendor shall supply to the Project Manager an original letter of consent from the property owner. This letter shall state that they have agreed that the spoils can be deposited on their property, and shall contain the owners' name, property address, telephone number, and the signature of the owner.

10. The vendor is responsible for all supervision and management of the work. It shall be the vendor's responsibility to keep on site at all times during its work a competent superintendent who shall not be replaced without written notice to the Project Manager. The superintendent will be the vendor's representative at the site and shall have authority to act on behalf of the vendor. All communications given to the superintendent shall be as binding as if given to the vendor.
11. The vendor will provide competent and qualified personnel to perform the work as required by the contract specifications. The vendor shall, at all times, maintain good discipline and order at the work site. The vendor shall provide a list of all foremen and supervisors who will perform the work, to include twenty-four (24) hour emergency telephone numbers. The County may require that the vendor remove from the work site any of the vendor's personnel that the Project Manager determines to be incompetent, careless or otherwise objectionable. Upon receipt of the written notice, the vendor shall remove the cited personnel immediately. No request for time extensions will be granted for the removal of any cited personnel.

## **TECHNICAL REQUIREMENTS**

### **SHOULDER/SURFACE PREPARATION**

1. All roadways shall have the vegetation from the edge of pavement cut back and removed prior to the placement of the crack seal and the microsurfacing. This area shall include any vegetation existing on the surface of the pavement and shall extend three (3) inches past the edge of the pavement. It shall be the responsibility of the vendor to remove any excess spoils created by this operation. NO SPOILS created from the removal of the vegetation shall be left in the adjacent yards. Any unsightly clumped vegetation or debris shall be removed by the vendor. No windrows shall be left. The vendor shall rake or sweep all material and remove if necessary.
2. At no time during the process of removing the vegetation from the edge of pavement shall the vendor create a shoulder drop off that is more than one (1) inch measured from the top surface of the asphaltic concrete at the edge of pavement. If it is determined that the vendor has created an excessive drop off, it shall be their responsibility to restore the area so that there is no more than a one (1) inch drop off. If an area is to be left overnight with the excessive drop off, the vendor shall install flashing lighted barricades marking the hazard.
3. Any standard cleaning method will be acceptable with the exception of blowers. Blowers shall only be used with the approval of the Project Manager.
4. The unit cost for shoulder/surface preparation shall be included in the proposal price for installing crack seal and the microsurfacing as proposed in sections one (1) and two (2) of Section 4 – Pricing/Certifications/Signatures. No mobilization shall be charged for this operation, and the cost provided shall include, but not be limited to: mobilization, Maintenance of Traffic (MOT), equipment, labor, etc.

### **VEGETATION REMOVAL**

1. Vegetation growing through the surface of the roadway that is being prepared for crack sealing or microsurfacing shall be removed and sterilized by use of propane torch unit eliminating all vegetation, dirt, moisture and seeds. At the option of the vendor, an herbicide may be applied prior to the surface treatment application. This shall be applied far enough ahead of the surface treatment application to sufficiently give the vegetation enough time to properly brown so that

when completing the final sweeping before surface treatment no vegetation is left. The method of removal is subject to the approval of the Project Manager.

2. If a chemical herbicide is used, it shall be applied according to the manufacturer's specifications. The vegetation shall be totally browned before the crack seal and the microsurfacing is installed. The person applying the herbicide shall have, or be under the supervision of someone that has the proper State of Florida Pesticide Applicators License. A copy of this license shall be supplied to the Project Manager upon request. A log of all herbicides shall be kept and a copy shall be supplied to the Project Manager. This log shall contain the following information:
  - a. The type of herbicide
  - b. The manufacturer of the product
  - c. The mixture rate used
  - d. The application rate used
  - e. The application location
  - f. The application date and time
  - g. The weather conditions at the time of the application
3. The cost of removing vegetation by either the propane torch or the chemical herbicide treatment shall include, but not be limited to: mobilization, MOT, herbicide, labor, etc., and shall be included in the overall cost of the paving operation.

## CRACK SEALING

### 1. References

All reference standards and specifications shall be the current issue or latest revision on the notice to proceed issue date. These specifications herein are in addition to the following standards, specifications, or publications listed below:

- a. ASTM D5329: Standard Test Method for Sealants and Fillers, Hot Applied, For Joints and Cracks in Asphaltic and Portland Cement Concrete Pavements.
- b. ASTM D3111: Standard Test Method for Flexibility Determination of Hot-Melt Adhesives by Mandrel Bend Test Method.
- c. ASTM D113: Standard Test Method for Ductility of Bituminous Materials.
- d. ASTM D2669: Standard Test Method for Apparent Viscosity of Petroleum Waxes Compounded with Additives (Hot Melts).
- e. ASTM D4: Standard Test Method for Bitumen Content.
- f. ASTM D6690: Standard Specification for Joint and Crack Sealants, Hot Applied, for Concrete and Asphalt Pavements.

### 2. Submittals

- a. The vendor shall submit to the Project Manager the manufacturer's specification sheets and suggested installation procedures for the crack seal and the blotting material product that the vendor intends to use.
- b. A log sheet shall be maintained during the crack seal operations to quantify the amount of product that is installed. These logs shall be used to verify the amount of crack seal that has been installed and invoiced. This log sheet shall be supplied to the Project Manager at the close of business each day. No new work shall start on the following day until the

Project Manager receives the daily log. A copy of this log can be faxed or emailed to the Project Manager. A minimum of the following information shall be recorded:

1. Date, time and the amount of crack seal added to the melter.
  2. The lot number from each box of crack seal added to the melter.
  3. Road name, date, time application process starts, amount installed, time application process ends.
  4. Weather conditions at the time of installation.
  5. A running total of all crack seal used to date.
- c. The vendor shall provide the Project Manager with tickets and the corresponding actual lot numbers removed from the boxes, showing the actual gallons used for each road.
3. Materials
- a. The vendor shall use Crafcro PolyFlex Type 3, product # 34521 or equivalent crack sealer. It shall be an asphalt-based product designed to be used to fill cracks and joints in asphalt. The product shall have the ability to seal out water.
  - b. When required, the blotting material shall be a product such as Crafcro Detack, cement dust, or equivalent.
4. Equipment
- a. Equipment used to install the sealant shall be as specified by the manufacturer and shall have the ability to maintain the proper temperature of the sealant throughout the sealing process. This heating unit shall be a jacketed double boiler melter and shall be equipped with an agitation system. The applicator hose shall have a recirculation system to be equipped with a temperature controlled heating system. Pouring pots or gravity-fed sealant applicators shall not be used for sealing cracks and joints.
  - b. The compressor shall have a capacity of 75 CFM or more, to ensure an adequate supply of air to effectively clean the cracks and joints. Any pneumatic tool lubricator must be bypassed and a water separator/filter must be installed at the hose inlet connection to keep water and oil out of the lines.
  - c. A hot compressed air lance can be used to clean, dry, and pre-heat cracks and joints prior to applying sealant. The air lance shall consist of a compressor propane system providing a high temperature, high velocity blast of air.
5. Work Methods
- a. All cracks or joints that are greater than one-quarter (1/4) inch shall be properly prepared and sealed using the following crack sealing specifications.
  - b. All homeowners and businesses affected by the operation shall be notified by the vendor at least one (1) week and again one (1) day in advance of the surface treatment application. Door hangers shall be used for the notification. The Project Manager will approve this notification before it is placed. The vendor may also be required to place suitable temporary signs prior to work starting. Should work not occur on the specified day, a new notification shall be distributed to all residents affected by the delay. The

notification shall be in the form of a written posting, stating the time and date that the surface treatment application will take place.

- c. No sealant shall be installed unless the ambient and pavement temperatures are forty degrees (40°) and rising. There shall be no fog and no chance of rain. If rain or fog delays the sealing operation, the cracks and joints shall be allowed to dry and shall have additional cleaning as required to remove any debris that may have been washed into the cracks or joints. The cracks and joints shall be completely dry before the seal treatment can resume. The vendor may use the Hot Compressed Air Lance method of cleaning and drying the cracks and joints with the approval of the Project Manager. The vendor shall ensure the existing asphaltic concrete surface is not overheated if this method is used.
  - d. All cracks and joints shall be cleaned free of all deleterious materials, including any dust, old sealant, and organic material by using high-pressure air. All cracks and joints are to be clean and sufficiently dry before any crack sealing material is applied. All old material and other debris removed from the cracks and joints shall be removed from the pavement surface immediately. Any cracks and joints that are not sealed the same day they are prepared shall be blown out with high-pressure air before the sealing operation continues. The vendor shall limit the amount of dust created from this operation.
  - e. The temperature of the sealant shall be heated/maintained using the manufacturer's recommended procedures. The sealant compound shall be melted slowly with constant agitation until it is in a lump-free, free-flowing state, and within the temperature range recommended for application by the manufacturer. Care shall be taken to ensure that the sealant is not heated above the recommended maximum temperature or for longer than the recommended time. The Project Manager shall have the right to reject the product if it is determined that this has occurred.
  - f. The sealant shall be applied in the crack or joint uniformly from the bottom to the top and shall be filled without formation of entrapped air or voids. The level of the sealant shall be even with the surface of the asphaltic concrete. At no time shall the sealant be recessed more than one-eighth (1/8) inch below or raised one-sixteenth (1/16) inch above the adjacent surface. A squeegee may be used to remove excess sealant from the pavement surface when a crack or joint is overfilled. At no time shall the sealant overburden be more than one (1) inch from the crack or joint edges.
  - g. A blotting material shall be broadcast or sprayed over the fresh sealant to prevent it from being picked up and tracked. Any excessive or spilled sealer shall be removed by the vendor using approved methods.
  - h. The vendor shall be responsible for any claims of crack seal tracking. If there is a claim, the vendor shall be responsible for applying more blotting material as necessary and addressing the tracked material by either removing or repairing the item that was affected.
6. Method of Measurement
- a. The measurement shall be made by the actual amount of gallons of crack seal applied to complete the project, and shall be supported by the submittals as outlined in the Submittals Section of the Crack Seal specifications. The amount of crack sealer shall be reported and invoiced for each road.

- b. Before any crack seal is placed, the Project Manager must be present for the calibration of the equipment to verify the amount of crack seal material in the melter. Any existing material in the melter must be supported by the lot numbers removed from the boxes and verified by the Project Manager.

#### 7. Basis of Payment

- a. Crack sealing shall be based on a price per gallon and vendor pricing shall be based on the actual quantity of crack seal placed to complete a project, not on the not-to-exceed amount shown on the crack seal estimating form. The unit price as shown in the crack-sealing portion of Section 4 – Pricing/Certifications/Signatures shall be all inclusive to include, but not be limited to: mobilization, cleaning, sealing, MOT, and any other incidentals required to provide the County with a final product that will meet the specifications as described.
- b. The vendor shall be compensated only for the crack seal material quantities that are added to the melter and are supported by the required log sheets and associated lot numbers removed from the boxes.

#### 8. Deficiencies and Repairs

- a. Where the sealant settles in the crack or joint lower than one-eighth (1/8) inch below the adjacent asphaltic concrete surface, the surface of the sealant shall be cleaned and more sealant shall be installed to meet the specifications. The vendor shall be responsible to remove any excess material that is greater than one-sixteenth (1/16) inch above the adjacent asphaltic concrete.
- b. The sealant shall be removed at the Project Manager's discretion, and resealed if any of the following occur:
  - 1. The sealant contains imbedded foreign material other than dusting material.
  - 2. The sealant contains entrapped air bubbles.
  - 3. The sealant has de-bonded or pulled away from the crack or joint.
  - 4. The sealant has been excessively heated.

### MICROSURFACING

#### 1. Description

- a. The microsurfacing shall be applied after the crack seal has cured for a minimum of 30 calendar days for each individual road. This time shall be per the manufacturer's specifications or as directed by the County. The vendor and the County shall mutually agree upon the start date of the microsurfacing.
- b. The mix should be capable of being spread in variable thickness cross-sections (wedges, ruts, scratch courses and surfaces) which, after curing and initial traffic consolidation, resist compaction throughout the entire design tolerance range of bitumen content and variable thickness to be encountered. The end product should maintain a friction-

resistant surface (high wet friction co-efficient) in variable thick sections throughout the service life of the microsurfacing. The cure time shall vary from job to job and therefore it shall be evaluated on an individual job basis. The vendor shall determine when the road is to be opened. Proper traffic control shall be maintained for the duration of the road closure. At no time shall a road be closed without a person from the vendor stationed at each end and each crossroad of the road that is closed.

## 2. Submittals

- a. Before the work commences, the vendor shall submit a signed mix design covering the specific materials to be used on the project. This design will be performed by an *independent laboratory* that has experience in designing microsurfacing mixtures and has been approved by Lake County. After the mix design has been approved, no substitutions will be permitted, unless approved by the Project Manager. The International Slurry Seal Association (ISSA) can provide a list of laboratories experienced in microsurfacing design.
- b. A copy of the resident/business notification shall be supplied for approval.
- c. The vendor shall supply to the County the supplier name and contact information, tickets, and bill of lading for:
  1. Emulsion
  2. Surfactant
  3. Latex
  4. Aggregate; include the mine from where it originated
- d. A log of activity shall be maintained by the vendor. This log sheet shall be supplied to the Project Manager at the close of business each day. No new work shall start on the following day until the Project Manager receives the daily log. A copy of this log can be faxed or emailed to the Project Manager. A minimum of the following information shall be recorded:
  1. Date and time of installation
  2. Road name
  3. Tanker number from where the emulsion originated
  4. Square yards completed
  5. Amount of product installed

## 3. Emulsion

- a. The emulsified asphalt shall be a quick-traffic, polymer modified asphalt emulsion conforming to the requirements specified in AASHTO M208 or ASTM D2397 for CSS-1H, with the following exceptions:

AASHTO No.	ASTM No.	Test on Residue	Specification
T 59	D 6930	Settlement and Storage Stability of Emulsified Asphalts, 24-h	1 % Maximum
T 59	D 6997	Distillation of Emulsified Asphalt <sup>1</sup>	62% Minimum

Tests on Emulsified Asphalt Residue			
T 53	D 36	Softening Point of Bitumen (Ring and Ball Apparatus)	135 °F (57°C) Minimum
T 49	D 5	Penetration of Bituminous Materials at 77°F (25°C)	40 - 90 <sup>2</sup>

<sup>1</sup>The temperature for this test should be held at 350 °F (177°C) for 20 minutes.

<sup>2</sup>The climatic conditions should be considered when establishing this range.

- b. The polymer material shall be milled or blended into the asphalt or emulsifier solution prior to the emulsification process. The minimum amount and type of polymer modifier shall be determined by the laboratory performing the mix design. The minimum amount required will be based on asphalt weight content and will be certified by the emulsion supplier. Three percent (3%) polymer solids, based on asphalt weight, shall be considered the minimum.
  - c. Each load of emulsified asphalt shall be accompanied with a Certificate of Analysis/Compliance to assure that it is the same as that used in the mix design. A copy of this shall be supplied to the County Project Manager.
4. Aggregate
- a. The mineral aggregate used shall be the type and grade specified for the particular use of the microsurfacing. The aggregate shall be dolomitic limestone. The material shall be free from foreign matter and other deleterious substances. To assure the material is totally crushed, 100 percent (100%) of the parent aggregate will be larger than the largest stone in the gradation to be used.
  - b. The emulsified asphalt and emulsified asphalt residue shall meet the requirements of AASHTO M 208 or ASTM D 2397 for CQS-1h, with the following exceptions:

AASHTO No.	ASTM No.	Test on Residue	Specification
T 176	D 2419	Sand Equivalent	65 Minimum
T 104	C 88	Soundness of Aggregates by use of Sodium Sulfate of Magnesium Sulfate	15% Maximum using NA <sub>2</sub> SO <sub>4</sub> or 25% Maximum using MgSO <sub>4</sub>
T 96	C 131	Resistance to Degradation of Small-Size Course Aggregate	30% Maximum

- c. The abrasion test is to be run on the parent aggregate. The aggregate should meet state-approved polishing values. Proven performance may justify the use of aggregates that may not pass all of the above tests.
5. Gradation
- a. Only Type II gradation shall be used and it will be tested in accordance with AASHTO T27 (ASTM C136) and AASHTO T 11 (ASTM C 117), the target (mix design) aggregate gradation (including the mineral filler) shall be within one of the following bands:

Sieve Size	Type II Passing Percent Passing	Stockpile Tolerance
3/8 (9.5 mm)	100	
#4 (4.75 mm)	90 – 100	± 5%
#8 (2.36 mm)	65 – 90	± 5%
#16 (1.18 mm)	45 – 70	± 5%
#30 (600 um)	30 – 50	± 5%
#50 (330 um)	18 – 30	± 4%
#100 (150 um)	10 – 21	± 3%
#200 (75 um)	5 – 15	± 2%

- b. The job mix (target) gradation shall be within the gradation band for the desired type. After the target gradation has been submitted (this shall be the gradation that the mix design is based on), then the percent passing each sieve shall not vary by more than the stockpile tolerance shown in the above table for each individual sieve, and still remain within the gradation band. It is recommended that the percent passing shall not go from the high end to the low end of the range for any two consecutive screens.
- c. The stockpile shall be accepted based on five gradation tests according to AASHTO T2 (ASTM D75). If the averages of the five tests are within the gradation tolerances, then the materials will be accepted. If the tests show the material to be out of acceptable tolerances, the vendor will be given the choice to either remove the material or blend other aggregate with the stockpiled material to bring it into specification. Materials used for blending must meet the quality test specifications before blending, and must be blended in a manner to produce a consistent gradation. If blending is used, a new mix design shall be performed.
- d. If prior to delivery to the paving machine, there are any problems created by having oversized material in the mix, screening shall be required at the stockpile.

#### 6. Mineral Filler

Mineral filler, if required, shall be any recognized brand of non-air entrained Portland cement or hydrated lime that is free from lumps. The type and amount of mineral filler needed shall be determined by a laboratory mix design and will be considered as part of the aggregate gradation. An increase or decrease of less than one percent (1%) may be permitted when the microsurfacing is being placed if it is found to be necessary for better consistency or set times.

#### 7. Water

The water shall be potable and free of harmful soluble salts or reactive chemicals, or any other contaminants. The water shall be of such quality that the asphalt will not separate from the emulsion before the microsurfacing is in place on the surface. If necessary for workability, a set-control agent that will not adversely affect the microsurfacing may be used. It shall be submitted to the laboratory as part of the mix design.

## 8. Additives

Additives may be added to the emulsion mix or any of the component materials to adjust the break/set time. They must be included as part of the mix design and be compatible with the other components of the mix.

## 9. Mix Stability

The microsurfacing shall possess sufficient stability so that premature breaking of the material in the spreader box does not occur. The mixture shall be homogenous during and following mixing and spreading. It shall be free of excess water or emulsion and free of segregation of the emulsion and aggregate fines from the coarser aggregate. Under no circumstances shall water be sprayed directly into the lay-down box while laying microsurfacing material.

## 10. Mix Design

- a. The vendor shall submit to the Project Manager for approval a complete mix design prepared and certified by a laboratory. Compatibility of the aggregate, polymer-modified emulsion, mineral filler, and other additives shall be verified by the mix design. The mix design shall be evaluated with the same materials that the vendor will provide on the project. Recommended tests and values are as shown in the following table:

ISSA Test No.	Test	Specification
TB 113	Mix Time @ 77°F	Controllable to 120 Seconds Minimum
TB 139	Wet Cohesion @ 30 Minutes Minimum (set) @ 60 Minutes Minimum (traffic)	12 kg-cm Minimum 20 kg-cm or Near Spin Minimum
TB 100	Wet-Track Abrasion Loss One-Hour Soak Six-Day Soak	50 g/ft <sup>2</sup> (538 g/m <sup>2</sup> ) Maximum 75 g/ft <sup>2</sup> (807 g/m <sup>2</sup> ) Maximum
TB 109	Excess Asphalt by LWT Sand Adhesion	50 g/ft <sup>2</sup> (538 g/m <sup>2</sup> ) Maximum
TB 144	Classification Compatibility	11 Grade Points Minimum (AAA, BAA)

- b. The Wet Track Abrasion Test is performed under laboratory conditions as a component of the mix design process. The purpose of this test is to determine the minimum asphalt content required in a slurry seal system. The Wet Track Abrasion Test shall not be completed as a field quality control or acceptance test.
- c. The mixing test shall be used to predict how long the material can be mixed in the machines before it begins to break. It shall be used by the vendor for quality control of the end product. The mixing test and set-time test should be checked for all climatic conditions and at the highest temperatures expected during construction.
- d. The mix design shall report the quantitative effects of moisture content on the unit weight of the aggregate (bulking effect) according to AASHTO T19 (ASTM C29). The report must clearly show the proportions of aggregate, mineral filler (minimum and maximum),

water (minimum and maximum), additive usage, and polymer-modified asphalt emulsion based on the dry weight of the aggregate.

- e. All the component materials used in the mix design shall be representative of the materials proposed by the vendor to be used on the project. The percentages of each individual material required shall be shown in the laboratory report. Adjustments may be required during construction, based on field conditions. The Project Manager may give final approval for all such adjustments.
- f. The percentage of each individual material required shall be shown in the laboratory report. Based on field conditions, adjustments within the specific ranges of the mix design may be required.
- g. The component materials shall be designed within the following limits:

Component Materials	Limits
Residual Asphalt	5.5 to 10.5% (5) by dry weight of aggregate
Mineral Filler	0.0 to 3% by dry weight of aggregate
Polymer-Based Modifier	Minimum of 3% solids based on bitumen weight content
Additives	As needed
Water	As required to produce proper mix consistency

- h. The completed mixture, after addition of water and any set-control agent, shall be such that the microsurfacing mixture has proper workability and (1) will permit a traffic flow without pilot-car-assisted traffic control on the microsurfacing within one hour after placement, and (b) will prevent development of bleeding, raveling, separation or other distress within fifteen (15) days after placing the microsurfacing. However, when ambient temperatures are below 77°F traffic may not be permitted on the microsurfacing until it has sufficiently cured. The time for sufficient curing shall be mutually agreed upon between the vendor and the Project Manager.

## 11. Equipment

- a. The equipment used shall be specifically designed and manufactured to lay microsurfacing. The material shall be mixed by an automatic-sequenced, self-propelled microsurfacing mixing machine and shall be able to accurately deliver and proportion the aggregate, emulsified asphalt, mineral filler, control-setting additive, and water to discharge the mixed product on a continuous-flow basis. The machine shall have sufficient storage capacity for aggregate, emulsified asphalt, mineral filler, control additive, and water to maintain an adequate supply to the proportioning controls. It shall be the option of the vendor to use a continuous-flow mixing machine or a truck-mounted machine.
- b. Individual volume or weight controls for proportioning each material to be added to the mix (i.e., aggregate, mineral filler, emulsified asphalt, additive and water) shall be provided and properly labeled. These proportioning devices are to be used in material calibration and determining the material output at any time.
- c. Mixture shall be agitated and spread uniformly in the spreader box by means of twin-shafted paddles or spiral augers fixed in the spreader box. A front seal shall be provided

to ensure no loss of the mixture at the road contact point. The rear seal shall act as a final strike-off and shall be adjustable. The spreader box and rear strike-off shall be so designed and operated that a uniform consistency is achieved to produce a free flow of material to the rear strike-off. The spreader box shall have suitable means provided to side shift the box to compensate for variations in the pavement geometry. A secondary strike-off shall be provided to improve surface texture. The secondary strike-off shall have the same adjustments as the spreader box.

- d. Each mixing unit to be used in the performance of the work shall be calibrated in the presence of the Project Manager prior to construction. No machine will be allowed to work on the project until the calibration has been completed and/or accepted. If at any time a component is replaced that could affect the mixture rates, the machine shall be recalibrated.

## 12. Work Methods

- a. Microsurfacing shall not be applied if either the pavement or air temperature is below 50°F (10°C) and falling. No microsurfacing shall be applied when there is the possibility that the finished product will freeze within 24 hours. The mixture shall not be applied when weather conditions could prolong opening the road to traffic beyond a reasonable time. No work shall take place if it is raining or there is a chance of rain before the predicted break time.
- b. All homeowners and businesses affected by the operation shall be notified by the vendor at least one (1) week and again one (1) day in advance of the surfacing. Door hangers shall be used for the notification. The Project Manager will approve this notification before it is placed. The vendor may also be required to place suitable temporary signs prior to the work starting. Should work not occur on the specified day, a new notification shall be distributed to all residents affected by the delay. The notification shall be in a form of a written posting, stating the time and date that the surface treatment application will take place.
- c. At the discretion of the Project Manager, the vendor may be required to utilize Portable Changeable (Variable) Message Signs (PCMS, FDOT Index 670) for public notification of work. When a vendor is required to install a Portable Changeable (Variable) Message Signs (PCMS, FDOT Index 670), it shall be located at each end of the proposed work zone, unless directed otherwise by the Project Manager, two (2) days prior to construction and all during construction in order to inform residents and roadway users of the impending construction. The PCMS shall display lane closure information including but not limited to anticipated lanes to be closed, extent of lane closure (i.e. “Next 3 Miles”), daily hours of closure, and temporary speed restrictions. The vendor shall be compensated at the per day rate as specified on the bid sheet.

## 13. Surface Preparation

- a. Immediately prior to applying the microsurfacing, the surface shall be cleared of all loose material, silt spots, vegetation, and other objectionable material. Any standard cleaning method will be acceptable with the exception of blowers. Blowers shall only be used with the approval of the Project Manager. If water is used, cracks shall be allowed to dry thoroughly before applying microsurfacing. The Project Manager shall approve the

surface preparation prior to surfacing. No dry aggregate either spilled from the lay-down machine or existing on the road will be permitted.

- b. The vendor shall be responsible for removing raised pavement markings (RPM). The method of removal shall be left up to the vendor’s discretion. Any scaring or damage to the existing surface shall be repaired by the vendor at no additional cost to the County. This shall be part of the overall cost of the microsurfacing work and no additional cost will be passed on to the County.

14. Installation

- a. Tack coat shall not be required unless the surface to be covered is extremely dry and raveled or is concrete/brick. If required, the tack coat should consist of one part emulsified asphalt/three parts water and should be applied with a standard distributor. The emulsified asphalt should be SS or CSS grade that is compatible with the aggregate. The distributor shall be capable of applying the dilution evenly at a rate of 0.05 to 0.10 gal/yd<sup>2</sup> (0.19 to 0.38 l/m<sup>2</sup>). The tack coat shall be allowed to cure sufficiently before the application of microsurfacing. If a tack coat is to be required, it will be noted in the microsurfacing project form.
- b. Areas that cannot be reached with the mixing machine shall be surfaced using hand squeegees to provide complete and uniform coverage. If necessary, the area to be hand worked shall be lightly dampened prior to mix placement. Care shall be exercised to leave no unsightly appearance from handwork and the surface shall appear uniform with the machine surface. The same type of finish as applied by the spreader box shall be required. The cost for handwork shall be part of the overall unit price.
- c. When local conditions warrant, the surface shall be fogged with water ahead of the spreader box. The rate of application of the fog spray may be adjusted as the temperature, surface texture, humidity, and dryness of the pavement change.
- d. The microsurfacing mixture shall be of the proper consistency at all times, so as to provide the application rate required by the surface condition. The average application rate, as measured by the Project Manager, shall be in accordance with that shown in the following table and should be of the same consistency as the original mixture.

Aggregate Type	Application Rate
Type II Double	30 – 35 lb/yd <sup>2</sup>

- Application rates are affected by the unit weight of the aggregate.
- e. Microsurfacing shall be installed in two full-width passes in place of rut-filling when the rutting or deformation is not severe. The first pass (scratch course) is made using a metal or stiff rubber strike-off and applying only what the surface demands for leveling. The first course shall be applied at a rate of twelve to fifteen (12-15) lb/yd<sup>2</sup>. The second course is applied at eighteen to twenty (18-20) lb/yd<sup>2</sup>.
- f. There shall be no noticeable differences in the texture or color of the microsurfacing within one (1) hour after the “break” has occurred. The entire road appearance shall be uniform with no variations between pulls or lanes.

- g. No lumping, balling, or unmixed aggregate shall be permitted. No streaks, such as those caused by oversized aggregate, shall be left in the finished surface. If excess streaking develops, the job will be stopped until the vendor proves to the Project Manager that the situation has been corrected. Excessive streaking is defined as more than four drag marks greater than one-half (1/2) inch wide and four (4) inches long, or one (1) inch wide and three (3) inches long, in any twenty seven (27) yd<sup>2</sup> area.
- h. No transverse ripples, chatter, or longitudinal streaks of one-fourth (1/4) inch in depth will be permitted. This will be measured by placing a ten (10) foot straight edge over the surface.
- i. Care shall be taken to ensure straight neat lines along curbs and shoulders. No runoff of material or overrun of the spreader box on these areas will be permitted. When necessary, tape shall be placed on the edge of the curb to ensure a neat line. The microsurfacing should be feathered down at each curb.
- j. Lines at intersections will be kept straight to provide a good appearance. A suitable material shall be used to mask off the edge of the intersecting streets to provide straight lines. Unless otherwise noted, the microsurfacing shall be applied to the edge of travel way at the intersecting road. There shall be no more than two (2) inches horizontal variance at any intersection.
- k. Manholes, valve boxes, drop inlets and other service entrances shall be protected from the microsurfacing by a suitable method approved by the Project Manager. Thickness as measured at each of these items shall not exceed the thickness applied on the mainline.
- l. Construct longitudinal and transverse joints to appear neat and uniform without buildup, uncovered areas, or unsightly appearance. The vendor shall provide suitable-width spreading equipment to produce a minimum number of longitudinal joints throughout the project.
- m. Place longitudinal joints on lane lines with less than two (2) inch overlap on adjacent passes and no more than one-fourth (1/4) inches difference in elevation between the adjacent passes as measured with a ten (10) foot straight edge. Longitudinal joints shall not vary by more than two (2) inch horizontal variance in any ninety-six (96) feet of length. No excess buildup, uncovered areas, or unsightly appearance shall be permitted on longitudinal lines. Half passes and odd-width passes will be used only in minimum amounts. If half passes are used, they shall not be the last pass of any paved area. When possible, longitudinal joints shall be placed on lane lines.
- n. Traverse joints shall be smooth to avoid creating a bump in the surface. The joint shall have no more than one-fourth (1/4) inch difference in elevation when measured by placing a ten (10) foot straight edge over the joint and measuring the elevation drop-off. The edge shall be kept straight with no more than one (1) inch variance within twelve (12) feet.
- o. The newly installed microsurfacing edges shall be kept even with the edge of the road. No excessive runoff or run out shall be allowed. No dry aggregate that has been spilled from the lay-down machine, or is existing on the road will be permitted.

- p. Apply the mixture in a manner to fill cracks, shallow potholes, and minor surface irregularities and achieve a uniform surface without causing skips, lumps, or tears. The microsurfacing shall be of the desired consistency upon leaving the mixer. A sufficient amount of material shall be carried in all parts of the spreader at all times so that a complete coverage is obtained. Overloading of the spreader shall be avoided.
- q. All areas, such as walkways, curbs, gutters, and intersections shall have the microsurfacing mix removed as specified by the Project Manager. The vendor shall, on a daily basis, remove any debris associated with the performance of the work.

#### 15. Method of Measurement

The method of measurement and payment shall be based on a per square yard (SY) basis of material for the microsurfacing material as specified on the microsurfacing project form. All preparation, installation, equipment, labor and any other incidental cost associated with the service shall be included with the per square yard price.

#### 16. Basis of Payment

Payment shall be full compensation for furnishing all equipment, materials, labor, maintenance of traffic, mobilization, demobilization, and all incidentals necessary to complete all microsurfacing operations as specified. The vendor shall be compensated at the unit price as specified on the project order form, less any liquidated damages or inspection fees as assessed.

#### 17. Deficiencies and Repairs

- a. If any of the microsurfacing material installed is thought to be deficient, the County may at its option choose to have testing done by an independent laboratory. If from this testing it is determined that the product installed meets the specifications within this contract than the County shall assume the expense of the tests. If it is determined that the product is deficient and does not meet the requirements of the specifications herein, the vendor shall be responsible for the testing.
- b. The vendor shall be responsible for repairing or replacing any areas that are found to be deficient in items such as but not limited to proper thickness, flushing, bleeding, delamination, edge lines out of specifications.
- c. The vendor shall use only microsurfacing for repairs of deficiencies or warranty repairs. Permanent repairs shall be accomplished by applying a full lane width pass over a minimum lineal length of fifty (50) feet from each end of the deficient area, or as directed by the Project Manager.

#### 18. Traffic Stripes and Markings

- a. The vendor shall install all painted traffic stripes and markings prior to the removal of the MOT. This striping shall be maintained by the vendor throughout the duration of the work and shall be in place at the end of each workday. Should it not be possible for the vendor to install the pavement markings as prescribed, the vendor shall supply suitable traffic control measures per the Manual of Uniform Traffic Control Devices (MUTCD), 2009 Edition (or latest edition). This shall include, but not be limited to: warning signs,

channelizing devices, and delineation to indicate the required travel ways in temporary traffic control zones. If the vendor wishes to provide MOT in another manner, the plan shall be submitted in writing and be approved by the Project Manager prior to implementation. Lake County shall accept only water borne non-lead type paint.

- b. All striping shall comply with the Florida Department of Transportation Standard Specifications for Road and Bridge Construction, 2014 Edition (or latest edition), Section 710, PAINTED PAVEMENT MARKINGS. The vendor should pay special attention to Section 710-4.3 concerning the retroreflectivity. The minimum retroreflectance of white pavement markings shall not be less than 300 mcd/lx-m<sup>2</sup> and the minimum retroreflectance of yellow pavement markings shall not be less than 250 mcd/lx-m<sup>2</sup>.
  - c. It is the responsibility of the vendor to ensure the current striping layout is recorded before the resurfacing activity is started. The same striping layout shall be installed on the new microsurfacing unless the County supplies the vendor with a new striping pattern. If the vendor does not install the correct striping pattern, it shall be the vendor's responsibility to remove the markings by the method approved by the County. The vendor shall be responsible for the cost of the removal and replacement of the correct pattern. If the road surface is damaged during this removal process, the vendor shall be responsible to repair the road surface to the County's satisfaction at the vendor's expense.
  - d. Hand liners shall be used only for transverse, taper, or gore sections of pavement striping and markings. Hand liners shall not be used for long line pavement stripes that are longer than two hundred (200) linear feet unless the stripes are part of a taper or gore area or an intersection lane line that cannot be installed with a truck mounted applicator. The vendor shall self-inspect all road markings using the May 27, 2005 Florida Method of Test for Traffic Striping Retroreflectivity Designation: FM 5-579 (or latest edition) now in force or hereafter adopted, to test and certify width, thickness, color and retroreflectivity. The vendor shall submit the results to the County on a reporting form pre-approved by the Project Manager.
  - e. The County shall review the submitted test results and if the County deems necessary, conduct their own test on any portion of the completed road using the May 27, 2005 Florida Method of Test for Traffic Striping Retroreflectivity Designation: FM5-579 (or latest edition) now in force or hereafter adopted, to test and certify retroreflectivity, width, thickness and color. The County shall notify the vendor of any deficiencies. The vendor shall correct all deficiencies before final acceptance and payment is made. The County's tests shall be final and binding.
  - f. All striping operations shall include, but not be limited to: mobilization, MOT, equipment, labor and any other incidental charges associated with the operation.
19. Public Notification of Work
- a. At the discretion of the County, the vendor may be required to utilize Portable Changeable (Variable) Message Signs (PCMS) for public notification of work. The PCMS shall comply with the Florida Department of Transportation Standard Specifications for Road and Bridge Construction, 2014 Edition (or latest edition), Section 990, TEMPORARY TRAFFIC CONTROL DEVICES MATERIALS. Unless otherwise directed by the Project Manager, the vendor shall be required to install the PCMS's at each end of the proposed work zone three (3) days prior to and throughout the duration of

all construction. The PCMS shall display lane closure information including, but not limited to: anticipated lanes to be closed, extent of lane closure (i.e. “Next 3 Miles”), and daily hours of closures. The costs associated with the PCMS shall be charged per unit/per day as indicated on the pricing section.

- b. The installation and removal of any PCMS shall include, but not be limited to: mobilization, MOT, equipment, labor and any other incidental charges associated with the operation.
20. Work Traffic Supervisor
- a. The vendor shall have a Worksite Traffic Supervisor that shall be responsible for all MOT by installing and maintaining all traffic control devices as described in Florida Department of Transportation Standard Specifications for Road and Bridge Construction, 2014 Edition (or latest edition), Section 102 and Section 105, MAINTENANCE OF TRAFFIC.
  - b. The Worksite Traffic Supervisor shall review the project on a day-by-day basis as well as being involved in all changes relating to traffic control devices and traffic patterns. This person shall handle traffic related situations and have access to all resources needed to maintain traffic control. This person shall be available in case of emergencies twenty-four (24) hours per day and shall be able to respond to the site within forty-five (45) minutes after notification.
  - c. Failure of the Worksite Traffic Supervisor to comply with the provisions of Sections 102 or 105 of the Florida Department of Transportation Standard Specifications for Road and Bridge Construction, 2014 Edition (or latest edition), may be grounds for this person being removed from the project, the vendor shall provide a replacement with someone that is properly trained. Failure to maintain a designated Worksite Traffic Supervisor or failure to comply with these provisions shall result in temporary suspension of all activities except MOT, erosion control, and other activities deemed to be necessary for project maintenance and safety.
  - d. The costs associated with the Worksite Traffic Supervisor shall be included in the overall cost of all operations needed to complete the work as outlined within these specifications.

**3.1 DEFINITIONS**

**Addenda:** A written change to a solicitation.

**Contract:** The agreement to perform the services set forth in this document signed by both parties with any addenda and other attachments specifically incorporated.

**Contractor:** The vendor to whom award has been made.

**County:** Shall refer to Lake County, Florida.

**Modification:** A written change to a contract.

**Proposal:** Shall refer to any offer(s) submitted in response to a Request for Proposal.

**Proposer:** Shall refer to anyone submitting an offer in response to a Request for Proposal.

**Request for Proposal (RFP):** Shall mean this solicitation documentation, including any and all addenda. An RFP involves evaluation of proposals, and award may be made on a best value basis with price, technical, and other factors considered.

**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 Request for Proposal (RFP) that the words “shall”, “must”, or “will” indicate an essential requirement or condition which may not be waived.

**3.2 INSTRUCTIONS TO PROPOSERS****A. Proposer 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 proposals. 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 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 work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 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 five (5) working days prior to the proposal due date. Such inquiries or request for information shall be submitted to the procurement representative in writing and shall contain the requester’s name, address, and telephone number. The Procurement Services office may issue an addendum in response to any inquiry received, which changes or clarifies the terms,

provisions, or requirements of the solicitation. The proposer 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 proposer’s responsibility to ensure receipt of all addenda and any accompanying documentation. Failure to acknowledge each addendum may prevent the proposal from being considered for award.

**D. Contents of Solicitation and Proposers’ Responsibilities**

The proposer shall become thoroughly familiar with the requirements, terms, and conditions of this solicitation. Pleas of ignorance of these matters by the proposer of conditions that exist or may exist will not be accepted as a basis for varying the requirements of the County, or the compensation to be paid.

**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 Proposals**

1. Changes to Proposal- Prior to the scheduled due date, a proposer may change its proposal by submitting a new proposal 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 proposal.

2. Withdrawal of Proposal – A proposal shall be irrevocable unless the proposal is withdrawn as provided herein. A proposal may be withdrawn, either physically or by written notice, at any time prior to the proposal due date. If withdrawn by written notice, that notice must be addressed to, and received by, the designated procurement representative prior to the designated receipt date and time. A proposal may also be withdrawn after expiration of the designated acceptance period, and prior to award, by submitting a letter to the designated procurement representative. The letter must be on company letterhead and signed by an authorized agent of the proposer.

**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 Proposal 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 proposal due 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 proposer may offer cash discounts for prompt payments; however, such discounts will not be considered in determining the lowest price during proposal evaluation.

**3.3 PREPARATION OF PROPOSALS**

- A. The Pricing Section of this solicitation defines requirements of items to be purchased, and must be completed and submitted with the proposal. Use of any other form or alteration of the form may result in rejection of the proposal
- B. The proposal submitted must be legible. Bidders shall use typewriter, computer or ink. All changes 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 proposers firm must sign the proposal. **FAILURE TO SIGN THE PROPOSAL MAY**

**BE CAUSE TO REJECT THE PROPOSAL.**

- D. The proposer may submit alternate proposal(s) for the same solicitation provided that such offer is allowable under the terms and conditions. The alternate proposal must meet or exceed the minimum requirements and be submitted as a separate proposal marked "Alternate Proposal".
- E. When there is a discrepancy between the unit prices and any extended prices, the unit prices will prevail.
- F. Any proposal received after the designated receipt date through no fault or error of the County will be considered late, and, except under the most exceptional circumstances, may not be considered for award

**3.4 COLLUSION**

Where two (2) or more related parties, as defined herein, each submit a proposal for the same contract, such proposals shall be presumed to be collusive. Related parties shall mean proposer or the principals thereof which have a direct or indirect ownership interest in another proposer for the same contract or in which a parent company or the principals thereof of one proposer have a direct or indirect ownership interest in another proposer for the same contract. Furthermore, any prior understanding, agreement, or connection between two (2) or more corporations, firms, or persons submitting a proposal for the same materials, supplies, services, or equipment shall also be presumed to be collusive. Proposals found to be collusive shall be rejected. Proposers which have been found to have engaged in collusion may be considered non-responsible, and may be suspended or debarred. Any contract resulting from collusive bidding may be terminated for default.

**3.5 PROHIBITION AGAINST CONTINGENT FEES**

The vendor warrants that they have not employed or retained any company or person, other than a bona fide employee working solely for the vendor to solicit or secure the contract and that they have not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the vendor, any consideration contingent upon or resulting from the award or making of the contract.

**3.6 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 County Attorney prior to submittal of a response 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.

**3.7 INCURRED EXPENSES**

This RFP 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 proposer in preparing and submitting a proposal, or any cost or expense incurred by any proposer prior to the execution of a purchase order or contract.

**3.8 COUNTY IS TAX-EXEMPT**

When purchasing on a direct basis, the County is generally exempt from Federal Excise Taxes and all State of Florida sales and use taxes. The County will provide an exemption certificate upon request by the seller for such purchases. 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.

**3.9 PROPRIETARY/CONFIDENTIAL INFORMATION**

Proposers are hereby notified that all information submitted as part of a proposal will be available for public inspection in compliance with Chapter 119 of the Florida Statutes (the "Public Record Act"). The proposer should not submit any information in response to this RFP which the proposer 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 from release of the submitted information unless such information is

exempt or confidential under the Public Records Act.

**3.10 CANCELLATION OF SOLICITATION**

The County reserves the right to cancel, in whole or in part, any solicitation when doing so reflects the best interest of the County.

**3.11 AWARD**

- A. The contract resulting from this solicitation may be awarded to the responsible proposer which submits a proposal determined to provide the best value to the County with price, technical, and other applicable factors considered. The County reserves the right to reject any and all proposals, to waive 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 proposals 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. 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 proposer's site or hold a pre-award qualification hearing to determine if the proposer is capable of performing the requirements of this solicitation.
- E. The proposer's performance as a prime contractor or subcontractor on previous County contracts shall be taken into account in evaluating the responsibility of a proposer that submitted a proposal under this solicitation.
- F. Any tie situations will be resolved in consonance with current written procedure in that regard.
- G. 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.
- H. A vendor wishing to protest any award decision resulting from this solicitation shall do so as set forth in the County's Purchasing Procedure Manual.

**3.12 GENERAL CONTRACT CONDITIONS**

The contract shall be binding upon and shall inure to the benefit of each of the parties and of their respective successors and permitted assigns. The contract may not be amended, released, discharged, rescinded or abandoned, except by a written instrument duly executed by each of the parties hereto. The failure of any party hereto at any time to enforce any of the provisions of the contract 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 the contract. Any dispute arising during the course of contract performance that is not readily rectified by coordination between the vendor and the County user department shall be referred to Procurement Services office for resolution.

**3.13 OTHER AGENCIES**

With the consent of the vendor, other agencies may make purchases in accordance with the contract. Such purchases shall be governed by the same terms and conditions as stated herein with the exception of the change in agency name.

**3.14 CONTRACT EXTENSION**

The County has the unilateral option to extend a contract for up to ninety (90) calendar days beyond the current contract period. In such event, the County will notify the vendor(s) in writing of such extensions. The contract may be extended beyond the initial ninety (90) day extension upon mutual agreement between the County and the vendor(s). Exercise of the above options requires the prior approval of the Procurement Services Manager.

**3.15 WARRANTY**

All warranties express and implied, shall be made available to the

County for goods and services covered by this solicitation. All goods furnished shall be fully guaranteed by the vendor against factory defects and workmanship. At no expense to the County, the vendor shall correct any and all apparent and latent defects that may occur within the manufacturer's standard warranty period. The special conditions of the solicitation may supersede the manufacturer's standard warranty.

### **3.16 ESTIMATED QUANTITIES**

Estimated quantities or dollars are for vendor's guidance only. No guarantee is expressed or implied as to quantities or dollar value that will be used during the contract period. The County is not obligated to place any order for a given amount subsequent to the award of this solicitation. The County may use estimated quantities in the award evaluation process. Estimated quantities do not contemplate or include possible additional quantities that may be ordered by other entities that may utilize this contract. In no event shall the County be liable for payments in excess of the amount due for quantities of goods or services actually ordered.

### **3.17 NON-EXCLUSIVITY**

It is the intent of the County to enter into an agreement that will satisfy its needs as described within this solicitation. However, the County reserves the right to perform, or cause to be performed, all or any of the work and services herein described in the manner deemed to represent its best interests. In no case will the County be liable for billings in excess of the quantity of goods or services actually provided under this contract.

### **3.18 CONTINUATION OF WORK**

Any work that commences prior to, and will extend, beyond the expiration date of the current contract period shall, unless terminated by mutual written agreement between the County and the vendor, continue until completion without change to the then current prices, terms and conditions.

### **3.19 LAWS, 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. During the term of the contract the vendor assures 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 the vendor does not on the grounds of race, color, national origin, religion, sex, age, disability or marital status, discrimination in any form or manner against the end/or employees or applicants for employment. The vendor understands that any contract is conditioned upon the veracity of this statement.

### **3.20 SUBCONTRACTING**

Unless otherwise stipulated herein, the vendor shall not subcontract any portion of the work without the prior written consent of the County. Subcontracting without the prior consent of the County may result in termination of the contract for default.

### **3.21 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. This provision specifically includes any acquisition or hostile takeover of the awarded vendor. Failure to comply in this regard may result in termination of the contract for default.

### **3.22 RESPONSIBILITY AS EMPLOYER**

The employee(s) of the vendor shall be considered at all times its employee(s), and not an employee(s) or agent(s) of the County. 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.

### **3.23 INDEMNIFICATION**

To the extent permitted by law, the vendor shall indemnify and hold harmless the County and its officers, employees, agents and instrumentalities from any and all liability, losses or damages, including attorney's fees and costs of defense, which the County or its officers, employees, agents or instrumentalities may incur as a result of claims, demands, suits, causes of actions or proceedings of any kind or nature arising out of, relating to or resulting from

the performance of the agreement by the vendor or its employees, agents, servants, partners, principals or subcontractors. The vendor shall pay all claims and losses in connection therewith, and shall investigate and defend all claims, suits or actions of any kind or nature in the name of the County, where applicable, including appellate proceedings, and shall pay all costs, judgments, and attorney's fees which may be incurred thereon. The vendor expressly understands and agrees that any insurance protection required by this Agreement or otherwise provided by the vendor shall in no way limit the responsibility to indemnify, keep and save harmless and defend the County or its officers, employees, agents and instrumentalities as herein provided.

### **3.24 MODIFICATION OF CONTRACT**

Any contract resulting from this solicitation may be modified by mutual consent of duly authorized parties, in writing through the issuance of a modification to the contract and/or purchase order as appropriate. This presumes the modification itself is in compliance with all applicable County procedures.

### **3.25 TERMINATION FOR CONVENIENCE**

The County, at its sole discretion, reserves the right to terminate this contract upon thirty (30) days written notice. Upon receipt of such notice, the vendor shall not incur any additional costs under this contract. The County shall be liable only for reasonable costs incurred by the vendor prior to notice of termination. The County shall be the sole judge of "reasonable costs."

### **3.26 TERMINATION DUE TO UNAVAILABILITY OF CONTINUING FUNDING**

When funds are not appropriated or otherwise made available to support continuation of performance in a current or subsequent fiscal year, the contract shall be cancelled and the vendor shall be reimbursed for the reasonable value of any non-recurring costs incurred amortized in the price of the supplies or services/tasks delivered under the contract.

### **3.27 TERMINATION FOR DEFAULT**

The County reserves the right to terminate this contract, in part or in whole, or affect other appropriate remedy in the event the vendor fails to perform in accordance with the terms and conditions stated herein. The County further reserves the right to suspend or debar the vendor in accordance with the County ordinances, resolutions and/or administrative orders. The vendor will be notified by letter of the County's intent to terminate. In the event of termination for default, the County may procure the required goods and/or services from any source and use any method deemed in its best interest. All re-procurement cost shall be born by the vendor.

### **3.28 FRAUD AND MISREPRESENTATION**

Any individual, corporation or other entity that attempts to meet its contractual obligations through fraud, misrepresentation or other 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.

### **3.29 RIGHT TO AUDIT**

The County reserves the right to require the vendor to submit to an audit by any auditor of the County's choosing. The 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. The vendor shall retain all records pertaining to this Agreement and upon request make them available to the County for a minimum of three (3) years, or as required by Florida law, whichever is longer, following expiration of the Agreement. The vendor 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. Additionally, CONTRACTOR agrees to include the requirements of this provision in all contracts with subcontractors and material suppliers in connection with the work performed hereunder. If an audit inspection or examination pursuant to this section discloses overpricing or overcharges of any nature by the CONTRACTOR to the COUNTY in excess of one percent (1%) of the total contract

billings, in addition to making adjustments for the overcharges, the reasonable actual cost of the COUNTY's audit shall be reimbursed to the COUNTY by the CONTRACTOR. Any adjustments and/or payments which must be made as a result of any such audit or inspection of the CONTRACTOR's invoices and/or records shall be made within a reasonable amount of time, but in no event shall the time exceed ninety (90) days, from presentation of the COUNTY's audit findings to the CONTRACTOR.

### **3.30 PUBLIC RECORDS/ COPYRIGHTS**

Pursuant to Section 119.0701, Florida Statutes, the awarded contractor shall comply with the Florida Public Records' laws, and shall: 1. Keep and maintain public records that ordinarily and necessarily would be required by the County in order to perform the services identified herein. 2. Provide the public with access to public records on the same terms and conditions that the County would provide the records and at a cost that does not exceed the cost provided for by law. 3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law. 4. Meet all requirements for retaining public records and transfer, at no cost, to the County all public records in possession of the contractor upon termination of the contract and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the County in a format that is compatible with the information technology systems of the County. Failure to comply with this section shall be deemed a breach of the contract and enforceable as set forth in Section 119.0701, Florida Statutes.

Any copyright derived from this Agreement shall belong to the author. The author and the CONSULTANT shall expressly assign to the COUNTY nonexclusive, royalty free rights to use any and all information provided by the CONSULTANT 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 CONSULTANT will not be eligible for any compensation.

### **3.31 GOVERNING LAWS**

The interpretation, effect, and validity of any contract(s) resulting from this solicitation shall be governed by the laws and regulations of the State of Florida, and Lake County, Florida. Venue of any court action shall be in Lake County, Florida. In the event that a suit is brought for the enforcement of any term of the contract, or any right arising there from, the parties expressly waive their respective rights to have such action tried by jury trial and hereby consent to the use of non-jury trial for the adjudication of such suit.

### **3.32 STATE REGISTRATION REQUIREMENTS**

Any corporation submitting a bid in response to this RFP 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 RFP 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>).

### **3.33 PRIME CONTRACTOR**

The vendor awarded the contract shall act as the prime contractor and shall assume full responsibility for the successful performance under the contract. The vendor shall be considered the sole point of contact with regard to meeting all requirements of the contract. All subcontractors will be subject to advance review by the County in regards to competency and security concerns. After the award of the contract no change in subcontractors will be made without the consent of the County. The vendor shall be responsible for all insurance, permits, licenses, and related matters for any and all subcontractors. Even if the subcontractor is self-insured, the

County may require the contractor to provide any insurance certificates required by the work to be performed.

### **3.34 FORCE MAJEURE**

The parties will exercise every reasonable effort to meet their respective obligations hereunder, but shall not be liable for delays resulting from force majeure or other causes beyond their reasonable control, including, but not limited to, compliance with revisions to Government law or regulation, acts of nature, acts or omissions of the other party, fires, strikes, national disasters, wars, riots, transportation problems and/or any other cause whatsoever beyond the reasonable control of the parties. Any such cause may be cause for appropriate extension of the performance period.

### **3.35 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 because of any delays. No interruption, interference, inefficiency, suspension, or delay in the commencement or progress of the Work shall relieve the vendor of duty to perform, or give rise to any right to damages or additional compensation from the County. The vendor's sole remedy shall be the right to seek an extension to the contract time. However, this provision shall not preclude recovery of damages by the vendor for hindrances or delays due solely to fraud, bad faith, or active interference on the part of the County.

### **3.36 TRUTH IN NEGOTIATION CERTIFICATE**

For each contract that exceeds One Hundred Ninety Five Thousand dollars (\$195,000.00), any organization awarded a contract 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 contract requiring this certificate shall contain a provision that the original contract price and any additions shall be adjusted to exclude any significant sums by which the County determines the contract price was increased due to inaccurate, incomplete, or non-current wage rates and other factual unit costs. All such contract adjustments shall be made within one (1) year following the end of the contract.

### **3.37 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.

### **3.38 TOBACCO PRODUCTS**

Due to the acknowledged hazards arising from exposure to tobacco products, and to protect the public and employees' health, safety, comfort and environment, tobacco use is prohibited on any County owned building and property. Tobacco products include both smoking and smokeless tobacco.

**RFP TITLE: MICROSURFACING, CRACK SEALING AND RELATED SERVICES**

## NOTES:

- When purchasing on a direct basis, Lake County is exempt from all taxes (Federal, State, Local). A Tax Exemption Certificate will be furnished upon request for such purchases. **However, the vendor will be responsible for payment of taxes on all materials purchased by the vendor for incorporation into the project (see provision 3.8 for further detail).**
- The vendor shall not alter or amend any of the information (including, but not limited to stated units of measure, item description, or quantity) stated in the Pricing Section. If any quantities are stated in the pricing section as being “estimated” quantities, vendors are advised to review the “Estimated Quantities” clause contained in Section 3 of this solicitation.
- Any bid containing a modifying or “escalator” clause not specifically allowed for under the solicitation will not be considered.
- All pricing shall be FOB Destination unless otherwise specified in this solicitation document.
- All pricing submitted shall remain valid for a 90 day period. By signing and submitting a response to this solicitation, the vendor has specifically agreed to this condition.
- **Vendors are advised to visit our website at <http://www.lakecountyfl.gov> and register as a potential vendor. Vendors that have registered on-line receive an e-mail notice when the County issues a solicitation matching the commodity codes selected by a vendor during the registration process.**

**ACKNOWLEDGEMENT OF ADDENDA**

**INSTRUCTIONS:** Complete Part I or Part II, whichever applies

<b>Part I:</b>
<p>The bidder must list below the dates of issue for each addendum received in connection with this RFP:</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>
<b>Part II:</b>
<p><input type="checkbox"/> No Addendum was received in connection with this RFP.</p>

PRICING SECTION

	Description	0-12,000 SQ YD	12,001-25,000 SQ YD	25,001-50,000 SQ YD	50,001-75,000 SQ YD	Over 75,000 SQ YD	Extended Price
1	Microsurfacing DOUBLE	Estimated – 1,000 SQ YD \$____ SQ YD / per inch** Total \$____	Estimated - 16,000 SQ YD \$____ SQ YD / per inch** Total \$____	Estimated - 30,000 SQ YD \$____ SQ YD / per inch** Total \$____	Estimated - 60,000 SQ YD \$____ SQ YD / per inch** Total \$____	Estimated – 80,000 SQ YD \$____ SQ YD / per inch** Total \$____	\$_____
	Mobilization shall be included in the unit price for the total SY.						\$_____
	Total Extended Price Double Microsurfacing						\$_____
	Description	0-500 Gallons	501-1,000 Gallons	1,001-2,500 Gallons	2,501-5,000 Gallons	Over 5,000 Gallons	Extended Price
2	Crack Seal	Estimated – 100 Gallons \$____ per gallon Total \$____	Estimated – 600 Gallons \$____ per gallon Total \$____	Estimated – 1,200 Gallons \$____ per gallon Total \$____	Estimated – 3,000 Gallons \$____ per gallon Total \$____	Estimated – 6,000 Gallons \$____ per gallon Total \$____	\$_____
	Mobilization	This shall be part of the overall project. No mobilization shall apply.					\$_____
	Total Extended Price Crack Seal						\$_____
3	Pavement Marking Note: This shall be part of the overall resurfacing project. NO mobilization shall apply.				Unit Price	Estimated Usage	Extended Price
	4 inch white line				\$ (LF)	45,000 LF	\$
	4 inch yellow line				\$ (LF)	45,000 LF	\$
	6 inch white line				\$ (LF)	45,000 LF	\$
	6 inch yellow line				\$ (LF)	45,000 LF	\$
	8 inch white line				\$ (LF)	500 LF	\$
	12 inch white line				\$ (LF)	500 LF	\$
	18 inch white line				\$ (LF)	750 LF	\$
	18 inch yellow line				\$	750 LF	\$

**SECTION 4 – PRICING/ CERTIFICATIONS/ SIGNATURES**

**RFP Number: 15-0012**

		(LF)		
	24 inch white line	\$ (LF)	300 LF	\$
	6 inch blue line	\$ (LF)	250 LF	\$
	Symbol – Single Arrow	\$ (EA)	5 LF	\$
	Symbol – Combination Arrow	\$ (EA)	5 LF	\$
	Message – School (includes letters and indicator bars)	\$ (EA)	10 EA	\$
	Message – Railroad Crossing (includes letters and indicator bars)	\$ (EA)	6 EA	\$
	Message – Only	\$ (EA)	6 EA	\$
	Message – Merge	\$ (EA)	6 EA	\$
	Message – Stop	\$ (EA)	20 EA	\$
	Message Misc., 4 to 6 letters	\$ (EA)	10 EA LETTER	\$
	24 inch white stop bar	\$ (EA)	20 EA	\$
	Special emphasis cross walk 12" x 6' wide	\$ (EA)	5 EA	\$
	Special emphasis cross walk 12" x 10' wide	\$ (EA)	5 EA	\$
	Raised Pavement Markings	\$ (EA)	450 EA	\$
Total Pavement Marking Price				\$ _____
4	Portable Changeable (Variable) Message Signs per unit per day	\$ (EA)	20 days	\$ _____
			<b>TOTAL PRICE</b> (Grand total of adding all total extended prices)	\$ _____

**By Signing this Proposal the Proposer Attests and Certifies that:**

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

**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 governmental agencies in the State of Florida? 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)

**Certification Regarding Felony Conviction**

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

**Reciprocal Vendor Preference:**

Vendors are advised the County has established, under Lake County Code, Chapter 2, Article VII, Sections 2-221 and 2-222; a process under which a local vendor preference program applied by another county may be applied in a reciprocal manner within Lake County. The following information is needed to support application of the Code:

1. Primary business location of the responding vendor (city/state): \_\_\_\_\_
2. Does the responding vendor maintain a significant physical location in Lake County at which employees are located and business is regularly transacted:  Yes  No If “yes” is checked, provide supporting detail:  
\_\_\_\_\_

**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 proposal for the same services, and is in all respects fair and without collusion or fraud.

**DUNS Number** (Insert if this action involves a federal funded project): \_\_\_\_\_

**General Vendor 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: \_\_\_\_\_

**Award of Contract by the County: (Official Use Only)**

By signature below, the County confirms award to the above-identified vendor under the above identified solicitation. A separate purchase order will be generated by the County to support the contract.

**Vendor awarded as:**

- Sole vendor  Pre-qualified pool vendor based on price
- Pre-qualified pool vendor (spot bid)  Primary vendor for items: \_\_\_\_\_
- Secondary vendor for items: \_\_\_\_\_  Other status: \_\_\_\_\_

Signature of authorized County official: \_\_\_\_\_ Date: \_\_\_\_\_  
 Printed name: \_\_\_\_\_ Title: \_\_\_\_\_

Vendors shall complete the following forms and include each into the Technical Proposal under its appropriate Tab:

1. Vendor Profile Form – Submit in Technical Proposal, Tab 1
2. Team Composition Form – Submit in Technical Proposal, Tab 2
3. Other Key Personnel Form – Submit in Technical Proposal, Tab 2
4. Sub-Consultants Form – Submit in Technical Proposal – Tab 2
5. Similar Projects Form – Submit in Technical Proposal, Tab 3

The attachments listed below do not need to be completed at this time.

6. Public Works Additional Terms and Conditions
7. Performance Bond
8. Payment Bond
9. Recording Fees
10. Right of Entry Form
10. Vendor's Estimate Worksheet Bituminous and Polymer Material
11. Crack Seal Estimating Form
12. Project Order Form

**ATTACHMENT 1**  
**VENDOR PROFILE FORM**

**Submit in Technical Proposal - Tab 1**

<p>1. Bidder Name &amp; Address:</p>          	<p>1d. Licensed to do business in the State of Florida?                _____ Yes _____ No</p> <hr/> <p>1e. Name, Title &amp; Telephone Number of Principal to Contact</p>          
<p>1a. FEIN #</p> <p>_____</p>	<p>1f. Local office address as defined in Section 1.18:</p>          
<p>1b. Year Firm was established _____</p> <p>1c. Are you a "Not for Profit" 501(c)(3) organization?                Yes _____ No _____</p> <p>If you answered yes, please provide proof.</p>	
<p>2. Please list the key personnel that your firm will commit to the County project and attach a copy of each key person's resume.</p>          	
<p>3. The foregoing is a statement of facts.</p> <p>Signature: _____ Date: _____</p> <p>_____</p> <p style="text-align: center;">(Typed or Printed Name) <span style="float: right;">(Title)</span></p>	

**ATTACHMENT 2**  
**TEAM COMPOSITION FORM**

**Submit in Technical Proposal - Tab 2**

Complete the personnel information you are proposing for the specific positions listed.

<b>Project Manager</b>	Business Address & Telephone No.	E-Mail Address
Name:		
Years of Experience within the area of specialty:	Length and Type of Service with Firm:	Education and Formal Training (including any certifications)

<b>Superintendent</b>	Business Address & Telephone No.	E-Mail Address
Name:		
Years of Experience within the area of specialty:	Length and Type of Service with Firm:	Education and Formal Training (including any certifications)

<b>Safety Officer</b>	Business Address & Telephone No.	E-Mail Address
Name:		
Years of Experience within the area of specialty:	Length and Type of Service with Firm:	Education and Formal Training (including any certifications)

<b>Worksite Traffic Supervisor for MOT</b>	Business Address & Telephone No.	E-Mail Address
Name:		
Years of Experience within the area of specialty:	Length and Type of Service with Firm:	Education and Formal Training (including any certifications)

**ATTACHMENT 3**  
**OTHER KEY PERSONNEL FORM**

**Submit in Technical Proposal - Tab 2**

Complete the information below for any other key people you are proposing. Feel free to make copies of this page if necessary.

Name:  Role:	Business Address & Telephone No.	E-Mail Address:  24 hour emergency telephone number:
Years of Experience within the area of specialty:	Length and Type of Service with Firm:	Education and Formal Training (including any certifications)
Name:  Role:	Business Address & Telephone No.:	E-Mail Address:  24 hour emergency telephone number:
Years of Experience within the area of specialty:	Length and Type of Service with Firm:	Education and Formal Training (including any certifications)
Name:  Role:	Business Address & Telephone No.:	E-Mail Address:  24 hour emergency telephone number:
Years of Experience within the area of specialty:	Length and Type of Service with Firm:	Education and Formal Training (including any certifications)

**ATTACHMENT 4**  
**SUB-CONSULTANTS**

**Submit in Technical Proposal - Tab 2**

Complete this form with information regarding any proposed sub-consultants. Make copies if additional space is needed.

Roll	Company Name Address & Telephone No.	E-Mail Address

Name of Individual assigned to this project:	Has Sub-consultant worked with Prime before: Yes: _____ No _____	Has the Individual worked with prime before: Yes: _____ No _____

Roll	Company Name Address & Telephone No.	E-Mail Address
Name of Individual assigned to this project:	Has Sub-consultant worked with Prime before: Yes: _____ No _____	Has the Individual worked with prime before: Yes: _____ No _____

Roll	Company Name Address & Telephone No.	E-Mail Address
Name of Individual assigned to this project:	Has Sub-consultant worked with Prime before: Yes: _____ No _____	Has the Individual worked with prime before: Yes: _____ No _____



## **ATTACHMENT 6**

### **PUBLIC WORKS ADDITIONAL TERMS AND CONDITIONS**

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

## **1. INTENT OF CONTRACT DOCUMENTS**

- A. It is the intent of the contract documents to describe a functionally complete project (or portion thereof) in accordance with the contract documents. 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. If drawings are provided, they intended to show general arrangements, design and extent of work. In the event of a discrepancy between or among the drawings, specifications or other contract document provisions, the vendor shall be required to comply with the provision which is the more restrictive or stringent requirement upon the vendor, as determined by the Project Manager.

## **2. ERRORS AND OMISSIONS**

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

## **3. EMERGENCIES**

- A. The vendor shall have a responsible person available at or reasonably near the County 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 vendor's responsible person for supervision of emergencies shall speak and understand, both verbally and in writing, the English language. The vendor shall submit to the Project Manager, the phone numbers and names of personnel designated to be contacted in cases of emergencies. 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 vendor, without special instruction or authorization from the Project Manager is obligated to act to prevent threatened damage, injury or loss. The vendor shall contact the Project Manager as soon as possible by telephone and with written notice as soon as possible, but no later than twenty-four (24) hours after the occurrence of the emergency, if the vendor believes that any significant changes in the work or variations from the contract documents. 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 new Project Order Form shall be issued to document the consequences of the changes or variations. If the vendor fails to provide written

notice within the twenty four (24) hour limitation noted above, the vendor 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. Vendor certifies that all material, equipment, etc., to be used in an individual project meets all Occupational Safety and Health Administration (OSHA) requirements. The vendor 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 vendor. All standard equipment, work operations, safety equipment, personal protective equipment, and lighting required or mandated by State, Federal, OSHA, or Americans with Disabilities Act (ADA) regulations must be provided and used by the vendor and its employees.
- B. Any chemical item supplied 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.
  - 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 vendor must be reported immediately to the proper authority and the Project Manager. All spills shall be cleaned up in accordance with all local, State, and Federal regulations. The cost of cleanup of any spillage of hazardous chemicals caused by the vendor shall be the sole responsibility of the vendor and the County will share no responsibility for these costs. A copy of the completed compliance order with local, State, and Federal agencies shall be given to the County.
- D. If any hazardous chemicals or conditions are discovered by the vendor during the normal work operation, it is the responsibility of the vendor to immediately contact the Project Manager with a description and the location of the condition.
- E. 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 vendor 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.

- F. Should the work site be in a hazardous area, the County shall take reasonable actions to furnish the vendor with information concerning hazards such as the types of the identification of known toxic material, machine hazards, Material Safety Data Sheets, or any other information that would assist the vendor in the planning of a safe work site. The vendor retains the ultimate responsibility to ensure all work is performed in a manner consistent with all applicable safety standards and directives.
- G. The vendor 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.
- H. The vendor shall designate a competent person of its organization whose duty shall be the prevention of accidents. 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 Vendor's Superintendent unless otherwise designated in writing to the Project Manager. All communications to the Superintendent shall be binding as if given to the vendor.

#### **5. GENERAL INSPECTION REQUIREMENTS**

- A. Due to the nature of this Agreement, The County shall at the time of establishment of need, require the vendor to become fully informed as to 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 vendor'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 vendor on that individual project.
- B. Vendor shall furnish the Project Manager with every reasonable facility for ascertaining whether the work performed and/or materials used are in accordance with the requirements and intent of the specifications. If the Project Manager so requests, the vendor 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 vendor 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 items removed, shall be at the vendor'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 items removed, shall be paid for by the County.
- C. If during or prior to the 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 vendor shall make no claim for losses suffered due to any necessary removals or repairs of such defects.
- D. If during or prior to the 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 vendor notice

of the defect. The vendor 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 vendor giving the vendor another seven (7) calendar days to correct the defect. If the vendor fails to correct the deficiency within the second seven (7) calendar days after receipt of the notice, the County may take whatever action is necessary, including correcting the deficient work utilizing another vendor or terminating the contract.

- E. Should the vendor 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 replaced, as may be necessary, at the vendor's expense. Any expense incurred by the County, whether direct, indirect or consequential, in making the repairs, removals, or replacements, which the vendor has failed or refused to make, shall be paid for out of any monies due or which may become due the vendor, 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, such as, 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 vendor's defective work and additional compensation due the County. The vendor 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 the project, 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 tolerances indication in the specifications. In the event the Project Manager finds the materials or finished product in which the materials are used and 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.

## **6. PROJECT MANAGER**

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. The Project Manager may appoint representatives as desired that will be authorized to inspect all work done and all materials furnished.

## **7. CONTRACT TIME AND TIME EXTENSIONS**

- A. Unless otherwise provided, contract time shall mean the number of consecutive business days from the commencement date noted in the properly executed purchase order to the date on which all work is to be completed. The vendor 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 vendor's work with the work of other contractors so that the vendor's work or the work of others shall not be delayed or impaired by any act or omission of any act by the vendor. The vendor 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 vendor be obstructed or delayed in the prosecution of or completion of the work as a result of unforeseeable causes beyond the control of the vendor, and not due to the vendor's fault or neglect, the vendor 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 vendor may have had to request a time extension.
- C. If the vendor 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 vendor 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 vendor's schedule. Extensions of contract time, if approved by the Project Manager, must be authorized in writing.
- D. Weather events are specifically excluded as an excused cause for delay under this agreement and no additional days shall be given for rain days.
- E. The County and the vendor 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 that the project continues after the scheduled completion date. The project shall be deemed to be completed on the date the work is considered complete to the satisfaction of the County. The vendor 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 vendor 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>
\$50,000 and under.....	\$642
Over \$50,000 but less than \$250,000.....	\$758
\$250,000 but less than \$500,000.....	\$966
\$500,000 but less than \$2,500,000.....	\$1,532
\$2,500,000 but less than \$5,000,000.....	\$2,374
\$5,000,000 but less than \$10,000,000.....	\$3,226
\$10,000,000 but less than \$15,000,000.....	\$4,624
\$15,000,000 but less than \$20,000,000.....	\$4,276
\$20,000,000 and over.....	\$7,864 plus 0.00005
of any amount over \$20 million	

- F. County shall retain from the compensation to be paid to vendor the above described sum.

**8. HOURS OF OPERATION**

- A. Unless otherwise specified in the technical specifications, 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 vendor 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 two (2) days prior to the requested work day. The exception to this pre-approval requirement would be in the case of an emergency in which the emergency specification as outlined in Section 3, Emergencies, would apply. 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, except in the case of an emergency, will permission be given for work on New Year's Day, Independence Day, Thanksgiving Day or Christmas Day. If the official holiday is on a Saturday, the County observes the holiday on Friday and if the holiday is on Sunday the County observes the holiday on Monday. The vendor shall not be allowed to work on the alternate day for the above mentioned holidays. 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 vendor requests and is approved for Saturday, Sunday or Holiday work, the County may assess the vendor the sum of Two Hundred Fifty Dollars (\$250.00) per man per day for each Saturday, Sunday or recognized Holiday worked or planned to work. These fees will be deducted from the final invoice.

**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 vendor. Upon negotiation of the offer, execution and receipt of the Change Order, the vendor shall commence performance of the work as specified.
- B. The vendor 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 vendor performs additional work beyond the specific requirements of this Agreement without an executed Change Order, it shall be at the vendor'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 vendor 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 vendor 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 vendor 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 vendor 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.
  1. Claims by the vendor shall be resolved in the following manner:
    - a. 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 vendor shall then have fifteen (15) calendar days in which to provide additional supporting documentations, or to notify the County that the original claim stands as is.
    - b. 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 vendor may bring an action in the County or Circuit Court sitting in Lake County, Florida.
  2. Claims by the County against the vendor shall be made in writing by the Project Manager as soon as the event leading to the claim is discovered by the County. Written supporting data shall be submitted by 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.
  3. 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 work site and for the site proper. No storage or equipment shall take place on private property unless the vendor has a letter from the landowner authorizing the vendor to do so. A copy of the letter shall be provided to the County. The vendor shall supply the Project Manager any such letter before the equipment is placed there. Any and all other lands required by the vendor shall be procured by the vendor at the vendor’s expense.
- B. As the work progresses, the vendor shall keep the site reasonably clear of rubbish, trash, waste, and other disposable materials on a daily basis. If the vendor allows the site to become littered and unsightly, any payments otherwise due may be withheld until the vendor cleans up the site to

the satisfaction of the County. If the vendor fails to clean up the site, the County may choose to clean up the site at the vendor's expense.

- C. The vendor shall, absent written permission from a private property owner, confine all storage of materials, equipment, and the operations of workers to the project site and land and areas identified in and permitted by the contract documents. The vendor 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 vendor shall remove all debris, rubbish and waste materials from and about the project site, as well as all tools, appliances, equipment, machinery, and surface materials and shall leave the project site clean. All service and supply operations shall be conducted outside the clear zone unless the vendor has proper authorization and traffic control. 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.
- D. 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.

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

Unless otherwise specified, the standard specifications to be used for the work shall be the most applicable and the most stringent of the following:

- A. Maintenance of traffic shall be the responsibility of the vendor, is part of the vendor's proposal price, and shall confirm to FDOT's most current editions of "STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION", 2013 edition (or latest edition), or FDOT's "ROADWAY AND TRAFFIC DESIGN STANDARDS", 2002 (or latest edition), or FDOT's "MANUAL OF UNIFORM MINIMUM STANDARDS FOR DESIGN, CONSTRUCTION AND MAINTENANCE FOR STREETS AND HIGHWAYS," 2002 (or latest edition), Federal Highway Administration (FHWA) "MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (MUTCD)," 2009 (or latest edition), and all supplemental specifications thereto. These documents can be ordered from FDOT, Maps and Publications Department, 605 Suwannee Street, Tallahassee, Florida 32399-0450, or by going to the FDOT website at: [www.dot.state.fl.us/mapsandpublications](http://www.dot.state.fl.us/mapsandpublications).
- B. All costs associated with MOT must be included in the vendor's proposal price. No separate line items for MOT will be included in the cost estimate. If the vendor does not comply with the FDOT and the FHWA (i.e. signs, qualified flaggers, and/or barricades), the County reserves the right to direct the vendor to cease operation until deficiencies are corrected. In addition, no road closures shall be allowed except in the case of emergencies.
- C. If the vendor feels that assistance from an off duty police officer is needed, it shall be the responsibility of the vendor to hire and pay for this service.
- D. All lane closures shall have the prior approval of the Project Manager.
- E. The foregoing requirements are to be considered as minimum and the vendor's compliance shall in no way relieve the vendor of final responsibility for providing adequate traffic control devices for the protection of the public and vendor's employees throughout the work area.

- F. The use of public roads and streets by the vendor shall provide a minimal inconvenience to the public and traffic. Furthermore, if the vendor is utilizing the road by driving the slow moving 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**

Any required ground digging or subsurface work shall be done in accordance with Chapter 556, Florida Statutes. It shall be the responsibility of the vendor 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 vendor shall be the responsibility of the vendor. The proper utility company shall be contacted immediately to expedite the repairs, if damage has occurred. 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. PROTECTION OF EXISTING STRUCTURES, UTILITIES, WORK AND VEGETATION**

- A. The vendor 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 project as may be determined by the Project Manager. The vendor shall be responsible for all unauthorized cutting or damages of trees and shrubs, including damage due to careless operation of equipment, stockpiling of materials or tracking of grass areas by equipment.
- B. The vendor 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 vendor or any one for whom the vendor 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 vendor shall be charged with the same, and any monies necessary to replace such loss or damage shall be deducted from any amounts due the vendor.
- C. The vendor shall not disturb any benchmark established by the County with respect to the project. If the vendor, or its subcontractors, agents or any one for whom the vendor is legally liable, disturbs County benchmarks, the vendor shall immediately notify the Project Manager. The County shall have the benchmarks re-established and the vendor shall be liable for all costs incurred by the County associated therewith. Such costs shall be deducted from any amounts due the vendor.
- D. During the period of production of work and the warranty period the vendor shall be responsible for processing any and all claims for property damage and or bodily injury caused by the failure of the work including, such as but not limited to: motor vehicles or pedestrians. The vendor 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 vendor or their representative in the proper manner, will be settled by the County. The County shall recover all costs from the vendor.
- E. All items damaged as a result of vendor or subcontractor operations, such as but not limited to: sidewalks, seating, curbs, pipes, drains, water mains, pavement, mail boxes, turf, County signs or other property owned by the County or private landowner, shall be either repaired or replaced by the vendor, 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 vendor, shall be the responsibility of the vendor. The County reserves the right to pay any such claims and deduct

such amount from the vendor's invoice. Repairs, or receipt of repairs, will be completed and submitted to the County prior to submission of the vendor'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 vendor.

- F. The vendor shall replace any asphalt that has been damaged as a result of hydraulics spilled from their equipment.
- G. Complaints shall be addressed within two (2) business days and a written report submitted to the Project Manager outlining actions taken to correct the complaint. The vendor shall notify the County immediately of any complaints given directly to the vendor.
- H. If in the course of completing work as part of this contract there is an accident that involves the public, the vendor shall as soon as possible, inform the Project Manager of the incident by telephone. The vendor shall follow up in writing within two (2) business days of the incident. If Law Enforcement was involved and has written a report, the vendor shall forward a copy of the report to the Project Manager.
- I. The vendor shall be responsible for re-grading and re-sodding any areas that are disturbed by the vendor during the course of the work being completed.

#### **15. EQUIPMENT**

- A. The vendor 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 vendor has insufficient equipment on the job to satisfactorily complete the work within the required time, the vendor 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 vendor 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 vendor's equipment by the Project Manager shall not relieve the vendor of the responsibility or liability for injury to persons or damage to property caused by the operation of the vendor's equipment, nor shall it relieve the vendor of the responsibility to meet the established time for the completion of the service.
- B. All safety devices installed by the manufacturer shall be in place and in proper working order at all times. At a minimum, all equipment used within the right of way shall be equipped with a slow moving vehicle sign, and properly operating amber flashing or white strobe light.
- C. The equipment used must be in good repair and operating condition at all times. This service requires that all equipment shall be environmentally safe, with no oil leaks, blowing fuel, or leaking hydraulic lines.

#### **16. SANITATION**

The vendor 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.

## **17. OTHER WORK**

- A. The vendor will cooperate with County personnel or anyone who may be engaged in authorized work prior to final completion of the project.
- B. The vendor 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 vendor believes that such performance will involve additional expenses to the vendor or require additional time, the vendor 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 vendor fails to send the above required notice, the vendor 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 vendor shall afford each utility owner and other contractors (or the County, if the County is performing 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 vendor 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 vendor's work depends, for proper execution or results, upon the work of any other contractor other than a subcontractor or utility owner, the vendor shall inspect and promptly report to the Project Manager, in writing two (2) business days, any delays, defect or other problems in such other work that renders it impossible for the vendor to obtain proper execution or results. The vendor's failure to report will constitute an acceptance of the other work as fit and property for integration with the vendor's work.

## **18. BONDS**

The vendor shall provide a Performance Bond and a Payment Bond, on the form specified by the County (no other form is acceptable), each in the amount of 100% of the Project Order Form amount, the costs of which are to be paid by the vendor. The bonds will be acceptable to the County only if the following conditions are met.

- 1. For contracts that do not exceed \$500,000.00 the Surety Company:
  - a. Is licensed to do business in the State of Florida;
  - b. Holds a certificate of authority authorizing it to write surety bonds in this state;
  - c. Has twice the minimum surplus and capital required by the Florida Insurance Code at the time and invitation to bid is issued;
  - d. Is otherwise in compliance with the provisions of the Florida Insurance Code; and
  - e. Hold a currently valid certificate of authority issued by the United States Department of Treasury under 31 U.S.C. ss9304-9308.
- 2. For contracts over \$500,000.00, all of the requirements of Paragraph 1 above apply. In addition, the Surety Company must have a current rating of at least Excellent (A or A-) all as reported in the most current Best Key Rating Guide, published by A.M. Best

Company, Inc., of 75 Fulton Street, New York 10038, with an underwriting limitation of at least two times the dollar amount of the contract.

3. If the Surety for any Bond furnished by the Contractor is declared bankrupt, becomes insolvent, its right to do business is terminated in the State of Florida, or it ceases to meet the requirements imposed by the Contract Documents, the Contractor shall, within five (5) calendar days thereafter, substitute another Bond and Surety, both of which shall be subject to the County's approval.
4. By execution of these bonds, the Surety acknowledges that it has read the Surety qualifications and Surety obligations imposed by the construction documents and hereby satisfies those conditions.

#### **19. FINAL INSPECTION**

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

#### **20. 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 vendor 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 vendor be discovered after the final payment has been made, to claim and recover from the vendor 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.

#### **21. MEASUREMENT AND PAYMENT**

- A. All work completed under the terms of this contract shall be paid as a unit price payment at the cost as established in Section 4, Pricing/Certifications/Signatures, Pricing Section and as discussed in Section 2, Scope of Services.

- B. The vendor 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.

**22. WARRANTY**

- A. The vendor shall obtain and assign to the County all express warranties given to the Vendor or any subcontractors by any material suppliers, equipment or fixtures to be incorporated into the Project. The Vendor 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 Vendor 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 Vendor shall correct it promptly after receipt of written notice from the County. The Vendor 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.
  
- B. The sod shall be warranted to be free of noxious and invasive weeds, disease, and insects. If pests and/or noxious weeds manifest themselves within sixty (60) days of placement of the sod, the vendor shall treat the affected areas. The process for treating these areas shall be approved by the Project Manager. If the sod does not meet any of the specifications within this document, the vendor shall be responsible to replace it at no expense to the County. It shall be the responsibility of the vendor to insure that the sod is sufficiently established as previously described within these specifications. If the sod dies or does not become established the vendor shall be responsible for the replacement at no cost to the County.

**ATTACHMENT 7**

BOND NUMBER: \_\_\_\_\_

**PERFORMANCE BOND**

**KNOW ALL MEN BY THESE PRESENTS:** that We,

Contractor \_\_\_\_\_  
Contractor Address \_\_\_\_\_  
Contractor Address 2 \_\_\_\_\_  
Contractor Telephone \_\_\_\_\_

(hereinafter called the "Principal"), whose principal business address and telephone number is as stated above; and

Surety \_\_\_\_\_  
Surety Address \_\_\_\_\_  
Surety Address 2 \_\_\_\_\_  
Surety Phone \_\_\_\_\_

(hereinafter called the "Surety"), whose principal address and telephone number is as stated above, 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 bind ourselves, our heirs, our legal representatives, our successors and our assignees, jointly and severally.

**WHEREAS,** Principal has entered into a contract with Obligee for \_\_\_\_\_ Bid No. \_\_\_\_\_ in accordance with drawings and specifications, which contract is incorporated herein 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;
2. Pays Obligee any and all losses, damages, costs and attorneys' fees, including appellate proceedings, 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;

- 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 Section 713.01, Florida Statutes, whose claims derive directly or indirectly from the prosecution of the work provided for in the Contract;

then this bond shall be void; otherwise it remains in full force and effect.

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 any way 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 statutory bond. It is expressly understood the time provisions and statute of limitation under Section 255.05, Florida Statutes, shall apply to this bond.

By execution of this bond, the Surety acknowledges that it has read the Surety qualifications and obligations imposed by the construction 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:

\_\_\_\_\_  
(Company Name)

By: \_\_\_\_\_  
(Authorized Signature)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Witness as to Principal

\_\_\_\_\_  
Witness as to Principal

(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 \_\_\_\_\_ as  
identification and who did/did not take an oath.

NOTARY: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Commission Number: \_\_\_\_\_  
My Commission Expires: \_\_\_\_\_

\_\_\_\_\_  
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  
\_\_\_\_\_ as identification and who did/did not take an oath.

NOTARY: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Commission Number: \_\_\_\_\_

**ATTACHMENT 8**

**Bond Number:** \_\_\_\_\_

**PAYMENT BOND**

**KNOW ALL MEN BY THESE PRESENTS:** that We,

Contractor \_\_\_\_\_  
Contractor Address \_\_\_\_\_  
Contractor Address 2 \_\_\_\_\_  
Contractor Telephone \_\_\_\_\_

(hereinafter called the "Principal"), whose principal business address and telephone number is as stated above; and

Surety \_\_\_\_\_  
Surety Address \_\_\_\_\_  
Surety Address 2 \_\_\_\_\_  
Surety Phone \_\_\_\_\_

(hereinafter called the "Surety"), whose principal address and telephone number is as stated above, 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 bind ourselves, our heirs, our legal 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. \_\_\_\_\_ said Contract being made a part of this Bond by this reference.

**THE CONDITION OF THIS BOND** is that if 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 shall be void; otherwise this Bond remains in full force and effect.

**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), Florida Statutes.

By execution of this bond, the Surety acknowledges that it has read the Surety qualifications and obligations imposed by the construction 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:

\_\_\_\_\_  
(Company Name)

By: \_\_\_\_\_

\_\_\_\_\_  
Witness as to Principal (Authorized Signature)

\_\_\_\_\_  
Witness as to Principal (Printed Name)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(Business Address)

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

The forgoing instrument was acknowledged before me this \_\_\_\_\_ of \_\_\_\_\_ by \_\_\_\_\_, a \_\_\_\_\_ Corporation, on behalf of the Corporation. He/She is personally known to me or has produced \_\_\_\_\_ as identification and who did/did not take an oath.

NOTARY: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Commission Number: \_\_\_\_\_  
My commission expires: \_\_\_\_\_

\_\_\_\_\_  
Witness as to Surety (Authorized Signature)

By: \_\_\_\_\_

\_\_\_\_\_  
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 \_\_\_\_\_ as identification and who did/did not take an oath.

NOTARY: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Commission Number: \_\_\_\_\_  
My commission expires: \_\_\_\_\_

## **ATTACHMENT 9**

### **RECORDING FEES**

Performance and Payment (labor and materials) Bonds shall be provided by the Contractor in the amount of 100% of the bid amount. Upon award of the bid, all original Performance and Payment bonds will be submitted to Susan Dugan, Lake County Procurement Services for recording of said bonds. The bonds will be acceptable to the County only if the following conditions are met:

- The Surety is licensed to do business in the State of Florida;
- The Surety holds a Certificate of Authority authorizing it to write surety bonds in this State;
- 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;
- The Surety is otherwise in compliance with the Florida Insurance Code;
- The Surety has a current rating of A or A- as reported in the most current Best Key Rating Guide, published by A.M. Best Company, Inc., if the bid exceeds \$500,000.; and
- The Surety holds a currently valid Certificate of Authority issued by the United States Department of Treasury under 31 U.S.C. ss9304.

The cost to record Performance and Payment Bonds 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.



**ATTACHMENT 10  
RIGHT OF ENTRY STATEMENT**

Property Owner's Name: \_\_\_\_\_

Tenant's Name: \_\_\_\_\_

Address of Property: \_\_\_\_\_

City/Zip Code: \_\_\_\_\_

Description of Property: \_\_\_\_\_

**Right of Entry**

I certify that I am the owner, or an owner's authorized representative of the above described property. I freely grant, and without coercion, the right of access and entry to said property for the purpose of completing work that exists in the County right-of-way and on my property.

I will mark any sewer lines, septic tanks, water lines, utilities located on the described property to help prevent damage to said items.

**Sworn and attested to by:** \_\_\_\_\_  
Signature of Property Owner/Authorized Agent

\_\_\_\_\_  
Property Owner/Authorized Agent (Printed Name)

\_\_\_\_\_  
Date

**Witnessed by:** \_\_\_\_\_  
Signature of Lake County Representative or Contractor Representative

\_\_\_\_\_  
Witness (Printed Name)

\_\_\_\_\_  
Date

**ATTACHMENT 11**  
**VENDOR'S ESTIMATE WORKSHEET**  
**FOR BITUMINOUS AND POLYMER MATERIAL**

**Contractor's Estimate Worksheet**  
**Bituminous and Polymer Material**  
**(Design Build and Lump Sum Projects)**  
**Worksheet No. \_\_\_\_\_**

<b>Financial Project ID:</b>	_____
<b>Contractor:</b>	_____
<b>Contract Number:</b>	_____
<b>From (Mo/Day/Yr):</b>	_____ <b>To (Mo/Day/Yr):</b> _____

<b>Asphalt Material</b>	
<b>Asphalt Tonnage Placed:</b>	_____
<b>Additional Gallons (ARMI*):</b>	_____
<small>*Asphalt Rubber Membrane Interlayer</small>	
<b>Base Index Month:</b>	_____ <b>Base Asphalt Price Index:</b> _____
<b>Current Index Month:</b>	_____ <b>Current Asphalt Price Index:</b> _____

<b>Polymer Material</b>	
<b>Polymer Tonnage Placed:</b>	_____
<b>Base Index Month:</b>	_____ <b>Base Polymer Price Index:</b> _____
<b>Current Index Month:</b>	_____ <b>Current Polymer Price Index:</b> _____

<b>Asphalt Material</b>	
<small>(ASPHALT TREATED PERMEABLE BASE)</small>	
<b>Asphalt Tonnage Placed:</b>	_____
<b>Base Index Month:</b>	_____ <b>Base Asphalt Price Index:</b> _____
<b>Current Index Month:</b>	_____ <b>Current Asphalt Price Index:</b> _____

Effective January 2007 Letting  
(Revision 6/21/2010)

<b>Navigation Functions</b>	
<a href="#">Go To Main Sheet</a>	<a href="#">Go To Last Month Sheet</a>
<a href="#">Save As Month Sheet</a>	<a href="#">Remove Last Month Sheet</a>

