

FLORIDA DEPARTMENT OF TRANSPORTATION

ADDENDUM NO. 1

DATE: October 15, 2013

RE: RFP Number RFP-DOT-13/14-E4P37
Description: District Four Fuel Storage Tank Replacement Project in Stuart Yard

CHANGES:

1. Revised Time Line Critical Dates Update: See attachment below.
2. RFP Advertisement Package, Introduction section :All other sections remain the same except as follows:

INTRODUCTION SECTION**1) INVITATION**

The State of Florida Department of Transportation, hereinafter referred to as the "Department", requests written proposals from qualified Proposers to provide **FUEL STORAGE TANK REPLACEMENT PROJECT IN STUART, .** It is anticipated that the term of the contract will begin on **December, 30, 2013** and be effective through **six hundred thirty (630) days thereafter .**

3. RFP Advertisement Package, Special Conditions section 25:

25) ATTACHMENT TO RFP SUBMITTAL - CONFIDENTIAL MATERIAL

The Proposer must include any materials it asserts to be exempted from public disclosure under Chapter 119, Florida Statutes, in a separate bound document labeled "Attachment to Request for Proposals, Number **(RFP-DOT-13/14-E4P37 - Confidential Material)**". The Proposer must identify the specific Statute that authorizes exemption from the Public Records Law. Any claim of confidentiality on materials the Proposer asserts to be exempt from public disclosure and placed elsewhere in the proposal will be considered waived by the Proposer upon submission, effective after opening.

4. Exhibit "A" – Scope of Services, see attachment below.
5. Bid Proposal – Revised, see attachment below.
6. Bid Bond, see attachment below.
7. Non-Technical Spec's, see attachment below.
8. Drug-Free Workplace Program Certification Form (375-040-18), see attachment below.
9. MBE Planned Utilization Form (375-040-24), see attachment below.
10. Copy of Sign-in Sheet from Mandatory Pre-Proposal Conference, see attachment below.

Notice is hereby given of the following changes to the above-referenced RFP:

Vendors MUST acknowledge receipt of this Addendum by completing and returning to the Procurement Office, by no later than the time and date of the replies due date. **Failure to do so may subject the vendor to disqualification.**

Patricia Moore
Procurement Agent

_____ Vendor Name

_____ Vendor Address

_____ Submitted by Signature

_____ Type/Print Name

Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.

1. **TIMELINE - REVISED**

ACTION / LOCATION	DATE	LOCAL TIME
DEADLINE FOR TECHNICAL QUESTIONS - (There is no deadline for administrative questions)	OCT. 17, 2013	12:00PM
PROPOSALS DUE, ON OR BEFORE - (Technical and Price Proposal) Office of Procurement 3400 West Commercial Blvd. Fort Lauderdale, FL 33309	OCT. 25, 2013	10:00AM
PUBLIC OPENING (Technical Proposal) - 1 st Floor Procurement Conference Room 3400 West Commercial Blvd. Fort Lauderdale, FL 33309	Oct. 25, 2013	10:15AM
SELECTION MEETING 3 rd Floor Executive Conference Room 3400 West Commercial Blvd. Fort Lauderdale, FL 33309	Nov. 12, 2013	8:15AM
PUBLIC OPENING / MEETING (Price Proposal) - 1 ST Floor Procurement Conference Room 3400 West Commercial Blvd. Fort Lauderdale, FL 33309	Nov. 12, 2013	9:30 AM
SELECTION MEETING 3 rd Floor Executive Conference Room 3400 West Commercial Blvd. Fort Lauderdale, FL 33309	Nov. 19, 2013	8:15 AM
POSTING OF INTENDED AWARD -	Nov. 19, 2012	9:00 AM

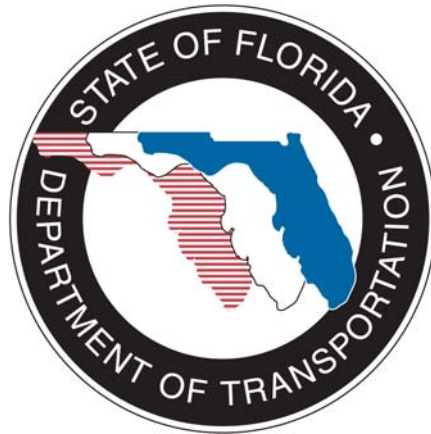


EXHIBIT "A"
SCOPE OF SERVICES

FUEL STORAGE TANK REPLACEMENT PROJECT

Stuart yard
3590 S W Martin Hwy.
Palm City Fl 33497
772/221/4078 x 133

FLORIDA DEPARTMENT OF TRANSPORTATION
DISTRICT FOUR

EXHIBIT “A”

1.0 SCOPE OF WORK

- a. The purpose of this Turnkey project is to design and build one(1) completely operational fueling facility at the Florida Department of Transportation (FDOT) Stuart yard that will provide bio-diesel (B-20), herein after referred to as “diesel”, and E10 (10% Ethanol and 90% unleaded gasoline), herein after referred to as “unleaded gasoline”, to fuel FDOT vehicles and equipment, and canopy(optional item) over the fuel station.

The main fueling facility will be located within the FDOT security fence at the existing location. The project will include demolition of the existing fueling facility/system (including the underground storage tanks, piping,) restoration and improvement of the site.

- b. The new main fueling facility will include, but not be limited to, the following:

One (1) 10,000 gallon protected above ground unleaded gasoline compatible fuel tank, to be provided by the Department. The Contractor shall provide all required piping, vents, fittings, gauges, valves, gaskets, seals, sealants, and any other ancillary items necessary for the fueling system. All materials, parts, equipment or components to be added or attached to the unleaded gasoline fueling system are to be 100% compatible with unleaded gasoline fuel and its vapors.

One (1) 10,000 gallon protected above ground diesel compatible fuel tank to be provided by the Department. The Contractor shall provide all required piping, vents, fittings, gauges, valves, gaskets, seals, sealants, and any other ancillary items necessary for the fueling system. All materials, parts, equipment or components to be added or attached to the diesel fueling system are to be 100% compatible with diesel fuel and its vapors.

1.1 VENDOR’S RESPONSIBILITIES:

- a. The Vendor shall provide and/or perform all of the following:

The Vendor shall pick up the two 10,000 gal. Fuel tanks from the FDOT Fort Pierce Turnpike plaza. The above 2 tanks are tentatively available in the early part of 2015. Coordinate with Richard Wheeler at (office) 954-972-0123, (cell) 954-914-3277 on the removal and relocation of the Turnpike fuel tanks.

- b. The Vendor shall construct foundations for the tanks, dispensing area and canopy (optional).

Provide Two (2) diesel dual side dispensing stations and Two (2) unleaded gasoline dual side dispensing stations, all with extended reach hoses.

- c. Provide One (1) compressed air and one (1) water service reels.
- d. Electric stationary air compressor to provide compressed air to service reels at the main fueling facilities. The compressor may be located by the Manual transfer switch.
- e. Protected above ground storage tank fill station, with spill containment pans.
- f. Hook up for Backup generator, with a Manual transfer switch, to power the main fueling facility and the remote dispensing facility, including the lighting system. The generator will be provided by the Department.
- g. All electronic and electrical equipment, wiring, and attachments needed to connect dispensers, pumps, tanks, and fuel tank monitoring system.
- h. The Vendor shall keep the FDOT Project Manager informed during the performance of all work stated herein on a daily basis as to the status of the work. A progress report designated as "Weekly Activity Report" shall be completed and submitted to the FDOT Project Manager during the next business day. The report shall be typewritten or computer generated in a form approved by the FDOT Project Manager and shall include, but not necessarily be limited to, the following:

Contract Number, Financial Project Identification Number, location and date(s) on which the work is performed.

Description of work performed under each activity listed in Exhibit C at a given location.

Name, title, and the number of the expended hours, of each person assigned for such work.

- i. Prepare design drawings to show the phased execution of work to maintain and limit impacts on FDOT operations. Said design drawings shall be submitted for review, comments and approval.
- j. Obtain and pay for all required permits, testing, and inspections, required at each site, and make available any inspection certificates during the progress of work.

- k. Locate, protect, and relocate all utilities (including underground utilities) necessary to complete the work specified herein, and verify all field conditions and measurements.
- l. Furnish all materials, equipment and labor necessary to complete this project.
- m. The Vendor shall be responsible for all dewatering and related water discharge activities at the site, including securing the proper dewatering permit from the authorities having jurisdiction
- n. Perform the construction in a manner not to damage any equipment, remediation system (including piping and wells), structure and/or surrounding areas. Grade and sod any disturbed areas, repair or replace damaged pavement, sidewalk, signs, equipments or structures caused by the operation at no additional cost to the Department.
- o. The Vendor shall use the proper shoring (sheet piling) as necessary to prevent damage to structures or to minimize destruction of paved areas resulting from excavation activities during the course of the project.
- p. During all construction, any generated debris shall be contained by the Vendor. All debris shall be removed from the FDOT property and disposed of at locations provided by the Vendor, at no additional cost to the Department. Vendor shall dispose of materials, equipment, and debris in compliance with all Federal, State, and Local codes and regulations.
- q. The vendor shall install appropriate screens and barriers to protect FDOT staff from construction activities (including excavation), materials, equipments, tools, and debris.
- r. The Vendor shall ensure that it's employees shall always wear safety vests with reflective stripes and orange safety hats when working exposed to vehicular traffic or areas accessible by the public. Hard hats, safety helmet caps, are to be used in areas of overhead hazards. All safety equipment will meet or exceed ANSI 2010 standards.
- s. Vendor shall maintain safe accessibility to pedestrian and vehicular traffic at all times.
- t. The Vendor shall perform work in a way not to affect or interrupt the Department's daily operation. All shutdowns, disconnects, disengaging, or de-energizing of utility services to any FDOT utility/facility shall be restricted to weekends, and to 6:30 P.M. to 6:00 A.M., Monday through Friday. Vendor will be allowed to work 24 hours per day, 7 days per week, except on State Holidays.

Coordination efforts with DOT or the Turnpike will be through the Project Manager John Spivey, at 772-465-7396.

- u. Vendor shall ensure that all work shall be performed under the supervision of a qualified and licensed foreman(s) or supervisor(s).
- v. The Vendor shall at all times, during the progress of the work, have on the worksite as the Vendor's agent, a competent superintendent capable of interpreting the specification and thoroughly experienced in the type of work being performed. He/she shall have full authority to take corrective action in response to any deficiencies noted by the Project Manager. He/she shall promptly supply any labor, tools, materials, transportation, equipment and any other incidentals required. Such superintendent shall be furnished regardless of the amount of work sublet and shall not be replaced without written notice to the Project Manager, except under extraordinary circumstances. The Vendor's superintendent shall speak and understand English, and 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.
- w. The Vendor shall provide all other fueling facility features required by Federal, State, and Local codes and regulations including a leak detection system and Stage I Vapor Recovery System and Fire protection, emergency fuel shut-off system, facility signage, and life safety equipment.
- x. The Vendor will install the card reader for the facility. The Department will provide card reader consoles, through Guardian Fueling Technologies, for the FDOT fuel management and tracking system (Fuel Master), for the new fueling facility.
- y. The Vendor will be responsible for installation of the card readers.
- z. The Vendor shall be responsible for the closure, removal, and disposal of the existing fueling facility at the Stuart facility and will include, but not be limited to, the following:

Removal and disposal of Two (2) existing 10,000 gallon fiberglass underground fuel storage tanks (1 - diesel and 1 - unleaded gasoline), and the concrete slab.

Removal and disposal of any petroleum product remaining in the tanks and piping system including, but not limited to, contaminated water, fuel, and sludge/residue.

Removal and disposal of the existing Two (2) fuel dispensers.

Removal and disposal of all piping, vents, fittings, gauges, valves, gaskets, seals, sealants, and any other ancillary items associated with the existing fueling facility including, but not limited to, vapor recovery system piping, air and water service piping, electrical and telecommunication conduits, and drainage piping.

Removal and disposal of all electronic and electrical equipment, wiring, and attachments associated with the existing fueling system including, but not limited to, dispensers, pumps, tanks, and fuel tank leak detection system (Veeter root) according to Federal Department of Environmental Protection (FDEP).

The Vendor will be responsible for the removal of the existing underground tanks and for the performance of a Storage Tank System Closure Assessment, according to the requirements in Chapter 62-761, Florida Administrative Code (FAC) and the FDEP guidance document, dated April 1998. Proper coordination with the FDEP Southeast District Storage Tank's Section will be required.

The Department will make arrangements with Fuel Master to

Remove the existing card key reader consoles and return them to the Department for use at the new facility.

The Vendor

Will be required to coordinate with either Guardian, Glassgow or Wilson's Petroleum, (The Department of Management services Contractor's) for the removal of card reader consoles. These contractors can be contacted for the removal and replacement of the card reader system and it's mounting pad, conduit placement.

1.2 OPTIONAL ITEM

The Department may elect to have the Vendor provide an optional canopy with lighting that will cover and provide shelter to the dispensing system and the vehicles/ equipment obtaining fuel.

1.3 SEQUENCE OF WORK

- a. Unless otherwise approved by FDOT, the existing fueling facility shall be demolished prior to the construction of the new fueling facility. Construction or closure of the facility **may not** occur during Hurricane season (June to December).
- b. Closure of the existing fueling facility shall not begin until written Notice to Proceed is given to the Vendor. Traffic flow through the facility must remain accessible for work and emergency vehicles

1.4 SCHEDULE REQUIREMENTS

- a. The vendor is to propose the time frame in completing the work of this contract under the **Management Plan** of the proposal with the maximum duration not to exceed 630 calendar days after the Notice to Proceed. Vendor will be assessed a penalty of \$100 per day for work not completed after the proposed completion date. The penalty will be deducted for the final invoice.
- b. The Vendor shall conduct initial coordination meetings with FDOT to develop facility alternatives, and minimum storage and dispensing requirements, to determine final facility requirements for operations, storage and dispensing. Conduct monthly progress meetings.
- c. The Vendor shall conduct research and contact authorities having jurisdiction and develop a site development plan to obtain the required approvals/permits for the facility improvements.
- d. The Vendor shall prepare a detailed project schedule (Primavera style) which shall be submitted at the Pre-work Conference and continually updated weekly during the course of the project. This schedule shall indicate the start times, end times, and durations for all project tasks, and include any anticipated facility or service down time. The project schedule will include target dates for 30%, 60%, 90%, and 100% submittals.

1.5 CODES, INSPECTIONS, AND TESTINGS

- a. All work under the Scope of Services shall be performed in strict compliance with all applicable Federal, State and Local laws, codes, regulations, standards, and the project specifications as the minimum.
- b. During the course of construction, the Project Manager will observe the work. The Vendor shall call for required inspections from all Authorities Having Jurisdiction during the normal phases of installation and, following each inspection phase and the Project Manager shall be furnished with Certificates of Inspections from all such authorities. After the completion of the work, the Vendor shall deliver all certifications or letters of approval to the Project Manager. Following the successful completion of the final inspection, the Vendor shall furnish the Department with a certificate of final approval.
- c. The Vendor shall provide all necessary instruments and special apparatus to conduct any test that may be required to ensure performance and that control wiring and power cables are free of all improper grounds and short circuits.
- d. Piping system

Prior to placing the system into service, line tightness/pressure testing must be performed in accordance with F.A.C. Chapter 62-762.641 and Chapter 4 of NFPA 329 by a precision tank tester registered with the Department of Business and Professional Regulation under FS Chapter 489.

A system manufacturer's representative shall be present to witness the tests.

Should the system fail testing(s), Vendor shall make any and all repairs necessary for the system to meet the requirements of subsequent test(s).

e. Fuel tanks

After installation of the above ground storage tanks, each tank shall be pressure tested and tightness tested as required by applicable portions of Rule 62-762, Florida Administrative Code F.A.C. by a certified contractor prior to placing the system in service. All required tests and test methods which are required pursuant to Rule 62-762, F.A.C. prior to placing the new above ground storage tank system in service shall be performed by the Vendor.

The integrity of the installed fuel tank shall be insured as not to void any warranty provided by the manufacturer. All measures will be taken to maintain the manufacturer's warranty.

f. Operation simulation

All conditions of operation shall be simulated to demonstrate that all systems operate properly.

1.6 Acceptance of Site

The system will not be accepted until all equipment satisfies the acceptance test requirements. The Vendor shall perform service tests on the completed system in the presence of the Project Manager or their authorized representative to demonstrate that the system is in good working order and will function as intended a minimum of three (3) consecutive times. Each performance test shall be separated by a minimum of thirty (30) minutes.

Any and all defective material and workmanship disclosed as a result of these tests shall be corrected and the system retested.

1.7 AS-BUILT PLANS, OPERATION AND MAINTENANCE MANUAL

- a. Vendor shall compile four (4) copies of product data and related information appropriate for Owner's operation and maintenance of products and equipment furnished under this contract. Content for each unit of equipment and system shall include as follows:

Final as-built plans.

Description of unit and component parts.

Function, normal operation characteristics, and limiting conditions.

Performance curves, engineering data and tests.

Complete nomenclature and commercial number of replaceable parts.

- b. OPERATING PROCEDURES

The Vendor shall provide:

Start-up, break-in, routine and normal operating instructions.

Regulation, control, stopping, shutdown and emergency instructions.

Special operating instructions.

Maintenance procedures.

Routine operations.

Guide to "trouble-shooting".

Disassembly, repair and reassembly.

Alignment, adjusting and checking.

Servicing and lubrication requirements.

Manufacturer's printed operation and maintenance instructions.

Description of sequence of operation by control manufacturer.

Original manufacturer's parts list, illustrations, assembly drawings and diagrams required for maintenance.

Predicted life of parts subject to wear.

Items recommended to stock as spare parts

Other data as required under pertinent sections of specifications.

All permitting related documents.

2.0 GENERAL

- a. The Vendor is to secure all federal, state and local permitting, registrations, certifications and licensing required to complete the work. Prior to making a submittal to agencies, the Vendor will provide the Project Manager with following documents for review and approval:

A schematic site plan describing facility locations and functions, including tanks, dispensers, canopy (optional) and buildings.

Plans shall include mechanical, structural, civil, and electrical details including, but not limited to, drainage details, location of new slabs, schematic wiring for electrical system, and tank data cut sheets.

Plans shall include a detailed security plan and must include and address the following specific items:

Maintaining the safety of pedestrian and vehicular traffic at all times.

Providing for the proper ingress and egress of pedestrian and all vehicular traffic (including heavy equipments). Coordinating with authorities having jurisdiction, where required, in providing for facility ingress and egress.

Public, FDOT personnel, and vendor parking areas.

Emergency vehicle access, taking into consideration existing infrastructure that may be utilized by emergency responders.

The placement and erection of any and all signs, temporary fencing or gates as may be required to direct, control, and manage traffic flow.

The sitting and staging of construction materials and equipment, including job trailers and heavy equipment.

- b. The plans shall be prepared by the Vendor and must be signed and sealed by a registered Professional Engineer.

The Vendor shall submit to the Department 30%, 60%, 90% and 100% complete plans and specifications for review and approval. The Department will review and provide comments within 15 days of each submittal.

Once 100% documents have been approved, the Vendor will submit the plans, along with the technical and non-technical specifications, to the appropriate permitting agencies for approval.

The Vendor will be responsible for all revisions and modifications to the plans and/or specifications as required to meet all Federal, State, and Local codes, as well as to meet the needs of the Department.

EQUIPMENT

3.0 FUEL STORAGE TANKS

a. General

Each tank shall be equipped with tie downs and supports that meet or exceed all State and Local codes.

All materials, parts, equipment or components to be added or attached to each fuel tank are to be 100% compatible with its corresponding fuel and its vapors.

b. The Vendor shall provide the following Tank Accessories

Hurricane and flood anchoring.

The anchoring system for each tank shall have stainless steel components, and meet or exceed all Federal, State and Local codes.

Vents shall discharge upward or laterally, and be protected from intrusion of rain, and incorporate a flame arrestor.

Provide one (1) emergency vent for each primary tank or primary tank compartment, and one (1) emergency vent for each secondary containment tank interstice, unless the existing is functional.

Provide grade fill assembly with one (1) 15 gallon spill container, lockable tight fill cap, adapter, fill pipe, swing check valve, ball valve, overfill valve and drop tube per tank.

Provide an overfill prevention system which complies with the requirements of NFPA 30A or NFPA 30. Overfill prevention system shall contain a visible and audible alarm which will sound when the product level in the tank has reached 90% of tank capacity, and a positive single-action shut-off valve which will stop the flow of liquid into the tank when product level reaches 95% of tank capacity.

Gauge stick, cap and striker plates to be provided for determining the amount of fuel within primary tank. Tank gauge with an accurate numerical counter readout, eliminating the need for any on-site manual gauging.

Each tank shall have a step or ladder system for access and maintenance to the top of tank, unless the existing ladder system is functional.

All tanks shall be equipped with a Stage I vapor recovery system.

Provide an anti-siphon valve for each tank to prevent siphoning in the event failure occurs in the fuel supply line or at the dispenser.

C. Finishes

Tank exterior will be thoroughly cleaned

Labeling

Each Tank shall have the standard manufacture nameplate and U.L. label affixed to the tank. If the existing label is faded, it shall be replaced.

The exterior of each tank shall display new warning sign and new labels made of weather resistant materials, in proper location, and configuration to meet applicable code requirements. Replace any faded or mangled labels.

Vendor shall supply and install any and all information and warning signs and labels required by codes at each site.

3.1 FUEL DISPENSERS AND ACCESSORIES

- a. Fuel dispensers shall be island-oriented (nozzles on the side of the cabinet for use from both lanes), with automatic nozzles, extended reach hoses and internal hose retractors.
- b. Diesel fuel dispensers shall be equipped with raised hose mast for ease of handling during fueling.
- c. All fuel dispensers shall be compatible with the FDOT fuel management and tracking system (**Fuel master**); meter shall have a 10:1 pulsar to interface with system.

- d. All fuel dispensers shall be mechanical status displays per hose, on both sides of the cabinet and programmable for gallons or liters.
- e. Existing cabinet exterior panels and supports shall be reused. Guardian will remove and replace the cabinet. The Vendor will coordinate and install the necessary conduits.
- f. Maximum flow rate for unleaded gasoline shall be 22 gallons per minute (GPM).
- g. Maximum flow rate for diesel fuel dispensers shall be 60 gallons per minute (GPM).
- h. All fuel dispensers shall be equipped with vapor recovery system(s) as required by Federal, State and Local codes.
- i. All fuel dispensers shall be equipped with dry re-connectable hose breakaways with a pull force of no more than 250 lbs.
- j. All fuel dispensers shall be equipped with swivels with 360-degrees rotation.
- k. Secondary sump containments shall be installed at all fuel dispenser locations.
- l. Emergency shear valves for fuel and vapor lines shall be installed at all fuel dispenser locations.
- m. All materials, parts, equipment or components to be added or attached to each fueling dispenser are to be 100% compatible with its corresponding fuel and its vapors.
- n. The department will take possession of the existing pump dispensers once removed.**

3.2 DIGITAL MULTI-TANK MONITORING AND LEAK DETECTION SYSTEM

a. General Requirements

The Vendor shall be responsible for ensuring that the digital multi-tank monitoring and leak detection system is operable and compatible with all components of the fueling system and designed to provide the highest degree of service and reliability to the fueling system owner/operator.

The Vendor shall be responsible for proposing and specifying all equipment for the tank monitoring and leak detection system in accordance with paragraph B of this section entitled "System Design Considerations and Capabilities." All

equipment specified and proposed pursuant to paragraph B of this section shall be in strict conformance with the rules and regulations of the Florida Department of Environmental Protection and all other applicable laws, rules and regulations of any agency or department having jurisdiction.

Approval by the Florida Department of Transportation (FDOT) will be required, in addition all applicable permits and approvals from all authorities having jurisdiction shall be obtained prior to the commencement of any work associated with the tank monitoring and leak detection system. Any desired or required changes by FDOT or any authority having jurisdiction to the Vendor's proposal shall be accomplished by the Vendor without any additional cost, expense or delay to the FDOT.

B. System Design Considerations and Capabilities

Vendor shall address the following design considerations and capabilities; however nothing in this section shall prohibit or discourage the vendor from addressing other design considerations and capabilities not specifically listed herein:

Inventory and delivery monitoring and reporting

Emergency generator applications and reports

Interstitial/sump monitoring

Dispenser sump monitoring

Audible and visual alarm capability as well as custom alarm capability

Insure computer to computer notification and reporting with others.

Continuous statistical leak detection software and associated components.

Options for leak detection and alternate methods

Line leak detection

Wireless communication availability

Suitability to the intended use

System operating features

All materials, parts, equipment or components to be added or attached to the monitoring and control system are to be 100% compatible with diesel fuel, unleaded gasoline, and its vapors.

MECHANICAL

4.0 PIPING

- a. Above ground piping shall be supported in accordance with manufacturer's recommendations.
- b. All pipe supports and accessories shall be stainless steel.
- c. The Vendor shall install the system in accordance with the directions furnished by the manufacturer. The Vendor shall strictly adhere to the installation guidelines supplied by the system manufacturer.
- d. All materials, parts, equipment or components to be added or attached to fueling system are to be 100% compatible with its corresponding fuel and its vapors.

4.1 AIR COMPRESSOR

New electric stationary air compressor shall be installed in the existing electrical/mechanical room in the Building, unless another location is approved by the Department's Project Manager.

ELECTRICAL

5.0 GENERAL

- a. Vendor shall provide an electrical system to power the new fueling facilities, including lighting, dispensers, monitoring and control system. Vendor shall furnish and install any additional conduit, connectors, panels, components and containment needed, for connections to the electrical system, fuel management system, and tank monitor device at each site.

Modify the existing electrical distribution system as necessary for the electrical system of the new fueling facilities.

- b. Vendor shall make all connections to communication/network lines, wiring, and fiber optics to provide a complete fueling facility.
- c. Vendor shall supply and install all sensors, wiring, and connections from the tank to the monitoring device, and have it in working order to monitor all tanks.

- d. All electrical work shall be completed in accordance with the requirements of the National Electrical Code (NEC), the National Fire Protection Association (NFPA), and Local codes requirements.
- e. All electrical work shall be executed by an experienced and certified electrical contractor(s). Electrical work shall be coordinated so as not to interfere with FDOT daily operation.
- f. The Vendor shall insure a permanent and effective ground service neutral and all conduits, raceways, devices, and utilization equipment in accordance with requirements of the National Electrical Code (NEC), Article 250 as required. All grounding electrodes shall have rigid clamp jaw (buried connections shall be by exothermic welds).
- g. The Vendor shall install all control devices furnished by equipment manufacturers with their equipment and complete the wiring in accordance with manufacturer's recommendations and approved wiring diagrams.
- h. Furnish and install transient voltage surge suppression (TVSS) for the protection of all electrical circuits from the effects of lightning induced currents, substation switching transients and internally generated transients resulting from inductive and/or capacitive load switching.
- i. Furnish and install TVSS for the protection of all electronic equipment low voltage signal conductors. Provide suppression for all systems such as telecommunication systems, temperature control panels, tank monitoring and leak detection system, fuel dispensers, computers, emergency generator control systems, emergency transfer switch control switches, and all other systems which communicate by wire.

CIVIL

6.0 GENERAL

- a. Proper ingress and egress ("flow") design of fueling facilities that maximizes the efficiency of fueling operation and minimizes impacts to regular traffic or operation.
- b. Finished grade shall be concrete in and around the dispensing areas. Concrete slab shall be reinforced and have a minimum thickness of 8 inches.
- c. Provide proper storm water drainage of the new fueling facilities and the redeveloped/restored areas of the existing facility.

- d. Backfilling and compaction procedures shall be performed in strict accordance with the FDOT Standard Specifications for Road and Bridge Construction (2010 Edition) and FDOT Design Standards (2010 Edition), or as otherwise directed in writing by the Department.

All open cuts in the pavement (asphalt and concrete) shall be saw cut and made square.

- e. Grassy area shall be sodded with Bahia sod.
- f. Curbs shall be painted yellow.

6.1 PUMP ISLANDS - REVISED

- a. Stainless steel bollards shall be installed for the protections of dispensing equipments. Bollards shall be striped with reflected 4 inch, 3M tape.
- b. Raised island curbs shall be constructed with stainless steel protective fascias.

ENVIRONMENTAL

7.0 GENERAL

- a. Environmental remediation services (including source removal and disposal of contaminated material, backfilling and paving) to be provided by the Department's remediation contractor.
- b. Fuel recovered from the existing underground tanks will be the property of the Vendor for use or proper disposal.
- c. The old underground tanks will be removed by the Vendor to be properly disposed of at no additional cost to the Department. A Storage Tank System Closure Assessment will be performed according to the requirements in Chapter 62-761, Florida Administrative Code (FAC) and the FDEP guidance document, dated April 1998.

STRUCTURAL

7.1 FOUNDATION

Foundations for tanks, dispensers, generator and canopies shall be capable of withstanding structural loads and stresses, and meet or exceed all state and local codes. 190+ mph wind load.

7.2 **OPTIONAL OVERHEAD CANOPY**

The bid for the optional overhead canopy will be a separate line item on the quotation.

- a. Optional Canopy structure (top and columns) shall be metal with integral concrete foundation, steel framing, flat metal roof, roof drains and pipes, vertical fascia, and flat metal ceiling.

Roof drains shall drain to an underground drainage system (provided by the Vendor).

Provide roof drain clean-out access for maintenance servicing.

Collection points for roof drainage will not be directly above information control units.

- b. Canopy clearance height, as measured from the finished grade to the lowest point on the canopy, shall be a minimum of 16'- 6". The clearance height of canopy will be clearly indicated on the structure.
- c. Canopy coverage area shall extend a minimum of 12 feet measured from the face of the dispenser island curb.
- d. Canopy fascia, ceiling, and columns shall have a white, flat finish. All structural steel shall be coated with an anti-corrosive system.
- e. Canopy lighting fixtures shall be mounted to, or recessed into, the bottom surface (ceiling) of the canopy.

Canopy lighting luminance levels shall be appropriate for regular fueling activities, and reasonably uniformed throughout the canopy area.

Lighting system shall have be automatic photo-controlled, with a manual-control option.

- f. Canopy shall be capable of withstanding the effects of structural loads and stresses, and meet or exceed all state and local codes. 190+ mph wind load.

**END OF
SCOPE OF SERVICES**

Contract # **E4P37**

Financial Project # **429338-2-52-01**

(Exhibit 2)
BID PROPOSAL

Bidder's Firm Name: _____

FEID #: _____ Telephone #: () _____ Fax #: () _____

for construction or renovation of the following building project:

Financial Project Number: 420338-2-52-01

Project Name: **STUART YARD FUEL STORAGE TANK REPLACEMENT PROJECT**

Project Location: _____

County: _____ Date Submitted: _____, Yr _____

TO THE STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION:

The Bidder hereby declares that no person or persons, firm, or corporation, other than the Bidder, is interested in this proposal, as principals, and that this Proposal is made without collusion with any person, firm, or corporation, and have carefully and to our full satisfaction examined the drawings, specifications (Technical and Non-Technical), and all other related contract documents, made a full examination of the location of the proposed work and the sources of supply of materials, agree to furnish all necessary labor, equipment, and materials, fully understanding that the quantities shown herewith are approximate only, and that we will fully complete all necessary work in accordance with Plans and Specifications, and all requirements of the Owner, within the time limit specified in contract documents.

I (We) hereby acknowledge receipt of the following Addenda issued during the bidding period.					
Addendum No.	Dated	Initial	Addendum No.	Dated	Initial

STUART YARD FUEL STORAGE TANK REPLACEMENT PROJECT

EXHIBIT "C" – BID PROPOSAL SHEET

Develop Plans and Acquire Permits \$ _____

Relocation of Tanks and Dispensers \$ _____

Complete Removal of Existing Facility \$ _____

Cost for Removal of Sludge and Brine in Excess of 1,000 Gallons \$ _____ **Per Gallon**

Concrete Placement for Foundation In Excess of 1300 Square Feet \$ _____ **Per Square Ft.**

Construction & Completion of New Facility \$ _____

GRAND TOTAL \$ _____

Grand Total Written in Words

\$ _____

Note: The grand total will determine the low bidder**OPTIONAL**

The Department, based on availability of budget, may also choose to enter into an Agreement for the optional canopy.

Canopy \$ _____

Price written in words \$ _____

BID PROPOSAL

The Bidder hereby agrees to perform all necessary work, as provided in the Contract Documents, and if awarded the contract to execute the Contract Agreement within 10 calendar days after the date on which the notice of award has been given, and to fully complete all necessary work under the same within not more than 630 calendar days. It is understood and agreed that the date on which calendar days will begin to be charged to the project shall be either (1) the 10 calendar day from the date of issuance of the initial notice to begin work or (2) the date on which the Contractor actually begins work, whichever date is earlier.

The Bidder further agrees to bear the full cost of maintaining all work until final acceptance, as provided in the contract.

If the total amount of this bid exceeds \$100,000 a bid guaranty of five percent (5%) of the bid, payable to the Owner, must accompany this proposal. The said guaranty is to be returned to the Bidder upon delivery of a satisfactory bond. Owner officials and employees are prohibited by law from soliciting and accepting funds or gifts from any person who has, maintains, or seeks business relations with the Owner pursuant to Section 334.195, Florida Statutes.

In the event the contract is awarded to this Bidder, the Bidder will enter into a formal written agreement with the Owner in accordance with the accepted bid within ten (10) calendar days after said contract is submitted to the Bidder. If the contract sum exceeds \$100,000 the Bidder will also furnish the Owner a Contract Performance Bond and a Labor and Materials Payment Bond with sufficient sureties, satisfactory to the Owner, in the amount of 100% of the accepted bid. The Bidder further agrees that in the event of the Bidders default or breach of any of the terms of this proposal, the said bid deposit shall be forfeited as liquidated damages. Base bids plus the sum of all additive alternates, if any, on contracts \$100,000 or less are not required to have a Bid Guaranty, Performance Bond, or a Labor and Materials Payment Bond.

The Bidder, hereby certifies this proposal has been carefully examined after completion, and has verified each item placed thereon. The Bidder agrees to indemnify, defend, and save harmless, the Owner against any cost, damage, or expense which it may incur or be caused by any error in the Bidders preparation of same. By signing the submitting this proposal, the Bidder certifies that no principal (which include officers, directors, and executives) is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

The Bidder hereby certifies that if electronic bidding has been used, that the substituted unit price sheets attached hereto have been prepared by the Bidder and the substituted are accurate reproductions generated from the latest diskette provided by the Owner for this project. If any errors have been made by the Bidder in preparing the substituted sheets, the Bidder hereby consents that such errors will be applied by the Owner in the manner most beneficial to the Owner.

The Bidder hereby certifies and obligates its firm as "Principal (Bidder)" to the attached Bid Bond, as if and to the same effect as if the Bidder had affixed its signature thereon.

The Bidder hereby declares that the undersigned is the person or persons responsible within the firm for the final decision as to the price(s) and amount of this bid and the Bidder further declares that:

- A. The price(s) and amount of this bid have been arrived at independently, without consultation, communication, or agreement for the purpose of restricting competition with any other contractor, bidder, or potential bidder.
- B. Neither the price(s) nor the amount of this bid has been disclosed to any other firm or person who is a bidder or potential bidder on this project, and will not be so disclosed prior to the bid opening.
- C. No attempt has been made or will be made to solicit, cause, or induce any firm or person to refrain from bidding on this project, or to submit a bid higher than the bid of this firm, or to submit any intentionally high or non-competitive bid or other form of complementary bid.
- D. The bid is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any other firm or person to submit a complementary bid.
- E. The Bidder has not offered or entered into a subcontract or agreement regarding the purchase of materials or services from any other firm or person, or offered, promised, or paid cash or anything of value to any other bidder or person, whether in connection with this or any other project, in consideration for an agreement or promise by any other firm or person to refrain from bidding or to submit a complementary bid on this project.
- F. The Bidder has not accepted or been promised any subcontract or agreement regarding the sale of materials or services to any other firm or person, and has not been promised or paid cash or anything of value by any other firm or person, whether in connection with this or any other project, in consideration for the firm's submitting a complementary bid, or agreeing to do so, on this project.
- G. The Bidder made a diligent inquiry of all members, officers, employees, and agents of the Bidder with responsibilities relating to the preparation, approval, or submission of the firm's bid on this project and has been advised by each of them that he or she has not participated in any communication, consultation, discussion, agreement, collusion, act, or other conduct inconsistent with any of the statements and representations made in this declaration.
- H. The Bidder has fully informed the Owner in writing of all convictions of the firm, its affiliates, and all directors, officers, and employees of the firm and its affiliates for violation of state or federal antitrust laws with respect to a public contract or for violation of any state or federal law involving fraud, bribery, collusion, conspiracy, or material misrepresentation with respect to a public contract. This includes disclosure of the names of current employees of the firm or affiliates who were convicted of contract crimes while in the employ of another company.
- I. The Bidder certifies that, except as noted below, neither the firm nor any person associated therewith in the capacity of owner, partner, director, officer, principal, investigator, project director, manager, auditor, and/or position involving the administration of federal funds:
 - 1. is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions, as defined in 49 CFR s29.110(a), by any federal department or agency.
 - 2. has within a 3-year period preceding this certification been convicted of or had a civil judgment rendered against them for; a) commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state, or local government transaction or public contract; b) violation of federal or state antitrust statutes; or c) commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - 3. is presently indicted for or otherwise criminally or civilly charged by a federal, state, or local governmental entity with commission of any of the offenses enumerated in subparagraph 2 of this certification.
 - 4. has within a 3-year period preceding this certification had one or more federal, state, or local government public transactions terminated for cause or default.
- J. The Bidder certifies that it shall not knowingly enter into any transaction with any subcontractor, material supplier, or vendor who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this project by any federal agency unless authorized by the Owner.
- K. The firm certifies that the Bidder is not a nonresident alien, or a foreign corporation/entity formed under the laws of a country other than the United States.
- L. Where the Bidder is unable to declare or certify as to any of the statements contained in this Proposal, the Bidder has provided an explanation in the "Exceptions" portion or by attached separate sheet.

EXCEPTIONS: _____

Any exception listed above will not necessarily result in denial of award, but will be considered in determining Bidder responsibility. For any exception noted, indicate to whom it applies, initiating agency, and dates of agency action. Providing false information may result in criminal prosecution and/or administrative sanctions. I declare under penalty of perjury that the foregoing is true and correct.

(Exhibit 2)
BID PROPOSAL

NOTE TO PROPOSER:

For all bids exceeding \$100,000, a satisfactory Bid Guaranty of 5% (of the total bid amount) must be submitted along with the proposal or the bid will be declared non-responsive. The bid guaranty may be in the form of certified, cashier's or treasurer's check, bank draft or bid bond. Failure to fully complete and execute the proposal may also result in the bid being declared non-responsive (see Non-Technical Specifications, Section B-1 – Execution of Bid Proposal, Contract Agreement and Bonds).

BIDDER:

AUTHORIZED

SIGNATURE:

PRINT

NAME

&

TITLE:

(If applicable, Affix Seal)

ATTEST:

PRINT

NAME

&

TITLE

/

OR

NOTARY:

Contract # _____

Financial Project # _____

(Exhibit 14)
BID BOND

KNOW ALL MEN BY THESE PRESENTS: That we _____, as Principal (Bidder), and _____ as Surety, are held and firmly bound unto the Florida Department of Transportation (hereinafter called the Owner), in the full and just sum of FIVE PERCENT (5%) of the actual bid total on the Bid Proposal, in lawful money of the United States of America, to be paid to the Owner, to which payment well and truly to be made we bind ourselves, our heirs, executors, administrators, successors, and assignees, jointly and severally and firmly by these presents:

WHEREAS, the Principal is herewith submitting a bid to the State of Florida, Department of Transportation for constructing or otherwise improving a building(s) in _____ County, particularly known as _____ Financial Project No. (s) _____

NOW, THEREFORE, THE CONDITION OF THE ABOVE OBLIGATION IS SUCH, that if the Principal shall execute the Contract Agreement and give bond for the faithful performance thereof within ten (10) days after being notified in writing of the award of such contract to Principal, or if the Surety shall pay the Owner the full amount of this bond, then this obligation shall be void; otherwise it shall remain in full force and effect.

SIGNED, SEALED, AND DATED THIS _____ day of _____, YR _____

NAME OF SURETY: _____ (Affix Surety Seal)

By: _____ (Agent or Attorney-In-Fact)

Printed Name: _____

Address (City, State, Zip): _____

Telephone #: _____ FAX #: _____ FEID No.: _____

Countersigned: _____ Florida Licensed Agent)

Printed Name: _____

Address (City, State, Zip): _____

Telephone #: _____ FAX #: _____

The following statement is to be completed regarding the Florida Licensed Agent STATE OF FLORIDA
COUNTY OF: _____

Before me, the above signed authority, personally appeared _____ who is personally known to me or has produced _____ (type of identification), identification and is duly sworn, deposes and says that he/she is a duly authorized insurance agent, properly licensed under the laws of the State of Florida to represent _____ of _____ a company authorized to make corporate Surety Bonds under the laws of Florida and acceptable as Surety on Federal Bonds and that he/she has signed or countersigned the above bond on the Surety's behalf. Sworn, and subscribed to before me this _____ day of _____, 20 _____.

My Commission Expires: _____ Signature: _____
Notary Public, State of Florida at Large

- NOTES:
1. The Bidder is not required to sign this document, as execution of the Bid Proposal specifically binds the principal bidder to the obligations arising from this document. Failure of the principal bidder to execute the Bid Proposal, or failure of the surety to execute this document, shall result in the bid being declared non-responsive.
 2. Power of Attorney showing authority of Surety's Agent or Attorney-In-Fact must be furnished with this form. Affix Corporate Seal of Surety. No Bid Guaranty is required if the total amount of the bid is \$100,000 or less.

**STATE OF FLORIDA
DEPARTMENT OF TRANSPORTATION**

(Facilities & Grounds)

FIXED CAPITAL OUTLAY

* * * * *

**NON-TECHNICAL
SPECIFICATIONS**

- FOR -

**BUILDING CONSTRUCTION
CONTRACTS**

* * * * *

- LEVEL 1: \$10,000 or less**
- LEVEL 2: \$10,000.01; not exceeding \$25,000**
- LEVEL 3: \$25,000.01; not exceeding \$200,000**
- LEVEL 4: \$200,000.01; not exceeding \$500,000**
- LEVEL 5: Exceeding \$500,000**

Effective Date: March 20, 2007
(All previous versions are obsolete)

State of Florida

DEPARTMENT OF TRANSPORTATION

Financial Project Number: **429338-2-52-01**

Project Name:

**DISTRICT FOUR FUEL STORAGE TANK REPLACEMENT
PROJECT IN STUART YARD**

Project Address: **3590 S W Martin Hwy.
Palm City, Florida 33497
Martin County, Florida**

**NON-TECHNICAL SPECIFICATIONS
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**SECTION A
INSTRUCTIONS TO BIDDERS**

A-1 DEFINITIONS -The following terms, when used in the Non-Technical Specifications, have the following meaning:

ADDENDA:

Any additions or revisions to the Non-Technical Specifications, Technical Specifications, or Bidding Documents issued prior to bid opening.

ADVERTISEMENT:

The public announcement, inviting bids for work to be performed or materials to be furnished, usually issued as an "Invitation to Bid".

ARCHITECT-ENGINEER:

The Design Professional registered in the State of Florida, who develops criteria and concept for the project, performs the analysis, and is responsible for the preparation of the contract plans and specifications. The Architect-Engineer may be an employee of the Owner or a consultant retained by the Owner.

AWARDS (SELECTION) COMMITTEE:

The Awards Committee shall be appointed by the Assistant Secretary or designee for Central Office Projects, and by the District Secretary or designee for District Projects, and will consist of at least three voting members, of which at least two are equivalent to a Director's level.

BID:

The offer of a bidder, on the prescribed form, to perform the work and to furnish the labor and materials at the prices quoted.

BID BLANK:

The form attached to the front of an awarded contract which identifies the bidder, financial project number, calendar days, contract number, total contract sum, date of execution, etc.

BIDDER:

An individual, firm, partnership, or corporation submitting a bid proposal for proposed work.

BID GUARANTY:

The security furnished by the bidder as guaranty that the bidder will enter into the contract for the work if the Owner accepts the proposal.

BID PROPOSAL:

The offer of a bidder to perform work and furnish the labor and materials at the prices quoted using the Owner's prescribed form.

BONDS (Performance Bonds and Materials & Labor Bonds):

The security furnished by the Contractor and the surety as a guaranty that the Contractor will fulfill the terms of the contract in accordance with the plans, specifications, and other contract documents, and pay all legal debts pertaining to the construction of the project.

BUILDING OFFICIAL:

Permitting Office Official from Local Building Authorities.

CALENDAR DAY:

Every day shown on the calendar, ending or beginning at midnight.

CHANGE ORDER:

The Contractor or Owner shall respectively be entitled to an increase or decrease in the contract sum when conditions of the work described in the contract are changed, resulting in greater or less cost or time.

CONTRACT AGREEMENT:

Contract Agreement is the document executed by both the Contractor and the Owner.

CONTRACT DOCUMENTS:

The written agreement between the Owner and Contractor setting forth the obligations of the parties thereto, including, but not limited to, the performance of the work, the furnishing of labor and materials, and the basis of payment. The Contract Documents shall include the advertisement, proposal, non-technical and technical specifications, plans, contract agreement, contract bond, Notice to Proceed to mobilize on site and to proceed with construction, incorporated portions of A1A Document A-201, addenda, any change orders required, and if necessary, technical and non-technical special provisions, to complete the project in an acceptable manner.

CONTRACT LEVELS (Increments of contract dollar value based on estimated cost of the contract):

- LEVEL 1-Contract Sum Agreement of \$10,000 or less
- LEVEL 2-Contract Sum Agreement of \$10,000.01-\$25,000
- LEVEL 3-Contract Sum Agreement of \$25,000.01-\$200,000
- LEVEL 4-Contract Sum Agreement of \$200,000.01-500,000
- LEVEL 5: Contract Sum Agreement exceeding \$500,000

CONTRACT LETTING:

The date the Owner opens the bid proposals.

CONTRACT TIME:

The number of calendar days allowed for completion of the contract work, including authorized time extensions. When a calendar date of completion is stipulated in lieu of a number calendar days, the contract shall be completed by such calendar date.

CONTRACTOR:

The bidder awarded and executed a contract to perform work or to furnish materials for the Owner.

HOLIDAYS:

Days designated in Section 110.117, Florida Statutes, which include, but are not limited to: New Year's Day, Martin Luther King's Birthday, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day and the following Friday, and Christmas Day.

MAINTENANCE:

The upkeep, preservation of condition, or the sustaining of operation of a facility, building, portion of building, utility, parking lot, structure, or real property.

NON-TECHNICAL SPECIFICATIONS:

Non-Technical Specifications is the document titled "Building Construction Contract, Non-Technical Specifications" complete with all exhibit attachments thereto, and incorporated Articles from the AIA Document A201 entitled "General Conditions of the Contract for Construction" -1997 Edition, as modified herein.

OWNER:

Florida Department of Transportation

OWNER'S PROJECT MANAGER:

The Owner's authorized representative identified as project manager throughout the Contract Document.

PLANS:

The approved plans, including reproduction thereof, showing the location, character, dimensions, and details of the work to be done.

PROJECT:

Any facility, building, portion of building, utility, parking lot, structure, or other improvement to real property requiring construction, renovation, repair, modification, or demolition.

REPAIRS:

Restoration to an acceptable original state of a decayed, broken, deteriorated, or demolished facility, building, portion of building, utility, parking lot, structure, or other real property.

RESPONSIVE BIDDER:

Contractor who has submitted a bid proposal conforming to all materials in respect to the invitation to bid or request for proposal.

RESPONSIBLE BIDDER:

Contractor with the capability in all respects to fully perform the contract requirements, and the integrity and reliability to assure good faith performance.

SPECIAL INSPECTOR (Threshold Buildings)

Inspectors registered and licensed by the Department of Business Professional Regulation to perform inspections on Threshold Buildings. These services are required by the Florida Building Code.

SPECIAL PROVISIONS:

Any additions or revisions setting forth additional or varying conditions from the Non-Technical / Technical Specifications for a specific project.

STATE:

State of Florida.

SUBSTANTIAL COMPLETION:

The term "Substantial Completion" shall mean the project under the contract is sufficiently completed in accordance with the Contract Documents, with all life safety and code items connected and operating correctly, so the Owner can occupy or utilize the work or designated portions thereof for the use for which it is intended, as expressed in the Contract Documents. The term "Substantial Completion" shall not mean the inclusion of such minor alterations and patching as the Final Inspection shall disclose.

SURETY:

The corporate body which is bound by the contract bond and for the Contractor and which agrees to be responsible for acceptable performance of the work for which the contract has been made and for payment of all debts pertaining thereto.

TECHNICAL REVIEW COMMITTEE (TRC):

TRC consists of the Contracts Administrator, FCO Coordinator, and Project Manager, who shall review the bids and determine the lowest responsive bidder. The TRC shall forward its recommendation to the Awards (Selection) Committee for making a determination in award or non-award of the FCO Project.

TECHNICAL SPECIFICATIONS:

Technical Specifications for a specific project are prepared, signed and sealed by the Architect-Engineer and then included

in the contract documents.

THRESHOLD BUILDING:

Threshold Building means any building which is greater than three stories or 50 feet in height, or which has an assembly occupancy classification that exceeds 5,000 square feet in area and an occupant content of greater than 500 persons.

VALID BID:

A bid submitted by a qualified responsible bidder in response to the bid documents. Owner determines validity of the bid.

WORK:

All labor, materials, and incidentals required for the design and construction of the improvement for which the contract is made, including superintendence, use of equipment and tools, and all services and responsibilities prescribed or implied, which are necessary for the complete performance by the Contractor of its obligations under the contract. Unless otherwise specified herein or in the contract, all costs of liability and performing the work shall be at the Contractor's expense.

WORKING DAYS:

All weekdays that state offices are open for business, unless specified otherwise in a non-technical special provision.

A-2 BIDDER QUALIFICATION REQUIREMENTS

NOTE: Prequalification requirements for submitting a bid and contract award are identified below (see Section A-1 for definition of "Contract Level"). Failure of the Bidder to strictly meet and follow these qualification requirements may result in bid rejection or disqualification of contract award.

There are two steps in qualifying to perform construction of State projects, one of which is prequalification for submitting a bid, and the second is prequalification for contract award:

Prequalification for submitting a bid (all Contract Levels, regardless of dollar amount):

- A. Current state contractor license certification or registration as required under Florida Statutes.
- B. Current corporate charter registration - if the potential Bidder is a domestic (Florida) corporation, or has authority to transact business in Florida, if the potential Bidder is a foreign (non-Florida) corporation, as may be required by Florida law.
- C. On projects requiring a Contractor with specific expertise and experience, the Owner may include additional prequalification requirements relative to demonstrated performance of similar work, similar size and complexity, and possession or availability of facilities or equipment needed to performance of the work identified for the project.
- D. For bids exceeding \$100,000, a bid proposal guarantee of 5% of the bid amount must accompany the bid proposal, or the bid shall be deemed non-responsive and rejected. Bid proposal guarantee may be in the form of a certified check, cashier's check, treasurer's check, bank draft, or bid bond. No bid proposal guarantee is required for bids less than \$100,000.

Bids are to be accepted only from potential Bidders who have

prequalified in accordance with above items A, B, C, and D, as applicable, and as set forth in the Invitation to Bid. To participate in the bid process, each potential Bidder shall be prequalified by the Owner for the specific field or area of construction based on the Bidder's area of license or certification as identified in the Invitation to Bid. Potential Bidders may receive more specific prequalification information by calling the Owner at phone # (954) 777-4650. Qualifying for one project does not automatically, prequalify the Bidder for other projects.

Each potential Bidder will be notified by the Owner to which it applied for prequalification of its eligibility or ineligibility to submit bids during the balance of the qualification period for a specific field or area of construction. A firm will be permitted to correct prequalification deficiencies if the Owner receives proof of correction 120 hours (5 calendar days) prior to the date and time of bid opening. Any Bidder or potential Bidder that is determined to be ineligible because of failure to provide evidence of the minimum requirements will not be qualified to submit a bid and will be informed in writing, of the deficiencies that must be corrected to be considered for future projects. Each potential Bidder notified of its eligibility may submit a bid at the time and place designated in the bidding documents as long as the Bidder is qualified and eligible to perform the work required by the bidding documents.

Prequalification for contract award:

All Contract Levels, regardless of the dollar amount, require:

- A. Satisfactory compliance with bid prequalification criteria, as applicable (see above).
- B. Bidder shall provide prior to the Owner's execution of the construction contract, evidence of insurance in effect that is equal to or exceeds the limits and types of coverage required by the bidding document.
- C. If specific expertise and experience are required (as mentioned earlier in this section and also identified in the Invitation to Bid), the Bidder must provide documentation of the specific expertise and experience its staff possesses to perform a project requiring unique or specialized capabilities.

Additional prequalification requirements for award of projects with bids exceeding \$100,000 are:

- A. On projects where the bid exceeds \$100,000, unless such requirement has been waived by the Owner and identified in the Invitation to Bid, the Bidder must provide within two (2) working days of being notified it is the lowest responsive qualified Bidder, evidence of ability to provide the necessary performance and payment bonds for the project by providing a letter of intent to provide a 100 percent (100%) Performance Bond and a 100 percent (100%) Labor and Material Payment Bond from a surety company authorized to do business in the State of Florida by the Department of Insurance, and meeting the financial and performance rating required by the bid documents. For contract amounts not exceeding \$500,000, the provisions of Section 287.0935, Florida Statutes, shall govern.
- B. On projects exceeding \$200,000 the lowest responsive Bidder must provide within seven (7) working days of being notified it is the lowest responsive qualified bidder, a completed "Experience Questionnaire and Contractor's Financial Statement". The Contractor's

financial condition must demonstrate that adequate liquid assets and equipment are available to properly perform this project as follows: The value of liquid assets must be no less than one-twentieth (1/20) of the amount of the base bid. Liquid assets shall include cash, stocks, bonds, pre-paid expenses, and receivables, but shall not include the value of equipment.

- C. Familiarity with local conditions --On projects exceeding \$200,000, unless waived by the Owner for good cause, the Contractor must agree to establish or have an active office, or an ongoing project located within 300 road miles of the project site.
- D. Work Force -- On projects exceeding \$500,000, the Contractor must agree to perform not less than fifteen percent (15%) of the project management and construction work utilizing its own employees.
- E. Firm Experience - On projects exceeding \$500,000, the Contractor must have successfully completed not less than two projects of similar size and complexity within the last three years.
- F. Supervisor - On projects exceeding \$500,000, the Contractor must agree to provide field (on-site) supervision (through a named superintendent for each of the general, concrete forming and placement, masonry, mechanical, plumbing, electrical, and roofing trades, either through the use of its employees, or in the instance of mechanical, plumbing, electrical, and roofing trades, through the use of employees of the subcontractor. In addition, the Contractor shall assign and name a qualified employee to provide scheduling direction to the entire project. Supervisory employees (including field superintendents, foremen, and schedulers at all levels) must have been employed in a supervisory (leadership) capacity of a substantially equivalent level on a similar project for at least two years within the last five years. The Contractor shall include a resume of experience for each of those employees identified to supervise each trade, and for scheduling, with its submittal of the "Experience Questionnaire and Contractor's Financial Statement".

The firm determined by the Owner to have submitted the lowest responsive bid must complete and submit the above required qualification data, as applicable. The Owner will evaluate all data submitted within fourteen (14) days of receipt and determine whether or not the firm is a qualified Bidder. Should the Bidder be judged unqualified, the bid will be rejected and the next lowest responsive bid will be given seven (7) working days to submit its qualification data.

A-3 FAMILIARITY WITH LAWS

The Contractor is required to be familiar with and shall comply with all federal, state, and local laws, ordinances, rules, and regulations that in any manner affect the work. Ignorance on the part of the Contractor will in no way relieve the Contractor of this responsibility.

A-4 FLORIDA PRODUCTS AND LABOR

The Contractor shall comply with Section 255.04, Florida Statutes, which requires that Florida products and labor shall be used on public building contracts where price & quality are equal.

A-5 TAXES

Although the Owner is not subject to the Florida Sales and Use Tax, any Contractor who purchases materials or services to be used in the construction of state owned buildings will not be exempt from tax on these materials and services as required by Section 212.08(6), Florida Statutes:

There are also exempt from the tax imposed by this chapter sales made to the United States Government, a state, or any county, municipality or political subdivision of a state when payment is made directly to the dealer by the governmental entity.....This exemption does not include sales of tangible personal property made to contractors employed either directly or as agents of any government or political subdivision thereof when such tangible personal property goes into or becomes a part of public works owned by such government or political subdivision.

The Contractor is liable for all taxes assessed against it with regard to the work done or materials furnished pursuant to the Contract Documents. The Owner is not subject to:

- A. Federal Excise Taxes on materials or appliances that are incorporated into and become a part of the completed improvement.
- B. Federal Tax on transportation of property.

The Owner will furnish the Contractor the necessary Federal Excise Tax Exemption Certificate upon receipt of a copy of the supplier's invoice showing the item or items, the net price, and Federal Excise Tax separately for purchased materials that will be incorporated into the contracted work.

The Bidder shall take these factors into consideration in preparing its proposal, including therein the cost of the State Sales Tax and Use Tax on materials, but excluding the cost of those taxes not applicable.

A-6 ALTERNATES

If the Owner wishes to know the relative or additional construction cost of an alternative method of construction, an alternative use or type of material, or an increase or decrease in scope of the project, these items will be defined as alternates and will be specifically described by the Contract Documents. Alternates will be listed in the Proposal Form in such a manner that the Bidder shall be able to clearly indicate what sums the Bidder will add to, or deduct from its Base Bid.

A-7 ADDENDA

When the Owner and/or Architect-Engineer finds it necessary to supplement, modify, or interpret any portion of the Bid Documents during the bidding period, such procedure will be accomplished by the issuance of written Addenda to the Bid Documents which will then be mailed or faxed to all prospective Bidders.

A-8 INTERPRETATION OF BID DOCUMENTS

No interpretation of the meaning of the Drawings, Specifications, or other Bid Documents and no correction of

any apparent ambiguity, inconsistency, or error therein will be made to any Bidder orally. Every request for such interpretation or correction shall be submitted, in writing, and addressed to the Project Manager. All such interpretations and supplemental instructions will be in the form of written Addenda to the Bid Documents.

Only the interpretation or correction so given by the Owner in writing shall be binding, and prospective Bidders are advised that no other source is authorized to give information concerning, or to explain or interpret, the Bid Documents.

A-9 EXAMINATION OF BID DOCUMENTS AND WORKSITE

Bidders are required, before submitting their proposals, to visit the proposed worksite and completely familiarize themselves with the nature and extent of the work and any local conditions that may in any manner affect the work to be performed and the equipment, materials, and labor required.

Bidders are also required to examine carefully any Drawings, Specifications, and other Bid Documents to inform regarding any and all conditions themselves thoroughly and requirements that may in any manner affect the work.

A-10 BASIS FOR BIDDING - TRADE NAMES

For clarity of description and as a standard of comparison, certain equipment, materials, etc., are specified by at least two trade names or manufacturers. To ensure a uniform basis for bidding, the Bidder shall base its Proposal on the particular system, equipment, or material specified. After the contract is let, other equipment, materials, etc., manufactured by other manufacturers may be accepted only if, in the opinion of the Owner, same is equivalent in quality and workmanship and will perform its intended purpose satisfactorily and approval is obtained in writing.

A-11 PREPARATION / SUBMISSION OF BIDS

Each Bidder shall complete the Proposal Form indicating the bid prices thereon in the appropriate spaces for the Base Bid and alternates on which bids are being made. Any erasure or other correction in the proposal may be explained or noted over the signature of the Bidder.

Proposals containing any conditions, omissions, unexplained erasures, alterations, items not called for, or irregularities of any kind may be rejected by the Owner.

Each bid must give the full business address of the Bidder and state whether it is a sole proprietorship, corporation, partnership, or other specified business entity. The bid must be submitted in a sealed envelope, clearly marked on its face: **"TECHNICAL PROPOSAL E4P37 – FINANCIAL # 429338-2-52-01 _____."**

The bid shall be submitted only prior to the time and the place specified in the Invitation to Bid or in accordance with any Addendum issued subsequently to the advertisement. Sealed bid envelopes submitted by mail or by delivery service must be delivered within a separate mail or delivery envelope, also marked "SEALED BID". Bids not delivered in sealed envelopes shall be returned to the Bidder.

A-12 LIST OF SUBCONTRACTORS

NOTE: For contracts exceeding \$200,000, the List of

Subcontractors Form shall be required. However, the Owner's Project Manager shall also have the option to require the List of Subcontractor Form on projects below \$200,000, if deemed to be in the best interest of the State. (See Section A-1 for "Contract Level" definition.)

advertisement in a local newspaper at least 30 days once before letting and 5 days before, if applicable, the pre-bid meeting. Both Levels 4 and 5 require sealed proposals be requested, publicly opened, and the bids read aloud. (See Section A-1 for "Contract Level" definition.)

In order that the Owner may be assured only qualified and competent subcontractors will be employed on the project, each Bidder shall submit with its bid proposal a complete list of subcontractors who will perform the work for each Division of the Specifications by utilizing the List of Subcontractors Form.

On this form, the Contractor, is responsible for identifying, if applicable, whether the subcontractor is a certified or non-certified Minority Business Enterprise (MBE) contractor. However, whether or not the subcontractor is an MBE shall in no way influence the bid selection, order of acceptance, or cause rejection of a bid. The Bidder shall have determined to its complete satisfaction that a listed subcontractor has been successfully engaged in the particular type of business for a reasonable length of time, has successfully completed installations comparable to that which is required by this Contract Agreement and is qualified both technically and financially to perform that pertinent phase of this work for which he/she is listed. Only one subcontractor shall be listed for each phase of the work.

Any Bidder who lists a subcontractor not certified and/or registered by the State to perform the work of the required trade, if such certification or registration is required for the trade by Florida law, will be rejected as non-responsive. No change shall be made in the list of subcontractors, before or after the award of a contract, unless agreed to in writing by the Owner.

A-13 WITHDRAWAL OF BIDS

Any time prior to bid opening, bids may be withdrawn by the Bidder submitting a written or fax request to do so. However, negligence on the part of the Bidder in preparing the bid confers no right for withdrawal of the bid after it has been opened.

A-14 DISQUALIFICATION OF BIDDERS

More than one bid from an individual, firm, partnership, corporation, or association under the same or different names will not be considered. Reasonable grounds for believing that a Bidder is interested in more than one proposal for the same work will cause the rejection of all proposals in which such Bidders are believed to be interested.

A-15 RECEIPT AND OPENING OF BIDS

NOTE: Level 1 contracts require verbal quotes from at least 2 business entities. Level 2 and 3 contracts require that at least 3 business entities are requested to submit a bid and the bids to be publicly opened and read aloud. There are no statutory requirements to advertise Contract Levels 1, 2, or 3. However, advertisement is authorized if the Owner's Project Manager determines it to be in the best interest of the State. Statutory requirements for advertising Contract Levels 4 and 5 contracts are as follows: Level 4 contracts require advertisement in the Florida Administrative Weekly at least 21 days Before letting, and Level 5 contracts require advertisement in the Florida Administrative Weekly at least 30 days before letting, as well as,

Bids that require public bid opening shall be read aloud (see above note) at the time and place stated in the Bid Documents. The person whose duty it is to open bids will decide when the specified time has arrived and that no bids received thereafter will be considered. No responsibility will be attached to the Owner or any person for the premature opening of a bid not properly addressed and identified. No fax bids will be accepted. Each bid must carry the original signature of the individual authorized to sign the bid on behalf of the firm submitting the bid.

A-16 DISQUALIFICATION OF BIDS

Any or all proposals will be rejected if there is reason to believe that collusion exists among the Bidders and no participants in such collusion will be considered in future proposals for the same work. Falsification of any entry made on the Contractor's bid proposal will be deemed a material bid deviation and will be grounds for rejection.

A-17 REJECTION OF BIDS

The Owner reserves the right to reject any and all bids under any of the circumstances prescribed in Rule 60D-5.0071, Florida Administrative Code, and to negotiate the contract in accordance with Rules 60D-5.008 and 60D-5.0091, Florida Administrative Code, if the lowest qualified bid exceeds the project construction budget.

A-18 NOTICE AND PROTEST PROCEDURES

NOTIFICATION:

- A. Bid Solicitation: The Owner shall provide notice of its decision or intended decision concerning a bid solicitation by advertising for bids and distribution of bid documents.
- B. Contract Award: The notice of a decision or intended decision on contract award or bid rejection shall be given by posting the Bid Tabulation at the location identified in the advertisement. In the event the Bid Tabulation or Notice of Award Recommendation cannot be posted in this manner, all bidders will be notified by certified United States mail, return receipt requested, express delivery, or by fax.

PROTEST:

- A. Any person who is adversely affected by the Owner's decision or intended decision shall file with the Department of Transportation, Clerk of Agency Proceedings, 605 Suwannee Street, Room 550, General Counsel's Office, Tallahassee, Florida 32399-0450, a notice of protest in writing within 72 hours, excluding Saturday, Sunday, and State holidays, after receipt of the bid documents if the protest is directed toward the bid documents, or after the notice of the Owner's decision or intended decision on contract award or bid rejection if the protest is directed toward contract award or bid rejection.
- B. Thereafter, a formal written protest by petition in

compliance with Sections 120.569 and 120.57, Florida Statutes, and Rule Chapter 28-110, Florida Administrative Code, must be filed with the Department of Transportation, Clerk of Agency Proceedings, 605 Suwannee Street, Room 550, General Counsel's Office, Tallahassee, Florida 32399-0450, within ten (10) days after the date the notice of protest was filed.

- C. Failure to file a timely notice of protest or failure to file a timely formal written protest petition shall constitute a waiver of protest proceedings. Any protest filed prior to posting of the bid tabulation or receipt of the notice of the Owner's decision or intended decision will be considered abandoned unless renewed within the time limit provided for protests.

OWNER ACTION

- A. Upon receipt of a notice of protest that has been timely filed, the Owner shall delay the contract award process until the subject of the protest is resolved by mutual agreement between the parties or by final Owner action, unless the Owner sets forth in writing particular facts and circumstances which require the continuation of the bid solicitation process or the contract award process without delay to avoid an immediate and serious danger to public health, safety, or welfare. If the petition is not filed within the time stated above, the contract award process may continue as if the notice of protest had not been filed.
- B. Upon receipt of the formal written protest petition which has been timely filed, the Owner shall attempt to resolve the protest by mutual agreement between the parties within seven (7) days, excluding Saturday, Sunday, and State holidays.
- C. If the protest is not resolved by mutual agreement within said seven (7) days, and if no disputed issue of material fact is involved, the Owner shall schedule an informal proceeding pursuant to Section 120.57(2), Florida Statutes, and Rule Chapter 28-110, Florida Administrative Code.
- D. If there is a disputed issue of material fact, the protest shall be referred to the Division of Administrative Hearings of the Department of Administration, State of Florida, for a formal proceeding pursuant to Sections 120.57(1) and 120.569, Florida Statutes.

A-19 DETERMINATION OF SUCCESSFUL BIDDER

All projects except where competitive bidding is waived under the provisions of Rule 60D-5.008, Florida Administrative Code, will be publicly bid in accordance with the provisions herein. An award of contract will be made to the responsive Bidder, determined to be qualified in accordance with the provisions herein and meeting the requirements of the bidding documents, that submits the lowest valid bid for the work. The lowest responsive bid will be determined as follows:

- A. The lowest bid will be the bid from the responsive Bidder that has submitted the lowest price for the base bid, or if applicable, the base bid plus the additive alternates or less the deductive alternates

selected by the Owner to be included in or excluded from the proposed contract, taken in numerical order listed in the bid documents. The Owner may select the order of alternates in any sequence so long as such acceptance out of order does not alter the designation of the low Bidder.

- B. On projects whose Bid Documents provide for evaluation of the bids based on first cost and life cycle cost and performance criteria, the lowest bid will be the bid by the firm whose bid products are determined to yield the lowest total cost in accordance with the criteria set forth in the Bid Documents.

A-20 NOTICE TO SECURE AND PAY FOR UTILITY CONNECTIONS; NOTICE TO PROCEED TO MOBILIZE ON SITE; NOTICE TO PROCEED WITH CONSTRUCTION; AND TIME OF COMPLETION (SUBSTANTIAL AND FINAL)

The contract will be issued to the Contractor after it is signed. At that time, the Contractor will be given a notice to secure and pay for all required permits from all agencies with jurisdiction over the area in which the project is located and to pay all required connection fees from all agencies supplying utilities to the project.

The Contractor is allowed thirty (30) calendar days from the time of this notice to secure and pay for those required permits and utility connections, if such connection fees are required before construction can start. Special permits such as tree removal, Water Management District, Dept. of Environmental Regulation, septic tank, etc., may be necessary before construction can start. If additional time is required, the Contractor will request approval of a time extension for good cause for the purpose of obtaining any permit required prior to commencing construction on the site.

Upon paying for all required connections and securing the Building Permit, the Contractor shall notify the Architect-Engineer and the Owner. The Notice to Proceed to mobilize on site and a Notice to Proceed with construction will then be issued by the Owner.

The work to be performed under this contract shall be commenced within ten (10) calendar days after date of Notice to Proceed to Mobilize on Site and to Proceed with Construction, shall be substantially completed within 600 calendar days after the date of this Notice to Proceed, and shall be finally completed within 630 calendar days after the date of substantial completion. Time is of the essence as to each and every obligation under this contract.

A-21 LIQUIDATED DAMAGES

Inasmuch as failure to complete the project within the specified timeframe will result in substantial injury to the Owner, and as damages arising from such failure cannot be calculated with any degree of certainty, it is hereby agreed that if the project is not substantially completed within the specified time indicated in Section A-20, the Contractor shall pay to the Owner as liquidated damages for such delay, and not as a penalty, \$ 100.00 for each and every calendar day elapsing between the date fixed for substantial completion and the date such substantial completion shall have been fully accomplished. It is also hereby agreed that if this project is not finally completed, in accordance with the requirements of the Contract

Documents, the Contractor shall pay to the Owner as liquidated damages for such delay, and not as a penalty, as indicated below. Said liquidated damages shall be payable in addition to any excess expenses or costs payable by the Contractor to the Owner, and shall not exclude the recovery of damages by the Owner under other provisions of the Contract Document. This provision of liquidated damages for delay shall in no manner affect the Owner's right to terminate the contract. The Owner's exercise of the right to terminate shall not release the Contractor from its obligation to pay said liquidated damages as follows:

Original Contract Amount - Daily Charge Per Calendar Day

\$50,000 and under -----	\$554
Over \$50,000, but less than \$250,000-----	\$676
\$250,000, but less than \$500,000-----	\$994
\$500,000, but less than \$2,500,000 -----	\$1216
\$2,500,000, but less than \$5,000,000 -----	\$2106
\$5,000,000, but less than \$10,000,000 -----	\$3218
\$10,000,000, but less than \$15,000,000 -----	\$3182
\$15,000,000, but less than \$20,000,000 -----	\$7614
\$20,000,000 and over - \$7614, plus 0.00027% for any amount over \$20 million	

The Owner is entitled to completion of the project within the time specified in Section A-20, or within such further time, if any, as may be allowed in accordance with the provisions of the contract. In the event of termination of the contract by the Owner for cause prior to completion, the Contractor shall be liable to the Owner for the expenses for additional managerial and administrative services and also for the per diem liquidated damages agreed above: 1) for each day the Contractor is in arrears in its work at the time of said termination as determined by the Architect-Engineer, or Owner, and 2) for each day of thirty (30) additional calendar days hereby stipulated and agreed to be the time it will require the Owner to effect another contract for completion of the project and for resumption of work thereon. Provided, however, that the sum of 1 and 2 above shall not exceed the number of days beyond the original agreed completion date, or any extension thereof as herein provided, reasonably required for completion of the project.

It is further agreed that the Owner may deduct from the balance retained by the Owner, the liquidated damages stipulated therein for delay or termination, as the case may be, or such portions thereof as the said retained balance will cover.

A-22 APPRENTICES

If the Contractor employs apprentices on the project, the behavior of the Contractor and the Owner shall be governed by provisions of Chapter 446, Florida Statutes, and by applicable standards and policies governing apprentice programs and agreements established by the Division of Jobs and Benefits of the State of Florida Department of Labor and Employment Security. The Contractor will include a provision similar to the foregoing sentence in each subcontract.

The Contractor shall have the option of listing all available job vacancies with the local Job Service Florida office in order to take advantage of local pools of unemployed qualified construction personnel.

A-23 PERMITS

The Contractor is obligated to obtain and pay for a building permit from the local authority having jurisdiction for construction of this

project.

In the case of plumbing, electrical, other internal system permits and connection permits, the Contractor is obligated to obtain such permits and pay such fees. The Contractor shall determine the permits and fees required by any entity having jurisdiction over any part of the project and shall include the cost of all such permits in its bid proposal. Unless otherwise agreed to in writing by the Owner and Contractor, the Notice to Proceed will be issued to Mobilize and to proceed with Construction as provided in Section A-20.

A-24 BID GUARANTY

NOTE: If the bid amount is less than \$100,000, no bid guaranty is required, however, if the bid amount exceeds \$100,000, a 5% bid guaranty of the bid amount must accompany the bid proposal, or the bid shall be deemed non-responsive and rejected.

On projects where the base bid, and the sum of all additive alternates exceed \$100,000, a five percent (5%) bid guaranty shall accompany the bid proposal. The bid guaranty shall be in the form of a certified check, cashier's check, treasurer's check, bank draft, or bid bond made payable to the Owner. Such check or bid bond shall be submitted with the understanding that it shall guaranty the Bidder will not withdraw the bid for a period of forty (40) days after the scheduled closing time for the receipt of bids; and that if the bid is accepted, the bidder will enter into a written contract with the Owner in accordance with the form of agreement included as a part of the Contract Documents, and that the required performance bond and labor and material payment bond will be given; and that failure to execute the Contract Agreement and give said bonds within ten (10) calendar days after the Bidder received notice of acceptance of its bid, the Bidder shall be liable to the Owner for the full amount of the bid guaranty as representing the damage to the Owner on account of the default of the Bidder in any particular hereof.

Bid guaranties shall be returned to all except the two apparent lowest qualified Bidders after the formal opening of bids. The remaining bid guaranties will be returned to the two lowest Bidders after the Owner and the accepted Bidder have executed the Contract Agreement and the performance bond and labor and material payment bond have been approved by the Owner. If the required Contract Agreement and bonds have not been executed within forty (40) calendar days after the date of the bid opening, the bid guaranty of any Bidder will be returned upon request, provided the Bidder has not been notified of the acceptance of its bid prior to the date of such request.

A-25 SURETY COMPANIES ACCEPTABLE TO STATE

NOTE: If the bid amount is less than \$100,000, no bid guaranty is required. If the bid amount exceeds \$100,000, a bid guaranty of 5% of the bid amount must accompany the bid proposal, or the bid shall be deemed non-responsive and rejected. If the total contract sum is \$100,000 or less, no Performance Bond or Materials and Labor Bond is required. If the contract sum exceeds \$100,000, a Performance Bond of 100% and Labor and Materials Bond of 100% shall be required. If increases are made to the original contract sum, the Contractor shall also furnish

the Owner with additional bonding equivalent to the increases.

required on all Contract Levels 4 and 5. However, the Owner's Project Manager may also require this form on Contract Levels 1, 2, or 3, if deemed in the best interest of the State. (See Section A-1 for "Contract Level" definition.).

To be acceptable to the State as Surety for Bid Bonds, Performance Bonds, and Labor and Material Payment Bonds, a Surety Company shall comply with the following provisions:

Within two (2) working days after bid opening, the apparent low Bidder shall submit to the Owner's Project Manager the following for each subcontractor.

- A. The Surety Company shall have a currently valid Certificate of Authority, issued by the State of Florida, Department of Insurance, authorizing it to write surety bonds in the State of Florida.
- B. The Surety Company shall have currently valid Certificate of Authority issued by the United States Department of Treasury under Sections 9304 to 9308 of Title 31 of the United States Code.
- C. The Surety Company shall be in full compliance with the provisions of the Florida Insurance Code.
- D. The Surety Company shall have at least twice the minimum surplus and capital required by the Florida Insurance Code at the time the invitation to bid is issued.
- E. If the contract sum exceeds \$500,000, the Surety Company shall also comply with the following provisions:
 - 1. The Surety Company shall have at least the following minimum ratings in the latest issue of Best's Key Rating Guide.

- A. Corporate Charter Number, (If applicable),
- B. License Number,
- C. Name of record license holder, and
- D. Complete name, address, and phone number for listed subcontractors.

A-27 MINORITY BUSINESS ENTERPRISES (MBE) UTILIZATION

The Owner encourages the recruitment and utilization of certified and non-certified minority businesses. The Owner, its contractors, suppliers, and consultants should take all necessary and reasonable steps to ensure that minority businesses have an opportunity to compete for and perform contract work for the Owner in a nondiscriminatory environment. Each invoice for contracts with a MBE subcontractor, supplier, or sub-consultant must be accompanied by a MBE Payment Certification, Form No. 375-030-31. The Owner's Project Manager will reject any invoice for agreements with MBE subcontractor, supplier, or sub-consultant participation if the MBE Payment Certification (Form No. 375-030-31) is not included. This form is required for each invoice submitted, even if there is no MBE participation during the invoice period. For each invoice submitted, the Owner's Project Manager is responsible for forwarding a copy of the MBE Payment Certification to the Central Procurement Office.

Contract Amount	Policy Holder's Rating	Required Financial Rating
Up to \$1,000,000	A-	
1,000,000-2,000,000	A-	CLASS II
2,000,000-5,000,000	A-	CLASS III
5,000,000-10,000,000	A-	CLASS IV
10,000,000-25,000,000	A-	CLASS V
25,000,000-50,000,000	A-	
50,000,000-100,000,000	A-	CLASS VII

CLASS I

CLASS VI

Additionally, the Contractor is also responsible for identifying on the List of Subcontractors Form, if applicable, whether or not the subcontractor is a certified or non-certified MBE.

- 2. The Surety Company shall not expose itself to any loss on any one risk in an amount exceeding 10 percent (10%) of its surplus to policyholders, provided:
 - a. Any risk or portion of any risk being reinsured shall be deducted in determining the limitation of the risk as prescribed in this section. These minimum requirements shall apply to the reinsuring carrier providing authorization or approval by the State of Florida, Department of Insurance to do business in this state has been met.
 - b. In the case of the surety insurance company, in addition to the deduction for reinsurance, the amount assumed by any co-surety, the value of any security deposited, pledged, or held subject to the consent of the surety and for the protection of the surety shall be deducted.

**SECTION B
CONDITIONS OF THE CONTRACT**

All exhibits attached hereto are made a part of the Contract Documents. In cases of conflict in the Contract Documents, the governing order shall be as follows:

- A. Non-Technical Special Provisions (addenda to the Non-Technical Specifications)
- B. Non-Technical Specifications
- C. AIA Document A-201
- D. Technical Special Provisions (modifying the Technical Specifications)
- E. Technical Specifications and addenda
- F. Plans and addenda

The Owner delegates authority to the Architect-Engineer where Contract Documents reference Architect-Engineer approval.

A-26 SUBCONTRACTOR DATA

NOTE: The List of Subcontractors Form shall be

However, the Owner reserves the right of final approval on all issues contained in the Contract Documents.

B-1 EXECUTION OF BID PROPOSAL, CONTRACT AGREEMENT AND BONDS

SOLE PROPRIETOR:

If the Contractor is a firm or company owned by an individual, the Contract Agreement shall be executed in the name of the firm or company by the manual signature of the Owner or sole proprietor.

PARTNERSHIP:

If the Contractor is a partnership, the Contract Agreement shall be executed in the name of the partnership by the manual signature of one or more general partner(s), as provided in the partnership agreement.

CORPORATION:

If the Contractor is a corporation, the Contract Agreement shall be executed in the name of the corporation and shall bear the corporate seal, if applicable, and is to be signed by the President or the Chief Executive Officer. Other signors need to attach written proof of authority from the corporation.

LIMITED LIABILITY COMPANY:

If the Contractor is a limited liability company, the Contract Agreement shall be executed by an individual with apparent authority, such as manager, managing member, or if the manager or managing member is another business entity, the president or general partner of the identified entity.

JOINT VENTURE:

If the Contractor is a joint venture, the Contract Agreement shall be executed by the designated individual or all individuals required by the joint venture agreement with proof of authority attached.

CONTRACT AGREEMENT BETWEEN OWNER AND CONTRACTOR:

The Contractor shall execute all required forms of the Contract Agreement duly attested or notarized and return within ten (10) calendar days of their receipt. Failure to return all forms correctly executed within ten (10) calendar days of receipt, without written extension by the Owner, shall constitute an irregularity and deemed grounds, at the Owner's option, for rejection and forfeiture of the Bid Guaranty or at the Owner's option, for the deduction on a day-for-day basis from the time allotted for completion of the work.

PERFORMANCE BOND AND LABOR AND MATERIAL PAYMENT BOND:

These bonds shall be executed on behalf of the Contractor in the same manner and by the same person who executed the Contract Agreement.

B-2 CONTRACTOR'S INSURANCE

The Contractor shall not commence any work in connection with this Contract until the Contractor has obtained all of the following types of insurance and such insurance has been approved by the Owner, nor shall the Contractor allow any subcontractor to commence work on the subcontract until all similar insurance required of the subcontractor has been obtained and approved by the Contractor. All insurance policies shall be with insurers qualified and doing business in Florida through an authorized Florida Licensed Agent.

WORKERS COMPENSATION INSURANCE:

The Contractor shall obtain and maintain during the life of this

Contract Agreement, Workers Compensation Insurance for all employees connected with the work of this project and in any work sublet, the Contractor shall require the subcontractor similarly to provide Workers Compensation Insurance for all of the latter's employees unless such employees are covered by the protection afforded by the Contractor. Such insurance shall comply fully with the Florida Workers compensation law. In case any class of employees engaged in hazardous work under this contract at the site of the project is not protected under the Workers Compensation statute, the Contractor shall provide, and cause each subcontractor to provide, adequate insurance, satisfactory to the Owner, for the protection of employees not otherwise protected.

CONTRACTOR'S PUBLIC LIABILITY AND PROPERTY DAMAGE INSURANCE:

The Contractor shall obtain and maintain during the life of this contract COMPREHENSIVE GENERAL LIABILITY AND COMPREHENSIVE AUTOMOBILE LIABILITY INSURANCE sufficient to protect it from claims for damage for personal injury, including accidental death, as well as claims for property damages which may arise from operating under this contract whether such operations are by the Contractor or by anyone directly or indirectly employed by the Contractor, and the amount of such insurance shall be the minimum limits as follows:

- A. Contractors Comprehensive General Liability Coverage - Bodily Injury & Property Damage = \$300,000.00 Each Occurrence, Combined Single Limit
- B. Automobile Liability Coverage - Bodily Injury & Property Damage = \$100,000.00 Each Occurrence, Combined Single Limit

Insuring clause for both BODILY INJURY AND PROPERTY DAMAGE shall be amended to provide coverage on an OCCURRENCE BASIS.

SUBCONTRACTOR'S PUBLIC LIABILITY AND PROPERTY DAMAGE INSURANCE:

The Contractor shall require each subcontractor to procure and maintain during the life of this subcontract, the above type of specified insurance or insure the subcontractors activities in the Contractor's policy, as specified above.

OWNER'S AND CONTRACTOR'S PROTECTIVE LIABILITY INSURANCE:

The Contractor shall procure and furnish an Owner's and Contractor's Protective Liability Insurance Policy with the following minimum limits:

- A. Bodily Injury & Property Damage Liability = \$300,000.00 Each Occurrence, Combined Single Limit

"XCU" (EXPLOSION, COLLAPSE, UNDERGROUND DAMAGE):

The Contractor's Liability Policy shall provide "XCU" coverage for those classifications in which they are applicable.

BROAD FORM PROPERTY DAMAGE COVERAGE, PRODUCTS, AND COMPLETED OPERATIONS COVERAGE:

The Contractors Liability Policy shall include Broad Form Property Damage Coverage, Products, and Completed Operations Coverage.

CONTRACTUAL LIABILITY-WORK CONTRACTS:

The Contractor's Liability Policy shall include Contractual Liability Coverage designed to protect the Contractor for contractual liabilities assumed by the Contractor in the performance of this contract.

INDEMNIFICATION:

The Contractor's Liability Policy shall provide a "Hold Harmless" rider as noted on the Owner's Certificate of Insurance Form.

BUILDER'S RISK COVERAGE:

The Contractor shall secure and maintain during the life of this contract, a "Builder's Risk Policy", all Risks Form, and issued on a completed valued basis. Installation Floaters and other inland Marine Forms may be utilized where applicable and are in the best interest of the State.

ASBESTOS-ABATEMENT CONTRACTORS LIABILITY INSURANCE POLLUTION ENFORCEMENT:

The asbestos-abatement Contractor shall procure a pollution endorsement to its public liability insurance, against claim or claims expenses arising from the abatement project, as required by Section 255.56, Florida Statutes. The coverage by the endorsement may be of the claims-made type.

LOSS DEDUCTIBLE CLAUSE:

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

CERTIFICATE OF INSURANCE:

The Contractor shall provide the Owner with proof of insurance coverage as specified on the Certificate of Insurance. The Owner's Certificate of Insurance form shall be completed, signed by the authorized Florida Licensed Agent and returned to the Owner. These certificates shall be dated and show:

- A. The name of the insured Contractor, the specific project by name and job number, the name of the insurer, the number of its effective date, and termination date of the policy, and
- B. A statement that the insured will mail notice to the Owner's Project Manager, and a copy to the Architect-Engineer, at least thirty (30) calendar days prior to any material changes in provisions or cancellation of the policy.

The Contractor is responsible for maintaining the insurance coverage specified on the Certificate of Insurance during the life of the project.

B-3 VERIFICATION OF OWNER'S SURVEY DATA

Prior to commencing any excavation or grading, the Contractor shall satisfy itself as to the accuracy of all survey data as indicated in the plans and specifications and/or as provided by the Owner. Should the Contractor discover any inaccuracies, errors, or omissions in the survey data, the Contractor shall immediately notify the Architect-Engineer in order that proper adjustments can be anticipated and ordered. Commencement by the Contractor of any excavation or grading shall be held as an acceptance of the survey data by the Contractor after which time the Contractor has no claim against the Owner resulting from alleged errors, omissions, or inaccuracies of the said survey data.

B-4 CONSTRUCTION FACILITIES

SANITARY PROVISIONS:

The Contractor shall provide and maintain in a neat and sanitary condition such accommodations for the use of its employees, subcontractors, and agents as may be necessary to comply with regulations of the County or the Department of Health and Rehabilitative Services. No nuisance will be permitted.

TEMPORARY WIRING:

The Contractor shall meet all safety requirements of the National Electric Code, Florida Department of Commerce, Bureau of Workers Compensation, or local requirements. In addition, all wire shall be so sized that it is not over loaded according to the National Electric Code, and any wire used shall be fused to adequately protect that wire according to the National Electric Code.

The Contractor shall have available an adequate number of outlets and each outlet shall be properly and clearly labeled with the maximum voltage and fuse protection. Where temporary lighting is used, outlets shall consist of weatherproof sockets insulated and provided with a locking type wire guard. All devices shall be properly grounded.

STORAGE AND WORK AREAS:

At the start of the operations the Contractor shall make arrangements with the Architect-Engineer's field representative and the Owner's representative for the assignment of storage and work areas. During construction the Contractor shall maintain the areas in a neat condition.

CONTRACTOR FIELD OFFICES:

Trailers may be used for field offices, but their use as living quarters for personnel shall be limited to one staff member such as a night watchman or a superintendent.

UNDERGROUND UTILITIES:

The Contractor shall meet all requirements of the United States Department of Labor Occupational Safety and Health Administration (OSHA) in the performance of work related to excavations for underground utilities, foundations and other subsurface work. The Contractor shall conduct thorough training on OSHA standards and requirements on a continuing and regular basis throughout the execution of such work.

Additional instructions regarding Construction Facilities are set forth in Section C entitled "Special Conditions."

B-5 PROJECT DRAWINGS - COPIES FURNISHED TO CONTRACTOR

The Owner will provide the Contractor with ten (10) sets of drawings and specifications upon contract award. If additional drawings / specifications are required by the Contractor, they will be furnished upon request for the cost of printing and handling.

B-6 PROJECT DRAWING - CHANGES

The Contractor shall immediately indicate plainly and conspicuously on the field set of drawings and at appropriate paragraphs in the specifications, all changes or corrections made by Addenda and Change Orders as they are issued.

B-7 INSPECTIONS - ALL PROJECTS

In addition to any special structural inspections of threshold buildings, all projects will require detailed code compliance inspections by the local authorities with jurisdiction over the area in which the project is located. The disciplines normally include, but are not necessarily limited to, structural, mechanical, electrical, plumbing and general building. The Contractor shall make all permits, drawings, specifications, previous inspection reports, and change documents available to code inspectors. The contractor shall provide a copy of each inspection report to the Architect-Engineer in a timely fashion.

OTHER INSPECTIONS:

- A. Department of Business and Professional Regulation has responsibility for elevator inspections.
- B. State Fire Marshal has responsibility for inspecting facilities in accordance with the Uniform Fire Safety Standards.
- C. Architect-Engineer may have responsibilities, relative to inspections.
- D. Owner representatives may also perform inspections.
- E. There may be other inspections required as specified elsewhere.

The Contractor has responsibilities relative to all types of inspections and is responsible for contacting all of the inspecting entities to determine its responsibilities. All of these inspecting entities have unique and separate responsibilities. One inspection from an entity will not substitute for an inspection from another entity.

B-8 SHOP DRAWINGS

Shop drawings shall be submitted for manufactured or fabricated materials as called for in the separate specification sections. Drawings shall be fully identified by project name, location, suppliers' name, date, drawing number, specifications section reference, etc. The Contractor shall submit, with such promptness as to cause no delay in the work, or in the work of any other Contractor **four (4)** copies of all shop drawings, and schedules, required for the work of the various trades, to the Architect-Engineer for approval. The Contractor shall make no deviation from the approved drawings, and the changes made thereto by the Architect-Engineer, if any.

It is the responsibility of the Contractor to properly schedule the submission of shop drawings for approval to allow adequate time for checking drawings, manufacture, and shipment of items to job site in sufficient time to prevent delay in Progress Schedule.

It is also the responsibility of the Contractor to coordinate the preparation of shop drawings of items which will be furnished by more than one manufacturer but are designed to interface when installed.

Shop drawings submitted to the Architect-Engineer for approval shall first be checked and approved by the Contractor, the prima facie evidence of which shall be a "checked" stamp marked "Approved" or "Approved as Noted" on each copy of each shop drawing, placed thereon by the Contractor. Shop drawings received without the Contractor's "checked" stamp will be cause for immediate return without further action. Each drawing correctly submitted will be checked and marked by the Architect-Engineer in one of the following ways:

- A. Approved as drawn.

- B. Approved as noted.
- C. Returned for correction.
- D. Not approved.

SUBMISSION / APPROVAL OF SHOP DRAWING AND SAMPLE SCHEDULE:

If and when required by the Architect-Engineer, the Contractor shall prepare and submit in triplicate to the Architect-Engineer a complete itemized Schedule of Shop Drawings, brochures, and other descriptive literature, listing each and all such items as required under these specifications, which schedule shall indicate for each required item:

- A. Identification as to pertinent Specification Division.
- B. Item(s) involved.
- C. Name of pertinent subcontractor or supplier and the name of pertinent manufacturer.
- D. Schedule delivery dates of pertinent items to the project.

The subcontractors for all phases of the Contract shall submit through the Contractor complete brochures covering all materials and/or equipment proposed for use in the execution of the work as required by their respective Divisions of the Specifications. These brochures shall be indexed and properly cross referenced to the plans and specifications for easy identification.

All shop drawings, setting drawings, material brochures, samples, and/or color selection materials which are required and are not included in the foregoing shall be submitted via the Contractor. Insofar as is possible or practical, all shop drawings or descriptive literature of equipment for the mechanical or electrical trades shall be submitted in a complete brochure for each trade as soon as possible after Notice to Proceed is executed.

The Owner will not grant a time extension based on delays due to improper scheduling of work, and the Owner at its discretion, may withhold progress payments until such time as these requirements are fully satisfied.

B-9 REFERENCE TO A.S.T.M. OR FEDERAL SPECIFICATIONS

Where reference is made to the Standard Specifications of the American Society for Testing and Materials (A.S.T.M.): "United States Government Federal Specifications, or to other standard specifications of Associated Manufacturer's Organizations, or trades, in connection with the required quality of materials, methods, etc., then the applicable specifications shall be of the latest revised edition effective as of the date bids are opened by the Owner, unless otherwise expressly provided in the Contract Documents".

B-10 MANUFACTURER'S SPECIFICATIONS

Where the name of a concern or manufacturer is mentioned on drawings or in specifications in reference to this required service or product, and no qualifications or specification of such is included, then the material gauges, details of manufacture, finish, etc., shall be in accordance with the standard practice, direction, or specifications. The Contractor

shall be responsible for any infringement of patents, royalties, or copyrights, which may be incurred thereby.

B-11 APPROVAL OF MATERIALS

A list of all materials, equipment, etc., together with manufacturers' drawings and catalog information shall be submitted to the Architect-Engineer for approval prior to ordering material or equipment but not later than forty-five (45) calendar days after receipt of Notice to Proceed to Mobilize on Site and to Proceed with Construction. Information submitted shall show the capacity, operating conditions, and all engineering data and descriptive information necessary for comparison and to enable the Architect-Engineer to determine whether same meets specifications. The Architect-Engineer's approval will not relieve the Contractor of the responsibility for performance of any terms of the Contract Documents.

If the submittals reflect any changes from the plans or specifications, these changes should be clearly indicated by the Contractor. If no such indication is given, then the submittal is assumed to correspond with the Contract Documents.

B-12 SUBSTITUTIONS

Substitutions for a specified system, product, or material may be requested of the Architect-Engineer and the Architect-Engineer's written approval must be obtained before substitutions will be allowed. All requests for substitutions should be submitted within forty-five (45) days after award of the contract. Substitutions requested after this date may receive no consideration.

In making requests for substitutions the Contractor shall list the particular system, product, or material it wishes to substitute, the justification for such a request, and the amount to be added or deducted from the contract sum if the substitution is authorized by the Owner and approved by the Architect-Engineer.

If no addition or deduction to the contract sum is allowed by the Contractor for such substitution, it shall be so stated on the request. All requests submitted shall include any and all adjustments and any other work affected thereby.

B-13 CONSTRUCTION CLIMATE CONTROL

It shall be the responsibility of the Contractor to provide at its own expense, the power, fuel, and equipment necessary to maintain climatic conditions and humidity when specified, required for work in progress, or required to protect materials, finishes, equipment, or systems installed until the final acceptance of the project by the Owner.

B-14 AS-BUILT DRAWINGS

During the progress of the work, the Contractor shall require the plumbing, air conditioning, heating, ventilating, elevator, and electrical subcontractors to record on their field sets of drawings the exact locations, as installed, of all conduits, pipe, and duct lines whether concealed or exposed which were not installed exactly as shown on the contract drawings. The Contractor shall also record all drawing revisions that have been authorized by change order that effect wall or partition locations, door and window locations, and other template changes. The exact routing of conduit runs shall be shown on these drawings.

Upon completion of the work, this data shall be recorded to scale, utilizing a computer-aided design and drafting application (CADD). Two (2) sets of disk files, and two (2) prints of the Contract Documents will be furnished to the Contractor by the Architect-Engineer, but cost shall be borne by Contractor. Each drawing shall be noted "As-Built" and shall bear the date and name of the subcontractors that performed the work. Where the work was installed exactly as shown on the contract drawings the sheets shall not be disturbed except as noted above. The CADD record set of drawings shall be prepared and delivered to the Owner in the Microstation Software format for compatibility statewide to allow updates as future changes/renovations occur.

In showing the changes the same legend shall be used to identify piping etc., as used on the contract drawings. A separate set of drawings shall be prepared for electrical, plumbing, heating, air conditioning, elevator, and ventilating work unless two or more divisions are shown on the same sheets of the contract drawings, in which case the various subcontractors shall also show their changes on the same sheets. Each sheet shall bear the date and the name of the subcontractors submitting the drawings.

The Contractor shall review the completed as-built drawings and ascertain that all data furnished on the drawings are accurate and truly represent the work as actually installed. When manholes, boxes, underground conduits, plumbing, hot or chilled water lines, inverts, etc., are involved as part of the work, the Contractor shall furnish true elevations and locations, all properly referenced by using the original benchmark used for the institution or for this project. The disks including those unchanged and changed shall be submitted to the Architect-Engineer when completed, together with two sets of blue-line or black-line prints for certification, and forwarded to the Owner, at the time of final completion.

B-15 GUARANTEES & OPERATING INSTRUCTIONS

The Contractor shall provide full cooperation to the Owner in the production of videotape instructions for the operation and maintenance of all HVAC, fire alarm and sprinkler, irrigation, computer, and other systems essential to efficient utilization of the building grounds. Owner personnel or its agents shall perform the actual taping, editing, and production of such instructional tapes. Cooperation of the on-site representative of the Contractor shall be the responsibility of the Contractor, whose representatives are to coordinate instructional activities with the Owner and its personnel or agents.

All work performed by the Contractor in completing the subject project shall be guaranteed by the Contractor against all defects resulting from the use of materials, equipment, and workmanship for a period of one year from the date of Final Completion of the project.

If, within any guarantee period, repairs, or changes are required in connection with the guarantee work, which in the opinion of the Architect-Engineer is rendered necessary as a result of the use of materials, equipment, or workmanship which are defective or inferior or not in accordance with the terms of the contract, the Contractor shall, promptly upon receipt of notice from the Owner and without expense to the Owner, proceed to:

- A. Place in satisfactory condition in every particular all of such guaranteed work, correct all defects therein; and

- B. Make good all damages to the structure or site or equipment or contents thereof, which, in the opinion of the Architect-Engineer, is the result of the use of materials, equipment, or workmanship which is inferior, defective, or not in accordance with the terms of the contract; and
- C. Make good any work or materials or the equipment and contents of structures or site disturbed in fulfilling any such guarantee.

If the Contractor, after receipt of any such written notice, fails within seventy-two (72) hours to commence at the job site with performance of the work necessary to remedy all defects in the work described in such notice so as to provide the Owner with the subject project completed in accordance with all requirements of the Contract Documents, or fails to complete the performance of such remedial work within a reasonable time after commencing same, the Owner shall be entitled to have such defective work remedied on the account of the Contractor and the Surety, in which event, the Contractor and the Surety shall be fully liable for all costs and expenses reasonably incurred by the Owner in having such defective work remedied.

The Contractor shall be responsible for collecting, identifying, indexing, and collating the following materials from the subcontractor, and will deliver four copies of the finished document to the Architect-Engineer for checking of correctness.

Complete equipment diagrams, operating instructions, maintenance manuals, parts list, wiring diagrams, pneumatic and/or electrical control diagrams, test and balance reports, inspection reports, guarantees, and warranties addressed to the Owner, as applicable, for each and every piece of fixed equipment furnished under this contract to be supplied in a ring binder, hardcover book, properly indexed for ready reference. Specific information regarding manufacturers' names and addresses, nearest distributor and service representatives' name, address, office and home phone numbers, make and model numbers, operating design and characteristics, etc., are also required. All information submitted shall be updated to reflect existing conditions.

Subsequent to the time of Substantial Completion and receipt of As-Builts, Operations and Maintenance Books but prior to the date of Final Acceptance, the Contractor and/or subcontractor shall provide a competent and experienced person (or persons) thoroughly familiar with the work to instruct the Owner's personnel in operation and maintenance of the equipment and control systems for a reasonable period of time.

This instruction will include normal start-up, run, stop, and emergency operations, location, and operation of all controls, alarms, and alarm systems, etc. The instruction will include tracing the system in the field and on the diagrams in the instruction booklets so that operating personnel will be thoroughly familiar with both the system and the data supplied.

B-16 CLEANING

The Contractor shall provide Final Cleaning of the Work, immediately prior to Final Acceptance, consisting of cleaning each surface or unit of work to normal "clean" condition expected for a first-class building cleaning and maintenance program. All cleaning must comply with manufacturer instructions for cleaning operations.

The following are examples, but not by way of limitation, of cleaning levels required:

- A. Remove labels which are not required as permanent labels, including all gum residue.
- B. Clean transparent materials, including mirrors, window and door glass, to a polished condition, removing substances, which are noticeable as vision-obscuring materials. Replace broken glass and damaged transparent materials.
- C. Clean exposed exterior and interior hard-surface finishes, to a dirt-free condition, free of dust, stains, films, and similar noticeable distracting substances. Except as otherwise indicated, avoid disturbance of natural weathering of exterior surfaces. Restore reflective surfaces to original reflective condition. Buff out scratches and marks on exposed metal surfaces.
- D. Wipe surfaces of mechanical and electrical equipment clean, including elevator equipment and similar equipment; remove excess lubrication and other substances.
- E. Remove debris and surface dust from limited-access spaces including roofs, plenums, shafts, trenches, manholes, and similar spaces. Clean tops of ductwork and horizontal surfaces of structural members in exposed areas.
- F. Clean concrete floors in unoccupied spaces broom clean. Remove noticeable paint marks and construction stains.
- G. Vacuum carpeted surfaces and similar soft surfaces. Inspect for stains and clean.
- H. Clean plumbing fixtures to a sanitary condition, free of stains including those resulting from water exposure. Clean excess sealant from toilet fixtures and accessories.
- I. Clean light fixtures and lamps so as to function at full efficiency. Replace any damaged lens.
- J. Clean Project Site, including landscape development areas, of litter and foreign substances. Sweep paved areas to a broom-clean condition; remove stains, petrochemical spills, and other foreign deposits. Rake grounds which are neither planted nor paved, to a smooth, even-textured surface, breaking up or removing clumps of material.

B-17 PUBLIC NOTICE

Immediately following receipt of Notice to Proceed to Mobilize on Site and to Proceed with Construction, the Contractor shall post a notice in the following form in a conspicuous place on the project site:

- A. "Notice is hereby made to all those concerned and affected that (Contractor's Name) is performing (Project Number, Name, and Location)".
- B. "All parties furnishing labor, materials and/or equipment to said project are to provide notice of

such in writing by certified mail to the Owner at the (Owner's Address) within twenty (20) calendar days of first providing such labor, materials and/or equipment."

B-18 MODIFICATIONS TO AIA DOCUMENT A-201, 1997 EDITION

The General Conditions of the Contract for Construction, American Institute of Architects Document A-201, 1997 Edition, as modified below, hereinafter referred to as "General Conditions", to the extent not inconsistent with other provisions in the Contract Document, is made a part of the Contract Documents:

ARTICLE 1, GENERAL PROVISIONS

Article 1.1.1 - Delete in its entirety.

ARTICLE 2, OWNER

Article 2.1.2 - Delete in its entirety.

Article 2.2.1 - Delete in its entirety.

ARTICLE 3, CONTRACTOR

Article 3.3.2 - Add the following: "Should the Architect-Engineer find any person(s) employed on the project incompetent, unfit or otherwise objectionable for his duties and so certify the facts to the Contractor, the Contractor shall immediately cause the employee to be dismissed and said employee shall not be re-employed on this project without written consent of the Architect-Engineer."

Article 3.8.1 - Add the following: "If directed by the Architect-Engineer the Contractor shall solicit not less than three bids for the item(s), the cost of which is provided for by a specified allowance sum. The Contractor shall purchase the item(s) from one of the three Bidders as directed by the Architect-Engineer."

Article 3.10.1 - Delete in its entirety and substitute: See construction scheduling section of these Non-Technical Specifications.

Article 3.14.1 - Add the following: "All cutting and patching work shall blend in and be plumb and square. The quality of materials used shall be the same or surpass those used in the adjacent existing construction."

ARTICLE 4, ADMINISTRATION OF THE CONTRACT

Article 4.1.1 - Delete in its entirety and add the following: "The Architect-Engineer is the design professional identified in the Contract Documents. The term Architect and Architect-Engineer mean the Architect-Engineer or their authorized representative."

Article 4.2.5 - Add the following: "The authorized representatives and agents of the Architect-Engineer, Owner, and the United States Federal Agencies providing monies in the form of grant-funds or loans and such other persons as the Owner may designate shall have access to and be permitted to inspect all work, materials, payrolls, records of personnel, invoices of materials, and other relevant data and records wherever they are in preparation and progress. The Contractor shall provide proper facilities for such access, inspections and, when required, exact duplicate copies of the aforementioned data shall be furnished."

Article 4.2.10 - Delete last sentence and add the following: "The duties, responsibilities, and limitations of authority of any such Project Representative shall be as set forth in the Contract Documents."

Article 4.2.12 - Delete end of last sentence: "and will not be liable for the result of any interpretation or decision rendered in good faith."

Articles 4.3 through 4.6.6 - Delete in their entirety.

ARTICLE 5, SUBCONTRACTORS

Article 5.2.1 - Add the following: "The Contractor shall not remove or replace subcontractors listed in the bid, subsequent to the lists being made public at the bid opening, except upon good cause shown and only when approved in writing by the Owner."

ARTICLE 7, CHANGES IN THE WORK

Article 7.1.1 - Delete "Construction Change Directive"

Article 7.1.2 - Delete "a Construction Change Directive Requires agreement by the Owner and Architect and may or may not be agreed to by the Contractor;"

Article 7.1.3 - Delete "Construction Change Directive"

Article 7.3 - Delete in its entirety.

ARTICLE 8, TIME

Article 8.1.2 - Change the first sentence of the paragraph to read "The date of commencement of the work, and on which the Contract Time begins to run is the start date established by the Notice to Proceed to Mobilize on Site and to Proceed with Construction, which shall be the same date".

Article 8.1.3 - Delete "... in accordance with Paragraph 9.8." and the add "... as expressed in the Contract Documents."

Article 8.3.1 - Delete the words "or by delay authorized by the Owner pending arbitration."

Article 8.3.2 - Change the paragraph to read "Claims relating to time shall be made in accordance with applicable provisions of the Changes in the Work, Delays, Extensions of Time and Claims Section of the Non-Technical Specifications."

Article 8.3.3 - Delete in its entirety.

ARTICLE 9, PAYMENTS AND COMPLETION

Article 9.3.1.1 - Delete in its entirety.

Article 9.7.1 - Fourth line, delete the following: "...or awarded by arbitration." Delete the last sentence in its entirety.

ARTICLE 11, INSURANCE

Articles 11.2 through 11.4 - Delete in their entirety and insert in their place:

Article 11.2.1 - Owner's Liability Insurance - The Contractor shall be responsible for purchasing and maintaining an Owner's Protective Liability Insurance Policy with minimum limits as described in the "Instructions to Contractors."

Article 11.3.1 - Property Insurance - The Contractor shall purchase and maintain property insurance upon the entire work at the site of the full insurable value thereof.

Article 11.3.2 - Any insured loss is to be adjusted with the Owner and made payable to the Owner as trustee for the Insured, as their interests may appear.

Article 11.3.3 - If the Contractor requests in writing that insurance for special hazards be included in the property insurance policy, the Owner shall permit the Contractor to purchase such insurance, but the cost thereof shall be paid for by the Contractor.

Article 11.3.4 - The Owner and Contractor waive all rights against each other for damages caused by fire or other perils to the extent covered by insurance provided under Article 11.3.1, except such rights as they may have to the proceeds of such insurance held by the Contractor as trustee. The Contractor shall require similar waivers by subcontractors and sub-subcontractors.

Article 11.3.5 - If required in writing by any party in interest, the Contractor, as trustee shall, upon the occurrence of an insured loss, give bond for the proper performance of its duties. The Contractor shall deposit in a separate account any money so received, and shall distribute it in accordance with such agreement as the parties in interest may reach. If after such loss no special agreement is made, replacement of damaged work shall be covered by an appropriate change order.

Article 11.3.6 - The Owner as trustee shall have power to adjust and settle any loss with the insurers.

Article 11.3.7 - If the Owner finds it necessary to occupy or use a portion or portions of the work prior to Substantial Completion thereof, such occupancy shall not commence prior to a time mutually agreed to by the Owner and Contractor and to which the insurance company or companies providing the property insurance once have consented by endorsement to the policy or policies. This insurance shall not be canceled or lapse on account of such partial occupancy. Consent of the Contractor and the insurance company or companies to such occupancy or use shall not be unreasonably withheld.

Article 11.4.1 - Loss of Use Insurance - The Owner, at its option, may purchase and maintain such insurance against loss of use of its property due to fire or other hazards, however caused.

ARTICLE 13, MISCELLANEOUS PROVISION

Article 13.5.1 - Delete last sentence: "The Owner shall bear cost of tests, inspections, or approvals which do not become requirements until after bids are received or negotiations concluded," and add: "The Architect-Engineer shall designate the tests which shall be made, and the Contractor shall not obligate the Owner for tests without the Architect-Engineer approval."

Testing Costs paid for by the Contractor:

Certain tests of materials, equipment, and systems are required as part of the contract and shall be paid for by the Contractor. These are specifically named in the technical specifications and the types of tests are as follows:

- A. Where tests are required by the technical specifications for materials, equipment, or systems the Contractor shall pay the cost of initial tests to prove qualities and determine conformance with

specification requirements, e.g., mill tests on cement and steel; load testing of piling; sieve analysis and calorimetric tests on sand; strength tests for determining proportions of materials or concrete, moisture content and sound transmission tests of concrete blocks; etc.;

- B. If substitute materials or equipment are proposed by the Contractor, they shall pay the cost of all tests which may be necessary to satisfy the Architect-Engineer that specification requirements are satisfied;
- C. If materials or workmanship are used which fail to meet specification requirements the Contractor shall pay the costs of all coring or other tests deemed necessary by the Architect-Engineer to determine the safety or suitability of the material or element;
- D. The Contractor shall pay for all testing costs, including, but not limited to: power, fuel, equipment, and systems for proper operation such as plumbing, heating ventilation, air conditioning, electrical, elevator, dumbwaiters, and conveyors, etc.

Testing Costs Paid by the Owner:

All other tests performed at the direction of the Architect-Engineer or the Owner shall be paid for by the Owner, except to the extent the cost of performing such tests are otherwise chargeable to the Contractor under provisions of the Contract Documents.

Article 13.6.1 - Delete in its entirety. (See Interest Provisions Section of the Non-Technical Specifications).

Article 13.7.1 - Delete in its entirety.

B-19 CHANGES IN THE WORK, DELAYS, TIME EXTENSIONS, AND CLAIMS

During the course of the Contractor's performance of the work, certain events may occur which have the effect of changing the conditions under which the work is to be performed as specified and described in the Contract Documents, and/or the nature and extent of the work as specified and described in the Contract Documents. The occurrence of such events may cause the Contractor to incur greater or less cost and expense to perform the work than planned to be incurred in the Contractor's successful bid, in which event the Contractor or the Owner shall respectively be entitled to either an increase or decrease in the contract sum, whichever is the case, to the extent such greater or less cost and expense results, and in which event the party entitled to the benefit of any such adjustment to the contract sum shall, within twenty-one (21) calendar days from the first occurrence of such event(s), present written request on the other party by using the Construction Contract Change Order Form.

When the Contractor deems that extra compensation is due for work or materials not clearly covered in the contract or not ordered by the Owner, the Contractor shall notify the Owner in writing of the intention to make claim for the extra compensation, before beginning the claimed work. If the Contractor does not give such notification and does not afford the Owner proper opportunity for keeping strict account of actual costs, then the Contractor shall be deemed to have

waived the claim for such extra compensation, and shall be estopped from asserting said claim in any and all judicial and administrative proceedings arising out of said project. The Contractor's notice and the Owner's account of the cost does not establish the validity of the claim or the method for computing any compensation of such claim. If the Owner determines that the claim is valid, the Department will pay for it as an extra as provided herein.

The Owner's failure to resolve a claim within ninety (90) days after submission of the claim constitutes a denial of the claim.

However, no court proceedings on such claim may be filed until the Owner accepts the project.

If the Owner, upon considering any such claim, determines the contract sum should be increased or decreased, the determination of the amount of any such increase or decrease in the contract sum shall be governed and controlled by strict adherence to the following described guidelines and limitations, and neither the Contractor nor the Owner shall be entitled to receive any monetary consideration, beyond that which is authorized herein below.

All adjustments to the contract sum resulting from a change in the work shall be determined by the measure of actual or estimated, as the case may be, out-of-pocket costs and expenses incurred or spared by the Contractor for labor, materials, equipment, and equipment rental, plus overhead and profit thereon, for performing the changed work.

- A. Labor costs shall include of all direct job site cost for estimation, laying out, mechanics' wages and laborers' wages, together with all payroll taxes, payroll assessments, and insurance premiums paid for such labor.
- B. All material costs, equipment costs, and equipment rental costs shall be at trade discount rates, plus State Sales Tax, where applicable.
- C. Overhead and profit shall be inclusive of all project management, project administration, project coordination, project scheduling, and other administrative support functions and services, whether performed on the job site or off the job site and general support equipment. Overhead and profit shall be determined as follows:
 - 1. Overhead and profit shall be calculated at the rate of 15 percent of the Contractor's labor, material, equipment, and equipment rental costs, incurred or spared, as measured under the preceding paragraphs for changes in the work performed by the officers, employees or subsidiaries of the Contractor.
 - 2. Overhead and profit shall be calculated at the rate of 7.5 percent of the Contractor's subcontractors actual labor, material, equipment, and equipment rental costs, incurred or spared, as measured under the preceding paragraphs, plus 15 percent (15%) of all such costs, as overhead and profit to the Contractor's subcontractors, for all changes in the work performed by the officers, employees, or subsidiaries of the Contractor's subcontractor.

- D. In addition to the foregoing, all adjustments to the contract sum resulting from a change in the work shall include all out-of-pocket expenses, incurred or spared, in performing the changes in the work for:
 - 1. Paying the required premiums to obtain Performance Bonds and Labor and Material Payment Bonds called for by the Contract Documents;
 - 2. Paying the fee(s) required for licenses or permits called for by changes in the work;
 - 3. Paying for delivery of materials or equipment to the job site;
 - 4. Paying for storage of materials or equipment before use thereof in performing changes in the work, and
 - 5. Paying for testing required by the changes in the work.

E. In the event the Contractor demands an adjustment in the contract sum, such demand shall be accompanied by paid receipts or other such written evidence satisfactory to the Owner itemizing the costs and expenses incurred as a result of the event(s) constituting the changes in the work.

F. DELAYS:
The Contractor's remedies for delays in the progress of the work, or for changes in the work, shall be limited to those provided in the Contract Documents. The Contractor's exclusive remedy for delays in performance of the contract caused by events beyond its control shall be a claim for equitable adjustment in the contract time; provided, however, inasmuch as the parties expressly agree that overhead costs incurred by Contractor for delays in performing the work cannot be determined with any degree of certainty, it is hereby agreed that in the event the Contractor is delayed in the progress of the work after Notice to Proceed to Mobilize on Site and to Proceed with Construction for causes beyond its control and attributable only to acts or omissions of Owner, Contractor shall be entitled to compensation for overhead and profit costs either (a) as a fixed percentage of the actual cost of the change in the work, if the delay results from a change in the work, as calculated in this section, or (b) if the delay results from other than a change in the work, at an amount for each day of delay calculated by dividing an amount equal to a percentage of the original contract sum determined by the number of calendar days of the original contract time.

In the event of a change in the work, the Contractor's claim for adjustments in contract sum are limited exclusively to its actual costs for such changes plus fixed percentages for overhead, additional profit, and bond costs, as specified herein.

The foregoing remedies for delays and changes in the work are to the exclusion of, and thus eliminate, the total cost concept (that is, computing Contractor's additional costs for changes in work or the costs of a delay in the progress of the work by comparing Contractor's total actual costs with its original estimate, see *McDevitt & Street Co. v. Department of General Services*, 377 So. 2d 191 (Fla. 1st DCA 1979), as the method of

determining Contractor's costs associated with a change in the work or with delay in the progress of the work.

No provision of this contract shall be construed as a waiver of sovereign immunity by the Owner.

CLAIMS AND DISPUTES:

A claim is a demand or assertion by one of the parties seeking, as a matter of right, an adjustment or interpretation of contract terms, payment of money, extension of time, or other relief with respect to the terms of the contract. The term "claim" also includes other disputes and matters in question between the Owner and Contractor arising out of or relating to the contract. Claims must be made by written notice. The responsibility to substantiate claims shall rest with the party making the claim.

No provision of the Contract Documents makes or is intended to make provision for recovery by the Contractor of damages for delay or for breach of contract. All claims, disputes, or controversies with the exception of a claim for breach of contract shall be determined and settled in accordance with the Claims and Dispute Resolutions of these Non-Technical Specifications.

TIME LIMITS ON CLAIMS:

Claims by either party must be made within twenty-one (21) days after occurrence of the event giving rise to such claim or within twenty-one (21) days after the claimant first recognizes the condition giving rise to the claim, whichever is later. Claims must be made in writing. An additional claim made after the initial claim has been implemented by a Construction Contract Change Order will not be considered unless submitted in a timely manner.

CONTINUING CONTRACT PERFORMANCE:

Pending final resolution of a claim unless otherwise agreed in writing, the Contractor shall proceed diligently with performance of the Contract and the Owner shall continue to make payments in accordance with the Contract Documents.

B-20 PROGRESS PAYMENTS

The Owner will, at intervals, make progress payments to the Contractor as follows:

PAYMENTS TO CONTRACTOR:

Thirty (30) calendar days shall be allowed for the Owner's inspection and approval of the goods and services for which any application for payment is made. Based upon application for payment submitted to the Architect-Engineer by the Contractor and certificates of payment issued by the Architect-Engineer and accepted by the Owner, the Owner shall make progress payments to the Contractor against the account of the contract sum in accordance with the following:

- A. Within thirty (30) calendar days from the Owner's receipt and acceptance of a certificate of payment, the Owner shall pay, or cause to be paid to the Contractor, ninety percent (90%) of the portion of the contract sum properly allocable to labor, materials, and equipment incorporated into the work, and ninety percent (90%) of that portion of the contract sum properly allocable to materials and equipment suitably stored at the site or at some other locations agreed upon in writing by the parties, less the aggregate of previous payments.

NOTE: For projects with contract sums exceeding, \$25,000 (see Section A-1 for definition of "Contract Level"), at the time work is fifty percent (50%) complete or thereafter, if the manner of

completion of the work and its progress are and remain satisfactory to the Architect-Engineer and the Owner, the Owner may authorize a five percent (5%) retainage on future progress payments. The full ten percent (10%) retainage may be reinstated if the manner of completion of the work and its progress do not remain satisfactory to the Architect-Engineer and the Owner or for other good and sufficient reasons.

- B. The Contractor shall promptly pay each subcontractor in accordance with Section 287.0585, Florida Statutes, upon receipt of payment from the Owner out of the amount paid to the Contractor on account of such subcontractor's work, the amount to which said subcontractor is entitled, reflecting the percentage actually retained, if any, from payments to the Contractor on account of such subcontractor's work.
- C. The Architect-Engineer may, on request, at its discretion, furnish to a subcontractor, if practical, information regarding the percentages of completion of the amount applied for by the Contractor and the action taken thereon by the Architect-Engineer on account of work done by such subcontractor.
- D. Neither the Owner nor the Architect-Engineer shall have any obligation to pay or to see to the payment of any monies to any subcontractor except as may otherwise be required by law.
- E. No Certificate for a progress payment, nor any progress payment, nor any partial or entire use of occupancy of the project by the Owner, shall constitute an acceptance of any work not in accordance with the Contract Documents.
- F. The Contractor shall request such compensation by submitting:
 - 1. A properly completed and notarized Owner's Certificate of Partial Payment,
 - 2. A Schedule of Contract Values, and
 - 3. Minority Business Enterprises (MBE) Payment Certification

The Contractor shall, within ten (10) calendar days from date of the contract, submit to the Architect-Engineer for approval three (3) copies of a Schedule of Contract Values which will reflect the estimated cost of each subdivision of work of each specification section, further detailed by subcontractor item, and utilizing the Construction Specification's Institute "Masterformat Broadscope Section Numbers." The value of each item shall include a true proportionate amount of the Contractor's overhead and profit. The sum of all such scheduled values shall equal the contract sum.

The approved Schedule of Contract Values will accompany and support the Contractor's periodic Applications for Payment and shall indicate the value of suitably stored material as well as labor performed and materials incorporated into the work for each subdivision of the schedule during the period for which the requisition is prepared.

The Schedule of Contract Values will be utilized to present this and other pertinent information that will facilitate the checking and processing by the Owner's representatives of the Contractor's application for payment.

B-21 FINAL PAYMENT

Within thirty (30) calendar days from the date of Contract Completion, the Owner shall pay or cause to be paid to the Contractor the entire unpaid balance of the then Contract Sum, less the amount of any sums which continue to be retained to satisfy the cost of performing any change in the work which is the subject of any claim or dispute and which has not yet been satisfactorily performed by the Contractor, provided that the parties have not otherwise stipulated in the Certificate of Substantial Completion, and provided further that the work has been satisfactorily completed, the Contractor's obligations under the contract have been fully performed, and a final Certificate for Payment has been issued by the Architect-Engineer.

The Contractor shall submit all required documents along with final invoice to the Owner no later than 120 days after the project is completed and final acceptance of work is issued by the Owner. Invoices submitted after the 120-day time period will not be paid.

The Contractor's application for FINAL PAYMENT shall be accompanied with the following:

- A. Owner's Certificate of Partial Payment marked "Final Payment" - (4 copies with original signatures and original seals).
- B. Final Schedule of Contract Values.
- C. For Contracts exceeding \$100,000, the Consent of Surety to make Final Payment – Signed and Sealed.
- D. For Contracts exceeding \$100,000, the Power of Attorney from Surety for Release of Final Payment - Signed, Sealed, and dated the same as Consent of Surety.
- E. Contractor's Affidavit of Contract Completion.
 - 1. Page 1 completed by the General Contractor (Original + 3 copies).
 - 2. Page 2 completed by Architect/Engineer (Original + 3 copies).
- F. Certificate of Occupancy from the authority having jurisdiction.
- G. Notice of Release of Lien from each sub-contractor, worker or supplier, who has filed Notices to Owner.
- H. Contractor's Guarantee of Construction for one (1) year from the date of Final Completion.
- I. Copy of the Approval by the Architect-Engineer and the Transmittal to the Owner of Manuals, Shop Drawings, As-Builts (1 set of Sepias, 2 sets of Prints), Brochures, Warranties, and List of Subcontractors, with telephone numbers and addresses.
- J. Verification that Owner's personnel have been trained in the operation of the new installed equipment for each System, i.e., HVAC, Controls, Fire Alarm, etc. and submit to the Owner a list of personnel that attended such training.

- K. Fully executed Roof Warranty, if applicable, in the name of the Owner.
- L. Other special warranties as required by specifications, in the name of the Owner, and
- M. Fully executed Contractor's Certification of No Asbestos-Containing Materials.

B-22 EXCLUSION OF OWNER FROM LIABILITY - INDEMNITY

INDEMNITY:

The Contractor shall indemnify and hold harmless the Owner, its officers and employees from liabilities, damages, losses, and costs, including, but not limited to, reasonable attorney's fees, to the extent caused by the negligence, recklessness, or intentional wrongful misconduct of the Contractor and persons employed or utilized by the Contractor in the performance of this contract.

It is specifically agreed between the parties executing this contract that it is not intended by any of the provisions of any part of the contract to create in the public or any member thereof, a third party beneficiary hereunder, or to authorize anyone not a party to this contract to maintain a suit for personal injuries or property damage pursuant to the terms or provisions of this contract.

PAYMENT FOR CLAIMS:

The Contractor guarantees the payment for all just claims for materials, supplies, tools, or labor and other just claims against the Contractor or any subcontractor, in connection with the contract. The Department's final acceptance and payment does not release the Contractor's bond until all such claims are paid or released.

B-23 PROHIBITED MATERIALS – ASBESTOS

Per Section 255.40, Florida Statutes, the use of asbestos or asbestos-based fiber materials is prohibited in any buildings, construction of which commenced after September 30, 1983, which is financed with public funds or is constructed for the express purpose of being leased to any governmental entity. (See Contractor's Certification of No Asbestos-Containing Materials Exhibit).

B-24 USE OF MATERIALS AND COMMODITIES PRODUCED BY PRISON INDUSTRIES – PRIDE

Per Section 945.515(2), Florida Statutes, no similar article of comparable price and quality found necessary for use by any state agency may be purchased from any other source when the Prison Rehabilitative Industries and Diversified Enterprises (PRIDE) certifies that the same is available and can be furnished by PRIDE. The purchasing authority of any such state agency shall have the power to make reasonable determinations of need, price, and quality with reference to articles available for sale by such correctional work programs. The Contractor, or its subcontractor, shall procure materials and commodities, where available from PRIDE, in the same manner and under the same procedures as required for the Owner under Section 946.515(2), Florida Statutes.

B-25 CLAIMS AND DISPUTES

Under the terms of this contract, the Contractor shall not have any right to compensation other than, or in addition to, that provided by this contract, to satisfy any claim for costs, liabilities, or debts of any kind whatever resulting from any act or omission attributable to the Owner unless the Contractor has provided notice and unless a timely claim is delivered to the Owner. All such claims shall be set forth in a petition stating:

- A. Name and business address of the claimant,
- B. A concise statement of the ultimate facts, including the statement of all disputed issues of material fact, upon which the claim is based,
- C. A concise statement of the provisions of the contract together with any federal, state, local laws, ordinances, or code requirements, or customary practices and usages in the industry asserted to be applicable to the questions presented by the claim and a demand for the specific relief believed to be due the claimant, and
- D. The date of occurrence of the event giving rise to the claim and date and manner of the Contractor's compliance with notice requirements. Within thirty (30) calendar days from the date any such claim is received, the Owner shall deliver to the Contractor its written determination on the claim.

Should the Contractor and Owner be unable to settle and dispose of such demand within thirty (30) days from the date any such claim is presented, upon terms and conditions mutually agreeable to the Contractor and the Owner, then such demand shall be referred to the Owner (Secretary of the Florida Department Transportation or designee) for determination, which shall be final and binding upon the Contractor unless appealed in accordance with applicable provisions of the Contract Documents.

B-26 HARMONY

Contractor is advised and hereby agrees to exert every reasonable and diligent effort to assure that all labor employed by Contractor and subcontractors on the project shall work in harmony with and be compatible with all other labor being used by building and construction contractors now or hereafter on the site of the project.

Contractor further agrees that this provision will be included in all subcontracts of the subcontractor as well as in the Contractor's own contract; provided, however, that this provision shall not be interpreted or enforced so as to deny or abridge, on account of membership or non-membership in any labor union or labor organization, the right of any person to work as guaranteed by Article 1, Section 6 of the Florida Constitution.

B-27 TERMINATION FOR CAUSE OR MUTUAL AGREEMENT

This contract may be terminated by either party upon seven (7) days written notice, if such termination is by mutual agreement, or should one party fail substantially to perform in accordance with its terms through no fault of the other. Also, this contract may be unilaterally terminated by the Owner for refusal by the Contractor to allow public access to all documents, papers, letters, or other material subject to the provisions of Chapter

119, Florida Statutes, and made or received by the Contractor in conjunction with this contract. In the event of termination for cause, the Contractor shall pay the Owner liquidated damages and costs as described in Section A-21 above. If termination is due to the fault of others than the Contractor, the Contractor shall be paid for services performed to termination date, including reimbursements then due plus terminal expense.

B-28 TERMINATION FOR CONVENIENCE

The performance of work under this contract may be terminated by the Owner in accordance with this clause in whole, or from time to time in part, whenever the Owner shall determine that such termination is in the best interest of the State. Upon termination, the Contractor shall be entitled to payment and profit for work completed to the time of termination, only. The percentage of completion shall be determined by the Architect/Engineer, based upon the approved Schedule of Contract Values.

B-29 CONTRACTOR'S PAYMENT RIGHTS

Contractors providing goods and services to the Owner should be aware of the following time frames. Upon invoice receipt, the Owner has thirty (30) days to inspect and approve the goods and services. The Owner has twenty (20) days to deliver a request for payment (voucher) to the Department of Banking and Finance. The twenty (20) days are measured from the latter of the date the pay request is received or the goods or services are received, inspected, and approved. If payment is not available to the Owner for transmittal to the Contractor within forty (40) days, a separate interest penalty will be due and payable in addition to the invoice amount, pursuant to Section 215.422(3)(b), Florida Statutes. The forty (40) day period is measured from the date the invoice is received, or the date the goods or services are received, inspected, and approved whichever is the latter. Interest penalties of less than one (\$1.00) dollar will not be enforced unless the Contractor requests payment. Invoices returned to the Contractor because of preparation errors will result in a payment delay. Invoice payment requirements do not start until a properly completed Invoice is provided to the Owner.

A Vendor Ombudsman, has been established within the Department of Banking and Finance and the duties include acting as an advocate for vendors who may be experiencing problems in obtaining timely payment(s) from a state agency. They may be contacted at (850) 410-9724 or by calling the State Comptroller Hotline, 1-800-848-3792.

Per Section 339.135(6)(a), Florida Statutes, the Owner, during any fiscal year, shall not expend money, incur any liability, or enter into any contract which, by its terms, involves the expenditure of money in excess of the amounts budgeted as available for expenditure, during such fiscal year. Any contract, verbal or written, made in violation of this subsection is null and void, and no money may be paid on such contract. The Project Manager shall obtain a written statement (approved encumbrance) from the Office of Comptroller that funds are available prior to the Owner entering into any such contract or other binding commitment of funds. Nothing herein contained shall prevent the making of contracts for periods exceeding 1 year, but any contract so made shall be executory only for the value of the services to be rendered or agreed to be paid for in succeeding fiscal years; and this paragraph shall be incorporated verbatim in all contracts of the Owner which are for an amount in excess of \$25,000 and which have a term for a period of more than 1 year.

Per Section 255.2502, Florida Statutes, the State of Florida's performance and obligation to pay under this contract is contingent upon an annual appropriation by the Legislature.

Contractor is required to furnish replacement bonds in the event of cancellation of the original Performance Bond and Labor and Materials Payment Bond.

B-30 PUBLIC ENTITY CRIME INFORMATION STATEMENT

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a Contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statutes, in Category Two for a period of thirty-six (36) months from the date of being placed on the convicted vendor list.

The cost of all Performance Bonds and Labor and Materials Payment Bonds shall be borne by the Contractor. Each bond shall be accompanied by a duly authenticated or certified document such as a Power of Attorney, evidencing that the person executing the bonds on behalf of the Surety had the authority to do so on the date the bonds were executed on behalf of the Surety Company. The date on the document, submitted in duplicate, will be the same date in which the bonds were executed for the Surety.

The Contractor shall furnish the Owner with additional bonding equivalent to any increases in the original contract sum. It is a specific requirement that the surety bond shall continue to be acceptable to the Owner throughout the life of the contract and, in the event that the surety executing the bond, although acceptable to the Owner at the time of execution of the contract, subsequently becomes insolvent or bankrupt, or becomes unreliable or otherwise unsatisfactory due to any cause which becomes apparent after the Owner's initial approval of the company, then the Owner may require that the Contractor immediately replace the surety bond with a similar bond drawn on a surety company authorized to do business in the State of Florida. In such event, all costs of the premium for the new bond, after deducting any amounts which might be returned to the Contractor from his payment of the premium on the defaulting bond, will be borne by the Contractor.

B-31 ASSIGNMENT

The Contractor shall not sublet, sell, transfer, assign, or otherwise dispose of the Contract or any portion thereof, or of its right, title, or interest therein without written approval by the Owner.

B-32 DISCRIMINATION CLAUSE

An entity or affiliate who has been placed on the discriminatory vendor list 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, per Section 287.134(3)(a), Florida Statutes.

B-35 CONSTRUCTION SCHEDULE

NOTE: *All projects exceeding \$200,000 (Contract Levels 4 & 5) require a construction schedule as described below. Should the Owner's Project Manager determine it to be in the best interest of the State, a schedule may also be required on other Contract Levels. (See Section A-1 for definition of "Contract Level".)*

B-33 UNAUTHORIZED ALIENS

The Owner shall consider the employment by any Contractor of unauthorized aliens a violation of Section 274(e) of the Immigration and Nationality Act. Such violation shall be cause for unilateral cancellation of this contract.

FOR A CONTRACT OF \$2M OR LESS – The Contractor shall prepare and submit a construction schedule within twenty (20) days after the Owner has issued the Notice to Proceed on Site and Construction.

B-34 PERFORMANCE BOND AND LABOR AND MATERIALS PAYMENT BOND

NOTE: *If the contract sum is less than \$100,000, no Performance Bond or Labor and Materials Payment Bond is required. If the contract sum exceeds \$100,000, the Contractor must furnish a Performance Bond of 100% and Labor and Materials Payment Bond of 100%. If increases are made to the original contract sum, the Contractor shall also furnish the Owner with additional bonding equivalent to the increases.*

FOR A CONTRACT SUM EXCEEDING \$2M – The Contractor shall prepare and submit a construction schedule within thirty (30) days after the Owner has issued the Notice to Proceed on Site and Construction.

On projects where the contract sum exceeds \$100,000, the Contractor shall furnish the Owner with a 100 percent (100%) Performance Bond and a 100 percent (100%) Labor and Materials Payment Bond written by a Surety Company acceptable to the Owner and authorized to do business in the State of Florida and signed by a Florida Licensed Agent.

The construction schedule shall be submitted to the Architect-Engineer in quadruplicate graphically depicting the various activities necessary to complete the project. The schedule shall reflect the sequence of work in which the Contractor proposes each activity to occur, as well as, the duration (beginning and ending dates) of each activity. Since there are various scheduling systems available, it must be one that the Contractor, Architect-Engineer and the Owner all agree to. Examples of such systems include, but are not limited to: Timeline, Primavera, Project Workbench, Superproject, etc. The Architect-Engineer is responsible for determining whether or not the schedule submitted by the Contractor meets project requirements and such determination shall be binding on the Contractor.

The Architect-Engineer shall on a regular basis review the construction schedule to determine whether or not it continues to meet all requirements, as well as, if the progress of work

complies with the schedule. The Contractor is responsible for providing, in duplicate, an updated schedule with each pay request (partial and final), as well as, upon request from the Architect-Engineer and/or Owner.

Failure of the Contractor to develop and submit a construction schedule(s) as aforesaid shall be sufficient grounds for the Architect-Engineer to find the Contractor in substantial default, and certify to the Owner that sufficient cause exists to terminate the contract or withhold any payment.

B-36 DUTIES OF THE ARCHITECT-ENGINEER'S REPRESENTATIVE

A. If an Architect-Engineer's Representative is authorized by the Owner, his/her duties shall include, but are not limited to, the following:

1. Assist the Contractor in obtaining interpretation of the Contract Documents from the Architect-Engineer.
2. Conduct daily on-site observations for determining conformance to the Contract Documents in regard to work, materials, equipment, etc.
3. Request additional details and/or information from the Architect-Engineer when needed by the Contractor.
4. Evaluate suggestions and/or modifications submitted by the Contractor and transmit the Architect-Engineer with recommendations.
5. Anticipate problems that could create delays and problems in construction and report them to the Contractor and Architect-Engineer for solution.
6. Maintain official relationship only with the General Contractor Job Superintendent(s) and communicate problems to him/her regardless of which subcontractor(s) work is involved.
7. Attend all required construction conferences and participate actively in discussions of the project.
8. When authorized by the Architect-Engineer, conduct tests and inspections as required by the Contract Documents and record results of such tests and inspections.
9. Maintain a daily log of project activity including, but not limited to: hours on the job site, weather conditions, daily construction activity, number of men in each trade on the site, general observations, written and verbal directives to Contractor, and visits of governmental officials.
10. If, upon inspections or observations, work is found not to be in accordance with Contract Documents, advise the

Architect-Engineer verbally and in writing. Consult with the Architect-Engineer for further directions if the Contractor does not correct work as directed by the Architect-Engineer.

11. Check that tests and inspections to be performed by others, other than those performed by Architect-Engineer's Representatives and/or the Architect-Engineer, are actually performed in accordance with the Contract Documents.
12. When requested, accompany all state and federal officials on inspections of construction and record the inspection in the log.
13. Cooperate with the Owner's Project Manager or Inspectors and provide them with all requested information about the project.
14. Maintain in an orderly manner, files of correspondence, reports of job conferences, shop drawings and samples, copies of contract documents, change orders, addenda, supplementary drawings, and job log.
15. Review requisitions for payment submitted by Contractor and transmit to the Architect-Engineer with recommendations.
16. Participate in the inspections of construction with the Architect-Engineer and Owner's Project Manager at regular intervals and at Substantial Completion and provide Architect-Engineer with information as to work which is not complete, defective, or not in accordance with Contract Documents.
17. Refer all communications from other agencies, authorities, etc. to the Owner's Project Manager and Architect-Engineer.
18. Copy the Owner's Project Manager on all correspondence related to the project.
19. Review plans, specifications, and shop drawings on a regular basis. Be alert to errors and omissions on the Contract Documents and construction problems before they occur and advise the Architect-Engineer when discovered.
20. Advise Contractor and Architect-Engineer of work being performed with unapproved shop drawings or without shop drawings when such shop drawings are required by specifications.
21. Check materials and equipment delivered to the job site against specifications, approved samples, shop drawings, and related correspondence. If in conflict, advise Contractor and Architect-Engineer.
22. Check that the Contractor is maintaining

record notable drawings of As-Built conditions, when As-Built drawings are specified to be provided.

Owner's option.

- B. The Architect-Engineer's Representative is not authorized to do the following:
 1. Authorize minor deviations from the Contract Documents (unless preapproved in writing by Architect-Engineer).
 2. Expedite the work for the Contractor(s).
 3. Advise the Contractor on building techniques or scheduling.
 4. Approve shop drawings.
 5. Issue certificates for payment.
 6. Approve substitutions.
 7. Interpret Contract Documents for others.

B-38 CONTRACTOR'S WORK FORCE

NOTE: For contract sums exceeding \$200,000, the Contractor shall agree to perform no less than 15% of project instruction work utilizing its own employees (see Section A-1 for definition of "Contract Level").

The Contractor agrees to perform no less than fifteen percent (15%) of the project construction work utilizing its own employees. The percentage shall be calculated on the basis of the cost of materials and labor utilized by the prime Contractor's own forces in relation to the original contract sum.

- C. The Architect-Engineer's Representative shall not:
 1. Get involved in disputes or problems between the Contractor and subcontractors.
 2. Get involved in disputes or problems between the Contractor and subcontractors.
 3. Offer gratuitous advice to the Contractor or subcontractors on how to perform the work whether solicited or not.
 4. Make vague and unclear log entries as to the acceptability of the Contractor's work. If unacceptable and not corrected properly and in a timely manner, the condition should be entered into the job log clearly as a statement made with follow-up written communication to the Architect-Engineer.
 5. Order a work stoppage except in extreme emergencies and except under conditions authorized only by the Architect-Engineer.

B-39 CONTRACTOR'S PROJECT SUPERVISION

NOTE: For contract sums exceeding \$200,000, the Contractor must provide field supervision as described below (see Section A-1 for definition of "Contract Level").

The Contractor must provide, as a minimum, field (on site) supervision (through a named superintendent) of each of the general, concrete forming and placement, masonry, mechanical, plumbing, electrical, and roofing trades, either through the use of their employees, or in the instance of mechanical, plumbing, and electrical trades through the use of employees of the subcontractor as shown on the Contractor's Experience Questionnaire and Financial Statement. The Contractor shall not change or deviate from these principal and supervisory personnel without written consent of the Owner.

B-37 CONTRACTOR'S REPRESENTATION (EXPERIENCE QUESTIONNAIRE & FINANCIAL STATEMENT)

NOTE: For all Contract sums exceeding \$200,000, the Contractor shall submit a Contractor's Experience Questionnaire and Financial Statement (see Section A-1 for definition of "Contract Level").

The Contractor represents and warrants the information provided on the "Experience Questionnaire and Contractor's Financial Statement" which was submitted by the Contractor to qualify for award of this contract, and is hereby made a part of this Contract by reference, is true, accurate, and correct. The Contractor understands and agrees that materially inaccurate information may result in termination of this contract at the

B-40 DRUG-FREE WORKPLACE

Each construction contractor regulated under Part I of Chapter 489, and electrical contractor or alarm system contractor regulated under Part II of Chapter 489, who contracts to perform construction work under a state contract for public property or publicly owned buildings governed by Chapter 255 must implement a drug-free workplace program as required by Section 440.102(15), Florida Statutes. The Contractor represents, covenants, and warrants that it has implemented a drug-free workplace program in accordance with the standards and procedures established in Section 440.102, Florida Statutes. This requirement applies to contracts entered into on or after October 1, 2002.

SECTION C SPECIAL CONDITIONS

C-1 WATER

The Contractor shall furnish and pay for all water necessary for construction of the building and testing its plumbing and mechanical systems. The Contractor shall make all connections, install a meter, take out and pay for all permits necessary, do all piping, and clear away all evidence of the same after the job is completed.

C-2 ELECTRICITY

The Contractor shall provide and pay for electricity for light and power necessary for the construction of the building and testing of its electrical and mechanical systems. The Contractor shall make all necessary arrangements for this service and perform the work required.

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C-3 INITIAL CONSTRUCTION CONFERENCE

Immediately prior to starting construction, the Owner's Project Manager will arrange a meeting with the Architect-Engineer, Contractor, subcontractors, and other interested parties. The purpose of this meeting shall be to discuss requirements and responsibilities of the various parties involved with the objective of expeditious handling of the contract. The Owner's Project Manager will chair this meeting.

C-4 SITE SECURITY

The Contractor shall pay for and be responsible for securing the site and the project against theft, vandalism, and fire, and to ensure public safety at all times (twenty-four (24) hours per day) from the issuance of the Notice to Proceed until Substantial Completion.

C-5 ARCHITECT-ENGINEER'S FIELD OFFICE

NOTE: For contract sums exceeding \$200,000, the Contractor shall provide a field office (see Section A-1 for definition of "Contract Level").

The Contractor shall provide and maintain a watertight office at the project for the exclusive use of the Architect Engineer and representatives, not less than 12'x12' in size, one room with at least one window in each exterior wall and an independent outside entrance door fitted with hardware and lock, artificial light, a bench with one drawer, a blueprint rack, a heater, and a window air conditioner. Upon completion of the contract, this office and equipment shall become the property of the Contractor, who shall be responsible for removal and disposal of the office and equipment.

C-6 TELEPHONE

NOTE: For contract sums exceeding \$200,000 (see Section A-1 for definition of "Contract Level", the Contractor shall furnish a phone in the field office.

A telephone shall be installed and remain activated in the Architect-Engineer's office until project is fully completed. Charges for long distance calls shall be paid by the person making the calls, and all other charges in connection with the telephone shall be paid by the Contractor.

C-7 PROJECT SIGN

NOTE: For contract sums exceeding \$200,000 (see Section A-1 for definition of "Contract Level", the Contractor shall erect a project sign.

The Contractor shall erect a 3/4" - 4'x8' exterior grade plywood sign mounted on 4'x4' pressure treated wood posts at the project site in a prominent location approved by the Owner.

Contract # E4P37

Financial Project 429338-2-52-01

(Exhibit 1)

**State of Florida
DEPARTMENT OF TRANSPORTATION
REQUEST FOR PROPOSALS**

Proposals will be received and publicly opened by the Florida Department of Transportation (hereinafter referred to as Owner) at the following date, location, and local time: REFER TO ATTACHED TIMELINE OF IMPORTANT DATES

FINANCIAL PROJECT NO.: 429338-2-52-01 CONTRACT NO.: E4P37

PROJECT NAME: DISTRICT FOUR FUEL STORAGE TANK REPLACEMENT PROJECT IN STUART YARD

PROJECT DESCRIPTION: DISTRICT FOUR FUEL STORAGE TANK REPLACEMENT PROJECT IN STUART YARD

PRE-BID MEETING/ SITE VISIT (check appropriately) *Mandatory*, *Non-Mandatory*, or *Not Applicable*

A pre-bid meeting is scheduled and it will be held at the following location, date and local time: **3540 SW Martin Highway, Palm City Florida 33497 on October 11, 2013 at 10:00 am**, and Owner representatives will be present to discuss plans, specifications, and conditions of the project. The Owner's Project Manager is: **Anthony Puccio**.

Any contractor who fails to attend a mandatory pre-bid meeting will not be eligible to Propose on the project.

MINORITY BUSINESS ENTERPRISES (MBE) UTILIZATION: The Owner encourages the recruitment and utilization of certified and non-certified minority businesses. The Owner, its contractors, suppliers, and consultants should take all necessary and reasonable steps to ensure that minority businesses have an opportunity to compete for and perform contract work for the Owner in a nondiscriminatory environment.

BID PROPOSAL: Bids must be submitted in full accordance with the requirements of the Drawings, Specifications, Bidding Conditions, and Contractual Conditions, which may be examined and obtained from: (who, when, where, and phone)

INSURANCE: The awarded Bidder is responsible for maintaining the insurance coverage specified in the Non-Technical Specifications for the duration of this project.

REQUEST FOR PROPOSALS

PREQUALIFICATION: Each bidder shall submit a current license issued by the State of Florida (specify type license required for the work) and, if a Florida Corporation, a copy of the Corporate Charter as prequalification of their eligibility with the bid document to the Department of Transportation, Contracts Administration Office:

(Project specific location) PLEASE REFER TO ATTACHED TIMELINE OF IMPORTANT DATES. The Proposals will be rejected if a copy of the Contractors License is not included either with the bid or provided to the Owner prior to the Proposals due.

BID BOND: If the bid amount exceeds \$100,000, the bidder must provide with the bid, a Bid Guaranty of five percent (5%) of the actual total bid in the form of a certified check, cashiers check, treasurer's check, bank draft of any national or state bank, or a surety Bid Bond made payable to the Department of Transportation. A Bid Guaranty in an amount less than five percent (5%) of the actual bid will invalidate the bid. Bid Bonds shall conform to the Departments Bid/Proposal Bond Form furnished with the proposal package.

PERFORMANCE BOND and LABOR AND MATERIALS PAYMENT BOND: If the contract award amount exceeds \$100,000, both a Performance Bond and a Labor and Material Payment Bond of 100% each of the contract sum are required at the time of award.

BID POSTING / CONTRACT AWARD: The Bid Tabulation and Notice of Award Recommendation will be posted at the following location, date and local time:

In the event the Bid Tabulation and Notice of Award Recommendation cannot be posted in this manner, all bidders will be notified by certified United States Mail, return receipt requested, express or fax delivery, receipt requested. If no protest is filed the Owner will award the contract to the qualified, responsive low bidder. The Owner reserves the right to reject any or all bids.

BID SOLICITATION/AWARD/NON-AWARD PROTEST RIGHTS: Any person adversely affected by this Bid Solicitation shall file a notice of protest within 72 hours of receipt of the bid documents in accordance with Section 120.57(3), Florida Statutes and Rule Chapter 28-110, Florida Administrative Code. Any person adversely affected by the intended decision of the Owner to award a contract or to reject all bids shall file a notice of protest within 72 hours after the posting of the Summary of Bids (bid tabulation). If notice of intended decision is given by certified mail, express or fax delivery, the adversely affected person must file the notice of protest within 72 hours after receipt of the notice of intent.

=====

A formal written protest must be filed within 10 days after filing the notice of protest. The formal written protest shall state with particularity the facts and law upon which the protest is based. All protests must be submitted in accordance with Section 120.569 and 120.57, Florida Statutes. The required notice of protest and formal protest must each be timely filed with the Clerk of Agency Proceedings, Florida Department of Transportation, 605 Suwannee Street, Room 550, General Counsel's Office, Tallahassee, Florida 32399-0458. Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.

DISCRIMINATION CLAUSE: An entity or affiliate who has been placed on the discriminatory vendor list 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, per Section 287.134(3)(a), Florida Statutes.

PUBLIC ENTITY CRIME INFORMATION STATEMENT: A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statutes, for Category Two for a period of 36 months for the date of being placed on the convicted vendor list.

STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION

Lizz Holmes

Contract Administrator,
Contracts Administration Office

(Exhibit 3)

CONTRACT AGREEMENT
(between Owner and Contractor)

THIS CONTRACT AGREEMENT is entered into this _____ day of _____ YR _____, between the State of Florida Department of Transportation, hereinafter called the Owner, and _____ of _____, hereinafter called the **CONTRACTOR**.

WITNESSETH: That the Contractor or its successors, administrator, or assigns, hereinafter called the Contractor agrees with the Owner, for the consideration herein mentioned, and at its own proper cost and expense, to do all the work and furnish all the materials, equipment, supplies, and labor necessary to carry out this Contract Agreement in the manner and to the full extent as set forth in the Contract Documents consisting of this Contract Agreement, Contractor's proposal, conditions of contract (general supplementary and other conditions), drawings, specifications, all addenda issued prior to execution of this Contract Agreement and all approved modifications issued subsequent thereto, and under security as set forth in the attached bond, all of which are hereby adopted and made part of this Contract Agreement as completely as if incorporated herein, and to the satisfaction of the duly authorized representatives of the Owner, who shall have at all times full opportunity to inspect the materials to be furnished and the work to be performed under this Contract Agreement. The Contractor shall also maintain such insurance as will protect the Owner from any or all claims for property damage, personal injury, and bodily injury including death, which may arise from operations under this contract. Certificates of such insurance shall be filed with the Owner and shall be subject to its approval for adequacy of protection.

It is agreed that the work to be done under this contract is to construct or improve the following buildings/projects per the above statements: **3590 SW Martin Highway, Palm City, Florida 33497** in Martin County, and known as **E4P37**.

In consideration of the foregoing premises, the Owner agrees to pay the Contractor for all items of work performed and material furnished at the unit prices and under conditions set forth in the attached proposal. In the event of conflict in the provisions of said Contract Documents, the provisions of the Non-Technical Specifications and Addenda thereto shall control over the A1A Document, A-201 and Addenda, Technical Specifications and Addenda, as well as, the Plans and Addenda.

IN WITNESS WHEREOF, The Owner has hereunto caused these presents to be subscribed, and the Contractor has affixed its name or names, and seal as appropriate, the date aforesaid.

(Exhibit 3)

CONTRACT AGREEMENT

(between Owner and Contractor)

NOTE TO BIDDER:

Failure to fully complete and execute this contract document and return to the Owner within 10 calendar days of receipt may result in the award being cancelled.

Organized and existing under the laws of the State of _____ and authorized to do business in the State of Florida, pursuant to the laws of the State of Florida, Certificate of Incorporation or Organization or Certificate of Authority having been issued by the Florida Department of State.

CONTRACTOR:

NAME OF CONTRACTOR (as registered with Florida Division of Corporations)

AUTHORIZED SIGNATURE: _____

PRINT NAME AND TITLE: _____

(Affix Corporate Seal)

ATTEST: _____

PRINT NAME & TITLE / OR NOTARY: _____

=====

OWNER:

SECRETARY, OR DESIGNEE SIGNATURE: _____

LEGAL REVIEW BY: _____

Contract # E4P37

Financial Project 429338-2-52-01

(Exhibit 4)
ASSIGNMENT

For and in recognition of good and valuable consideration, receipt of which is hereby acknowledged, (Contractor's Name) _____

acting herein by and through (President's Name) _____,

its (Title) _____,

and duly authorized agent, hereby conveys, sells, assigns, and transfers to the State of Florida all rights, title, and interest in and to all causes to action it may now or hereafter acquire under the antitrust laws of the United States and the State of Florida for price fixing, relating to the particular goods or services purchased or acquired by the State of Florida pursuant to:

Project Name: _____

Financial Project Number: _____

Contract Number: _____

CONTRACTOR:

NAME OF CONTRACTOR (as registered with Florida Division of Corporations)

AUTHORIZED SIGNATURE: _____

PRINT NAME AND TITLE: _____

(Affix Corporate Seal)

ATTEST: _____

PRINT NAME & TITLE / OR NOTARY: _____

Contract # E4P37

Financial Project 429338-2-52-01

(Exhibit 5)

CERTIFICATE OF INSURANCE

Date: _____

This Certificate is issued at the request of: STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION

The following insurance policies of this company have been issued to: _____
_____(INSURED) on the construction job designated below:

PROJECT NAME: _____

PROJECT LOCATION: _____

FINANCIAL PROJECT NUMBER: _____

CONTRACT NO. _____

INSURANCE IN FORCE	MINIMUM LIMITS	LIMITS IN FORCE	NAME OF INSURANCE CARRIER	EFFECTIVE AND EXPIRATION DATE
Workers Compensation and Employer Liability Policy No. _____	STATUTORY			
Contractor's Commercial General Liability and Property Damage Policy No. _____ Liability: Bodily Injury/Property Damage	\$300,000 Combined Single Limit each occurrence			
Automobile Liability Policy No. _____ Liability: Bodily Injury/Property Damage	\$100,000 Combined Single Limit each occurrence			
Owner's and Contractor's Protective Liability Policy No. _____ Liability: Bodily Injury/Property Damage	\$300,000 Combined Single Limit each occurrence			
Builder's Risk Coverage Policy No. _____	Contract Value Completed Value Basis			

(Exhibit 5)

CERTIFICATE OF INSURANCE

OTHER REQUIRED COVERAGES:

1. "XCU" (EXPLOSION, COLLAPSE, UNDERGROUND DAMAGE): The Contractor's Liability Policy shall provide "XCU" coverage for those classifications in which they are applicable.
2. CONTRACTUAL LIABILITY-WORK CONTRACTS: The Contractor's Liability Policy should include Contractual Liability Coverage designed to protect the Contractor for contractual liabilities assumed by the Contractor in the performance of this Contract.
3. INDEMNIFICATION RIDER: The Contractor's Liability Policy provides a "Hold Harmless" rider to cover the provisions of the Contractor's Insurance Section of the Non-Technical Specifications which is so noted on the Contractor's Certificate of Insurance.
4. BROAD FORM PROPERTY DAMAGE COVERAGE & COMPLETED OPERATIONS: The Contractor's Liability Coverage shall include Broad Form Property Damage Coverage and Completed Operations.
5. BINDERS: When binders are issued as interim coverage, it shall be the sole responsibility of the insurer to renew such binders as deemed necessary until such a time that the appropriate policy/policies are issued and copies of said policies delivered to the (Name of Contractor): _____.

It is hereby certified that the above listed required policies and other required coverages are in force and that the above listed policies protect the Owner and Contractor performing work under the contract for the construction job designated above, against all claims for damages for personal injury, including death, resulting from accidents and for damage to property, which may arise from operations under the contract whether such operations are by the Contractor or anyone directly employed by him in connection with the performance of the contract, but only to those limits of liability specified in pages one (1) and two (2) of this certificate.

In addition it is also hereby certified that the designated insurer will give notice by mail to the Owner's Project Manager, at least thirty (30) days prior to any material change in the provisions of or the cancellation of the above listed policies of insurance.

NOTE: By signature, the Florida Licensed Agent attests that said Insurers are qualified and doing business in Florida.

INSURER:

BY: _____
(Signature of Authorized Florida Licensed Agent)

(Print Name of Authorized Florida Licensed Agent)

FEID Number: _____

Address: _____

Telephone () _____ Fax () _____

(Exhibit 6)

OWNER'S CERTIFICATE OF PARTIAL PAYMENT

Contractor (Name and Address): _____

FEID No: _____
Architect-Engineer Job No: _____
Contract Time (Calendar Days): _____
Time Elapsed to Date: _____

Request No: _____
For Period Ending: _____
Financial Project Number: _____
Project Name: _____

Original Contract Sum: \$ _____
Net change by Change Orders: \$ _____
Contract Sum to Date (Original + Change Orders) \$ _____

<u>Change Order Summary</u>	<u>Additions /</u>	<u>Deductions</u>
Total changes approved previous months by Owner:	_____	_____
Total approved this month:	_____	_____
Net Changes by Change Order:	_____	_____

Total Completed & Stored to Date: \$ _____
Retainage:
 _____ % Completed Work: \$ _____
 _____ % of Stored Mtls. \$ _____
Total Earned less Retainage: \$ _____
Less previous Certificates for Payment: \$ _____
Current Payment Due: \$ _____
Balance to Finish (including retainage): \$ _____

CERTIFICATION BY THE CONTRACTOR: According to the best of my knowledge and belief, I certify that all items and amounts shown on the face of this Application are correct, that all work has been performed and material supplied in full accordance with the terms and conditions of the Contract, and that all materialmen, laborers, and subcontractors, as defined in Section 713.01, Florida Statutes, have been paid the amounts due them per Section 287.0585, Florida Statutes, out of any previous payments made to the contractor by the Owner. Further, I agree to promptly pay each materialmen, laborer, and subcontractor, as defined in Section 713.01, Florida Statutes, upon receipt of payment from the Owner, out of the amount paid to me on, account of such materialmen's, laborer's, or subcontractor's work, the amount to which said materialmen, laborer, or subcontractor is entitled per Section 287.0585, Florida Statutes, reflecting the percentage actually retained, if any, from payments to myself on account of such materialmen's, laborer's, or subcontractor's work.

CONTRACTOR: _____

By: _____

STATE OF FLORIDA

Subscribed and sworn to before me this _____ day of

COUNTY OF: _____

_____, Yr _____

(Notary Public - Signature)

(My Commission Expires)

CERTIFICATION BY THE ARCHITECT-ENGINEER: I certify that I have checked and verified this Progress Payment Application, that to the best of my knowledge and belief, the above application is a true statement of the value of the work performed and the materials suitable stored on the site; that all work and materials included in this Certificate have been inspected by me or by my authorized assistants; that all work has been performed and material supplied in full accordance with the terms of this Contract; and I approved for payment the amount noted above.

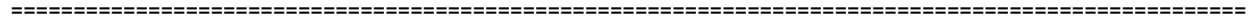
Architect-Engineer Approval _____

Date: _____

REVIEWED AND RECOMMENDED FOR PAYMENT:

Owner's Project Manager Approval _____

Date: _____



(Exhibit 6)

OWNER'S CERTIFICATE OF PARTIAL PAYMENT

Section 713.01, Florida Statutes, defines Laborers, Materialmen, and Subcontractors as follows:

- (1) LABORER means any person other than an architect, landscape architect, engineer, surveyor and mapper, and the like who, under properly authorized contract, personally performs on the site of the improvement labor or services for improving real property and does not furnish materials or labor services of others.
- (2) MATERIALMAN means any person who furnishes materials under contract to the owner, contractor, subcontractor, or sub-subcontractor on the site of the improvement or for direct delivery to the site of the improvement or, for specially fabricated materials, off the site of the improvement for the particular improvement, and who performs no labor in the installation thereof.
- (3) SUBCONTRACTOR means a person other than a materialman or laborer who enters into a contract with a contractor for the performance of any part of such contractors contract, including the removal of solid waste from the real property.

Contract # _____

Financial Project # _____

(Exhibit 7)

SCHEDULE OF CONTRACT VALUES

SCHEDULE OF CONTRACT VALUES												
FINANCIAL PROJECT NUMBER: _____							PAGE _____ OF _____					
PROJECT NAME: _____				ACCOMPANYING APPLICATION FOR PAYMENT NO.: _____								
PROJECT LOCATION: _____												
CONTRACTOR: _____										DATE: _____		
CSI DIV. NO.	CSI DIV. DETERMINATION	CSI DIV. NAME	UNIT	QUANT.	MAT.	LABOR	CONTRACT VALUE	AMT PAID TO DATE	AMT REQUESTED THIS PAYMENT	MBE AMT (if any) REQUESTED THIS PAYMENT	TOTAL COMPLETION TO DATE	UNCOMPLETED BALANCE
010	000000	General Requirements										
010	100000	Summary of Work										
010	200000	Allowances										
010	250000	Measurement & Pvmt										
020	000000	Site Work										
020	100000	Subsurface Investigation										
020	500000	Demolition										
021	000000	Site Preparation etc.										
030	000000	Concrete										
031	000000	Concrete Formwork										
032	000000	C/C Reinforcement										
032	500000	C/C Accessories etc.										
040	000000	Masonry										
041	000000	Mortar & Masonry Grout										
041	500000	Masonry Accessories										
042	000000	Unit Masonry etc.										
050	000000	Metals										
050	100000	Metal Materials										
050	300000	Metal Coatings										
051	500000	Metal Fastening etc.										
060	000000	Wood and Plastics										
060	500000	Fasteners & Adhesives										
061	000000	Rough Carpentry										
061	300000	Heavy Timber Const.										

EXAMPLE

The above CSI Division Numbers, Determinations and Names are taken from the "Master List of Titles and Numbers for the Construction Industry" Masterformat, 1988 Editing

Contract # _____

Financial Project # _____

=====

(Exhibit 8)

CONTRACTOR'S AFFIDAVIT / CERTIFICATE OF CONTRACT COMPLETION

FINANCIAL PROJECT NUMBER: _____

PROJECT NAME: _____

PROJECT LOCATION: _____

CONTRACTOR: _____

CONTRACT FOR: _____

CONTRACT DATE: _____ CONTRACT AMOUNT: \$ _____

=====

CONTRACTOR'S AFFIDAVIT

I solemnly swear and affirm: The work under the above named contract and all amendments thereto have been completed in accordance With the requirements of said contract; that all costs incurred for equipment, materials, labor, and services against the project have been paid; that no liens have been attached against the project; that no suits are pending by reason of work on the project under the contract; that all Workers' Compensation claims are covered by Workers' Compensation insurance as required by law; that all public liability claims are adequately covered by insurance, and that the Contractor shall save, protect, defend, indemnify, and hold harmless the Owner from and against any and all claims which arise as a direct or indirect result of any transaction, event, or occurrence related to performance of the work contemplated under said contract.

Contractor Signature: _____ Date: _____

Printed Name & Title: _____

Address: _____

=====

STATE OF FLORIDA COUNTY OF _____

Personally appeared before me this _____ day of _____, YR _____ known (or made known to me to be the

(Sole Proprietor, Partner, or Corporate Officer's Name & Title)

Contractor(s), who, being by me duly sworn, subscribed to the foregoing affidavit in my presence.

(Form of Identification Produced)

(Notary Public - Print Name)

My Commission Expires: _____

(Notary Public - Signature)

Contract # _____

Financial Project # _____

(Exhibit 8)

CONTRACTOR'S AFFIDAVIT / CERTIFICATE OF CONTRACT COMPLETION

FINANCIAL PROJECT NUMBER: _____

PROJECT NAME: _____

CONTRACTOR: _____

CONTRACT DATE: _____ DATE OF FINAL COMPLETION: _____

CERTIFICATE OF ARCHITECT-ENGINEER:

I CERTIFY, the work under the above Contract has been satisfactorily completed on the date set forth in accordance with the terms of the Contract; that the Contractor has submitted its sworn affidavit as evidence that the Contractor has paid all labor, materials, and other charges against the project in accordance with the terms of the Contract.

Architect-Engineer Firm Name: _____

By: _____ Date: _____

TO BE COMPLETED BY ARCHITECT-ENGINEER THROUGH SUBSTANTIAL COMPLETION PHASE	DATE	DAYS	LIQUIDATED DAMAGES to be Completed by the Owner
1. Notice to Proceed (N.T.P.)			@\$ Per Day=\$
2. Time Specified in Original Contract for Substantial Completion (S.C.)			
3. Extension Granted by Change Orders (Days Between Original Contract S.C. and Final Contract S.C.)			
4. Total Days Allowable to Substantial Completion (Add Lines 2 and 3)			
5. Project Substantially Completed as Certified by Architect-Engineer (Total Days from N.T.P. through Date Certified by Architect-Engineer)			
6. Substantial Completion Overrun (Subtract Line 4 from 5 and Enter Overrun)			

THROUGH THE FINAL COMPLETION PHASE

1. Time Specified in Contract, Between Substantial and Final Completion		
2. Extensions Granted by Change Orders (Days Between Substantial Completion and Final Completion)		
3. Total Days Allowable Between Substantial and Final Completion (Add Lines 1 and 2)		
4. Date Actually Completed and Total Days Between Actual Substantial Completion and Date Certified By Architect-Engineer as Actually Being Finally Completed.		
5. Final Completion Overrun (Subtract Line 3 from 4 and Enter Overrun)		

TOTAL LIQUIDATED DAMAGES PER DAY = \$

Project Manager Signature: _____ Date: _____

Contract # _____

Financial Project # _____

=====

(Exhibit 9)

CONTRACTOR'S CERTIFICATION OF NO ASBESTOS-CONTAINING MATERIALS

Project Name: _____

Project Location: _____

Financial Project Number: _____ Contract Number: _____

I CERTIFY THAT NO MATERIALS CONTAINING ASBESTOS WERE USED IN THE CONSTRUCTION OF THIS PROJECT.

Contractor Signature

Date

Contractor Name (Typed)

Name of Contractor Firm:

Street Address:

City, State & Zip:

Telephone () _____ FAX () _____

FEID Number

Contract # _____

Financial Project # _____

=====

(Exhibit 10)

CONSTRUCTION CONTRACT CHANGE ORDER

Change Order No.: _____ Contract No.: _____ Financial Project No.: _____

State Project Name: _____

Architect/Engineer: _____ Contractor: _____

Address: _____ Address: _____

City: _____ City: _____

State: _____ Zip: _____ State: _____ Zip _____

Telephone: _____ Telephone: _____

DESCRIPTION OF CHANGE (attach additional sheet if necessary)			Decrease In	Increase In
Notice to Proceed Date			Original Contract Sum	
Contract Time	# Days	Date	Contract Sum	
Original Contract Time			Subtotal	
Present Contract Time			Net-Add-(Deduct)	
This Change-Add-(Deduct)			Present Contract Sum	
New Contract Time			New Contract Sum	

The Change Order is an amendment to the Contract Agreement between the Contractor and Owner, and all contract provisions shall apply unless specifically exempted. The amount and time change designated are the maximum agreed to by both the Owner and Contractor for this change. In consideration of the foregoing adjustments in contract time and contract sum the Contractor hereby releases the Owner from all claims, demands, or causes of action arising out of the transactions, events and occurrences giving rise to this Change Order. This written Change Order is the entire agreement between the Owner and Contractor with respect to this Change Order. No other agreements or modifications shall apply to this contract amendment unless expressly provided herein.

RECOMMENDED:

AGREED:

AGREED:

Signature (Architect/Engineer)

Signature (Contractor)

Signature (Owner)

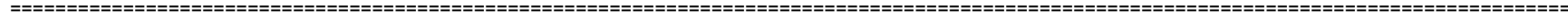
Date: _____

Date: _____

Date: _____

Contract # _____

Financial Project # _____



(Exhibit 11)

LIST OF SUBCONTRACTORS

THIS LIST IS ATTACHED TO, AND IS AN INTEGRAL PART OF THE BID SUBMITTED BY:

Date: _____

Bidder Full Name: _____

Street Address: _____

City, State, Zip Code: _____

FOR CONSTRUCTION OF: _____

The undersigned, hereinafter called "Bidder", lists below the name of each subcontractor who will perform the phases of the work indicated. Failure of the Bidder to supply sufficient information to allow verification of the Corporate and Discipline License Status of the subcontractor may deem the bid as non-responsive and rejected. If applicable, complete the Minority Business Enterprises (MBE) Column identifying whether the Subcontractor is a certified or non-certified MBE. (NOTE: MBE data shall in no way influence the bid selection, order of acceptances, or rejection.)

TYPE OF WORK / PHASE SUBCONTRACT	NAME OF SUBCONTRACTOR	CORPORATE - OR - NONCORPORATE	DISCIPLINE LICENSE STATUS	MINORITY BUSINESS ENTERPRISE (MBE) (Certified - OR - Non-Certified)

NOTE: If the prime contractor does not list a Subcontractor for the specified discipline(s), the prime contractor must have all necessary licenses to perform the work.

Completed by: _____ (Signature of Bidder)

Contract # _____

Financial Project # _____

=====

(Exhibit 12)

PERFORMANCE BOND (Bond No. _____)

NOTE: THIS BOND IS ISSUED SIMULTANEOUSLY WITH LABOR AND MATERIAL PAYMENT BOND IN FAVOR OF THE OWNER CONDITIONED ON THE FULL AND FAITHFUL PERFORMANCE OF THE CONTRACT.

BY THIS BOND, We _____

(Name, Address and Phone Number),
as Principal (Contractor), and _____

(Name, Address and Phone Number)
a corporation, as Surety, are bound to the Florida Department of Transportation, _____

(Address and Phone Number)
herein called Owner, in the sum of \$ _____ for payment of which we bind ourselves, our heirs, administrators,
personal representatives, successors, and assigns, jointly and severally.

WHEREAS, the Contractor has by written agreement, dated _____ entered into a contract with the Owner for _____

(Project Description, Legal Description or Street Address),
Financial Project Number _____,
hereinafter referred to as the Contract.

CONDITIONS OF THIS BOND ARE AS FOLLOWS:

Contractor shall promptly and faithfully perform said Contract and all obligations thereunder, then this obligation shall be null and void; otherwise it shall remain in full force and effect.

The Surety hereby waives notice of any alteration or extension of time made by the Owner. Whenever Contractor shall be, and Declared by Owner to be in default under the Contract, the Owner having performed Owner's obligations thereunder, the Surety may promptly remedy the default, in accordance with Section 255.05, Florida Statutes, or shall promptly:

- A. Complete the Contract in accordance with its terms and conditions, or
- B. Obtain a bid or bids for completing the Contract in accordance with its terms and conditions, and upon determination by Surety of the lowest responsible bidder or, if the Owner elects, upon determination by the Owner and the Surety jointly of the lowest responsible bidder, arrange for a Contract between such bidder and Owner, and make available as work progresses (even though there should be a default or a succession of defaults under the Contract or Contracts of completion arranged under this paragraph) sufficient funds to pay the cost of completion less the balance of the Contract price; but not exceeding, including other costs and damages for which the Surety may be liable hereunder, the amount set forth in the first paragraph hereof. The term "balance of the Contract price", as used in this paragraph, shall mean the total amount payable by Owner to Contractor under the Contract and any amendments thereto, less the amount properly paid by Owner to Contractor. Notwithstanding anything to the contrary contained herein, the Surety agrees that the defaulting Contractor shall not be selected as the completing contractor.

No right of action shall accrue on this Bond to or for the use of any person or corporation other than the Owner named herein or the heirs, executors, administrators or successors of the Owner. The time within which the Owner can institute an action on this Bond against the Surety or Contractor shall be determined by the time periods of Section 95.11(3)(c), Florida Statutes.

Any action instituted by a claimant under this bond for payment must be in accordance with the notice and time limitation provisions in Section 255.05(2), Florida Statutes.

Contract # _____

Financial Project # _____

(Exhibit 12)

PERFORMANCE BOND (Bond No. _____)

IN WITNESS WHEREOF, Principal and Surety have executed these presents and the Surety has affixed its seal, this _____ day of _____, 20_____.

NOTE: BY SIGNATURE THE ATTORNEY-IN-FACT FOR THE SURETY ATTESTS THAT SAID SURETY COMPLIES

CONTRACTOR: _____ Date: _____

Authorized Signature: _____

Print Name & Title: _____

NAME OF SURETY: _____ Date: _____

Signature (Attorney-in-Fact): _____ (Affix Seal)

Signature of Florida Licensed Agent: _____

Print Full Name, Address and Telephone No.: _____

CONTRACTOR SHALL RECORD THIS BOND IN THE PUBLIC RECORDS OF THE COUNTY WHERE THE IMPROVEMENT IS LOCATED PRIOR TO COMMENCING THE WORK IN ACCORDANCE WITH SECTION 255.05(1)(a), FLORIDA STATUTE.

NOTES CONCERNING SURETY AND EXECUTION:

A. SURETY COMPANY REQUIREMENTS

To be acceptable to the Owner, the Surety shall comply with all of the requirements of Non-Technical Specifications, Section A, Instructions to the Bidders.

B. EXECUTION OF BOND

1. Enter the Surety's name and address on each copy of the Bond in the space provided.
2. Have each copy of the Bond signed by the same person that signed the Contract Agreement on behalf of the Contractor (affix Corporate Seal, if appropriate).
3. Have each copy of the Bond signed by the person authorized to sign on behalf of the Surety. Put the date the signature was affixed in the space provided. Print that person's name in the place provided on each copy of the Bond. Also, have the Surety's Corporate Seal affixed to each copy of the Bond beside that person's signature (No Facsimiles are acceptable).
4. Have each copy of the Bond signed by a Florida Licensed Agent (Reference Sections 624.425 and 624.426, Florida Statutes). Print that person's name, address and phone number in the place provided on each copy of the Bond. This may be the same person indicated in B.3 above, if this person is a Florida Licensed Agent and is also authorized to sign on behalf of the Surety as Attorney-In-Fact.
5. Each copy of the Bond must have a Power of Attorney attached indicating that the person in item B.3 above is authorized to sign on behalf of the Surety.
6. Each copy of the Power of Attorney must have the Surety's Corporate Seal manually affixed unless facsimile seal is authorized.
7. The date of execution of the Power of Attorney is the same as the date shown on the signature line for the Surety Attorney-In-Fact.
8. If Bond is backed by the Small Business Administration, then a certified true and correct copy of the Surety Bond Guarantee Agreement, SBA Form 990, must be attached to each copy of the Bond.

Contract # _____

Financial Project # _____

(Exhibit 13)

LABOR AND MATERIALS PAYMENT BOND (Bond No. _____)

NOTE: THIS BOND IS ISSUED SIMULTANEOUSLY WITH PERFORMANCE BOND IN FAVOR OF THE OWNER CONDITIONED ON THE FULL AND FAITHFUL PERFORMANCE OF THE CONTRACT.

BY THIS BOND, We _____ (Name, Address and Phone Number), as Principal (Contractor), and _____ (Name, Address and Phone Number) a corporation, as Surety, are bound to the Florida Department of Transportation, _____ (Address and Phone Number) herein called Owner, in the sum of \$ _____ for payment of which we bind ourselves, our heirs, administrators, personal representatives, successors, and assigns, jointly and severally.

_____ (Name, Address and Phone Number)

_____ (Address and Phone Number)

herein called Owner, in the sum of \$ _____ for payment of which we bind ourselves, our heirs, administrators, personal representatives, successors, and assigns, jointly and severally.

WHEREAS, the Contractor has by written agreement, dated _____ entered into a contract with the Owner for _____

_____ (Project Description, Legal Description or Street Address), Financial Project Number _____,

hereinafter referred to as the Contract.

CONDITIONS OF THIS BOND ARE AS FOLLOWS:

- A. Contractor shall promptly make all payments owing when due to all persons who are defined in Section 713.01, Florida Statutes, who furnish labor, services, or materials for the prosecution of the work provided for in the Contract Documents.
- B. Each said claimant shall have a right of action against the Contractor and Surety for the amount due him or her, including unpaid finance charges due under the claimant's contract. No such action shall subject the Owner to any cost, expense, loss, or damage, and Contractor shall promptly pay Owner for the full measure of all cost, expense, loss, damage, and attorney fees sustained by Owner as a result of any default by Contractor under the contract.
- C. Pursuant to Section 255.05, Florida Statutes, a claimant, except a laborer, who is not in privity with the Contractor shall, before commencing or not later than 45 days after commencing to furnish labor, materials, or supplies for the prosecution of the work, furnish the Contractor with a notice that he or she intends to look to the Bond for protection. A claimant who is not in privity with the Contractor and who has not received payment for his or her labor, materials, or supplies shall deliver to the Contractor and to the Surety written notice of the performance of the labor or delivery of the materials, or supplies and of the nonpayment. The notice of nonpayment may be served at any time during the progress of the work or thereafter but not before 45 days after the first furnishing of labor, services, or materials, and not later than 90 days after the final furnishing of the labor, services, or materials by the claimant or, with respect to rental equipment, not later than 90 days after the date that the rental equipment was last on the job site available for use. No action for the labor, materials, or supplies may be instituted against the contractor or the surety unless both notices have been given. Notices required or permitted under this section may be served in accordance with s. 713.18. An action, except for an action exclusively for recovery of retainage, must be instituted against the contractor or the surety on the payment bond or the payment provisions of a combined payment and performance bond within 1 year after the performance of the labor or completion of delivery of the materials or supplies. An action exclusively for recovery of retainage must be instituted against the contractor or the surety within 1 year after the performance of the labor or completion of delivery of the materials or supplies, or within 90 days after receipt of final payment (or the payment estimate containing the owner's final reconciliation of quantities if no further payment is earned and due as a result of deductive adjustments) by the contractor or surety, whichever comes last. The time periods for service of a notice of nonpayment or for bringing an action against a contractor or a surety shall be measured from the last day of furnishing labor, services, or materials by the claimant and shall not be measured by other standards, such as a issuance of a certificate of occupancy or the issuance of a certificate of substantial completion. If a claimant is no longer furnishing labor, services, or materials on a project, a contractor or the contractor's agent or attorney may elect to shorten the prescribed time in accordance with Section 255.05(2)(a)1, Florida Statutes. Any action instituted by a claimant under this bond for payment must be in accordance with the notice and time limitation provisions in Section 255.05(2), Florida Statutes.
- D. An action against the Surety or the Contractor or both, may be brought in the county in which the public building or public work is being constructed or repaired or in any other place authorized by the provisions of Chapter 47, Florida Statutes.
- E. The amount of this Bond shall be changed only to the extent that the contract sum is changed in accord with applicable provisions of the Contract Agreement.

Contract # _____

Financial Project # _____

(Exhibit 13)

LABOR AND MATERIALS PAYMENT BOND (Bond No. _____)

F. Neither any change in or under the Contract Documents, nor any compliance or noncompliance with any formalities provided in the contract or the change shall relieve the Surety of its obligations under this Bond.

IN WITNESS WHEREOF, Principal and Surety have executed these presents and the Surety has affixed its seal, this _____ day of _____, 20_____.

NOTE: BY SIGNATURE THE ATTORNEY-IN-FACT FOR THE SURETY ATTESTS THAT SAID SURETY COMPLIES WITH ALL PROVISIONS CONTAINED IN THE NON-TECHNICAL SPECIFICATIONS.

CONTRACTOR: _____ Date: _____

Authorized Signature: _____

Print Name & Title: _____

NAME OF SURETY: _____ Date: _____

Signature (Attorney-in-Fact): _____ (Affix Seal)

Signature of Florida Licensed Agent: _____

Print Full Name, Address and Telephone No. _____

CONTRACTOR SHALL RECORD THIS BOND IN THE PUBLIC RECORDS OF THE COUNTY WHERE THE IMPROVEMENT IS LOCATED PRIOR TO COMMENCING THE WORK IN ACCORDANCE WITH SECTION 255.05(1)(a), FLORIDA STATUTE

NOTES CONCERNING SURETY AND EXECUTION:

A. SURETY COMPANY REQUIREMENTS

To be acceptable to the Owner, the Surety shall comply with all of the requirements of Non-Technical Specifications, Section A, Instructions to the Bidders.

B. EXECUTION OF BOND

1. Enter the Surety's name and address on each copy of the Bond in the space provided.
2. Have each copy of the Bond signed by the same person that signed the Contract Agreement on behalf of the Contractor (affix Corporate Seal, if appropriate).
3. Have each copy of the Bond signed by the person authorized to sign on behalf of the Surety. Put the date the signature was affixed in the space provided. Print that person's name in the place provided on each copy of the Bond. Also, have the Surety's Corporate Seal affixed to each copy of the Bond beside that person's signature (No Facsimiles are acceptable).
4. Have each copy of the Bond signed by a Florida Licensed Agent (Reference Sections 624.425 and 624.426, Florida Statutes). Print that person's name, address and phone number in the place provided on each copy of the Bond. This may be the same person indicated in B.3 above, if this person is a Florida Licensed Agent and is also authorized to sign on behalf of the Surety as Attorney-In-Fact.
5. Each copy of the Bond must have a Power of Attorney attached indicating that the person in item B.3 above is authorized to sign on behalf of the Surety.
6. Each copy of the Power of Attorney must have the Surety's Corporate Seal manually affixed unless facsimile seal is authorized.
7. The date of execution of the Power of Attorney is the same as the date shown on the signature line for the Surety Attorney-In-Fact.
8. If Bond is backed by the Small Business Administration, then a certified true and correct copy of the Surety Bond Guarantee Agreement, SBA Form 990, must be attached to each copy of the Bond.

Contract # _____

Financial Project # _____

(Exhibit 14)
BID BOND

KNOW ALL MEN BY THESE PRESENTS: That we, _____, as Principal (Bidder), and _____ as Surety, are held and firmly bound unto the Florida Department of Transportation (hereinafter called the Owner), in the full and just sum of FIVE PERCENT (5%) of the actual bid total on the Bid Proposal, in lawful money of the United States of America, to be paid to the Owner, to which payment well and truly to be made we bind ourselves, our heirs, executors, administrators, successors, and assignees, jointly and severally and firmly by these presents:

WHEREAS, the Principal is herewith submitting a bid to the State of Florida, Department of Transportation for constructing or otherwise improving a building(s) in _____ County, particularly known as _____ Financial Project No.(s) _____.

NOW, THEREFORE, THE CONDITION OF THE ABOVE OBLIGATION IS SUCH, that if the Principal shall execute the Contract Agreement and give bond for the faithful performance thereof within ten (10) days after being notified in writing of the award of such contract to Principal, or if the Surety shall pay the Owner the full amount of this bond, then this obligation shall be void; otherwise it shall remain in full force and effect.

SIGNED, SEALED, AND DATED THIS _____ day of _____, YR _____

NAME OF SURETY: _____ (Affix Surety Seal)

By: _____ (Agent or Attorney-In-Fact)

Printed Name: _____

Address (City, State, Zip): _____

Telephone #: _____ FAX #: _____ FEID No.: _____

Countersigned: _____ Florida Licensed Agent)

Printed Name: _____

Address (City, State, Zip): _____

Telephone #: _____ FAX #: _____

The following statement is to be completed regarding the Florida Licensed Agent: STATE OF FLORIDA
COUNTY OF: _____

Before me, the above signed authority, personally appeared _____ who is personally known to me or has produced _____ (type of identification), identification and is duly sworn, deposes and says that he/she is a duly authorized insurance agent, properly licensed under the laws of the State of Florida to represent _____ of _____ a company authorized to make corporate Surety Bonds under the laws of Florida and acceptable as Surety on Federal Bonds and that he/she has signed or countersigned the above bond on the Surety's behalf. Sworn, and subscribed to before me this _____ day of _____, 20 _____.

My Commission Expires: _____

Signature: _____
Notary Public, State of Florida at Large

NOTES:

1. The Bidder is not required to sign this document, as execution of the Bid Proposal specifically binds the principal bidder to the obligations arising from this document. Failure of the principal bidder to execute the Bid Proposal, or failure of the surety to execute this document, shall result in the bid being declared non-responsive.
2. Power of Attorney showing authority of Surety's Agent or Attorney-In-Fact must be furnished with this form. Affix Corporate Seal of Surety. No Bid Guaranty is required if the total amount of the bid is \$100,000 or less.

(Exhibit 15)

(FINANCIAL PROJECT NUMBER)
(PROJECT NAME)

STATE OF FLORIDA

BEING CONSTRUCTED BY:
DEPARTMENT OF TRANSPORTATION

CHARLIE CRIST
GOVERNOR

STEPHANIE KOPELOUSOS
INTERIM SECRETARY

(NAME OF ARCHITECT-ENGINEER)

(NAME OF CONTRACTOR)

(ADDRESS OF ARCHITECT-ENGINEER)

(ADDRESS OF CONTRACTOR)

(Exhibit 16)

CONTRACTOR'S EXPERIENCE QUESTIONNAIRE AND FINANCIAL STATEMENT

The information listed in the Experience Questionnaire and Contractor's Financial Statement Forms is required to be filed with soliciting agencies prior to award of any contract. In order to expedite the processing of contracts, please complete the enclosed forms in accordance with these instructions.

The bidder is required to complete all the attached forms. If the bidder is a Joint Venture, then each Corporation, Partnership, or Individual that is a party to the Joint Venture must individually complete each form.

All references to "fiscal year" in this questionnaire will mean the fiscal year of the bidder filing this form.

PAGE 2 OF 9:

Project Title - Indicate title of project as shown in the specifications.

Location - Project location as shown in the specifications.

Trades or Trades Being Bid – Enter the appropriate code number(s) from the list below which represent the trade(s) for which you are qualified to bid:

<u>Trade</u>	<u>Code Number</u>
Building Construction	1
Electrical	2
Elevator	3
Food Service	4
Heating, Ventilating & Air Conditioning	5
Laboratory Equipment	6
Landscaping	7
Plumbing	8
Power Plants (Boilers, Equipment & Piping)	9
Refrigeration	10
Roofing	11
Sanitary (Sewage Treatment Plants, Pumping Stations, etc.)	12
Other _____	13

PAGES 3 & 4 OF 9:

Complete in accordance with form.

PAGE 5 OF 9:

Section 53 - Under "c", list previous business name or names and the number of years you have done business under these names within the past 10 years.

PAGE 6 OF 9:

Section 54 - From your present payroll indicate the number of individuals in each category in the "Current" column. Estimate the maximum and minimum number of employees over the previous 3 fiscal years in each category.

PAGES 7 & 8 OF 9:

Complete in accordance with form.

PAGE 9 OF 9

- 1) In Section 62, Column C insert "S" if a subcontractor or "P" if a prime-contractor. The balance of this section is to be completed in accordance with form.
- 2) Billings for 3 fiscal years - insert year and amount.
- 3) Work in Progress at the end of the past 3 fiscal years - same as above.

=====

(Exhibit 16)

**CONTRACTOR'S EXPERIENCE QUESTIONNAIRE
AND FINANCIAL STATEMENT**

Project Name: _____

Project Location: _____

Insert code number of trade or trades for which you are qualified to bid on the basis of previous experience in accordance with attached detailed instructions, each on the respective line shown below:

1. _____

2. _____

3. Is your organization currently pre-qualified with any governmental agency? _____

If so, please list. _____

4. Have you, in the previous five years, been denied a contract award on which you submitted the low bid in competitive bidding, or been refused prequalification? _____

If so, please list and describe: _____

5. Submitted by: _____ Date: _____

Address: _____

6. Check appropriate box:

A Corporation

A Co-Partnership

An Individual

A Joint Venture

The Contractor acknowledges that this Experience Questionnaire and Financial Statement is made for the express purpose of inducing the Owner to whom it is submitted to award a contract to the contractor, and further the Contractor acknowledges that the agency may at its discretion, by means which the Owner may choose, determine the truth and accuracy of all statements made by the Contractor herein.

=====

(Exhibit 16)
SECTION "A" - FINANCIAL STATEMENT
 As of _____ (Date)

ASSETS

7. CASH* \$ _____

ACCOUNTS RECEIVABLE

8. From Government Contracts Completed _____

9. From Non-Government Contracts Completed _____

10. Claims included in 8 and 9 not yet approved or in litigation \$ _____

11. From Government Contracts in Process _____

12. From Non-Government Contracts in Process _____

13. Claims included in 11 and 12 not yet approved or in litigation _____

14. Retainage included in 11 and 12 _____

15. Other** (list) _____

NOTES RECEIVABLE

16. Due within 90 days** _____

17. Due after 90 days** _____

INVESTMENTS

18. Listed securities - present market value _____

19. Unlisted securities - present value _____

BID DEPOSITS

20. Recoverable within 90 days _____

21. Recoverable after 90 days _____

ACCRUED INTEREST

22. Receivable on notes _____

23. Receivable on Investments _____

24. Other (list) _____

25. REAL ESTATE (Book Value or Market, whichever is less) _____

26. INVENTORIES (Not included in receivable billing & at present value) _____

27. EQUIPMENT-NET BOOK VALUE _____

(Supply list by cost, depreciation, net book value)

OTHER ASSETS

28. Contract Costs in excess of Billings \$ _____

29. Cash Surrender Value of Life Insurance _____

30. Receivables from Officers and Employees _____

=====

(Exhibit 16)

SECTION "A" - FINANCIAL STATEMENT

31. Other (list) _____

32. TOTAL ASSETS \$ _____
*Do not include deposits for bids or other Guarantees
**Do not include receivables from officers and employees

ACCOUNTS PAYABLE

33. Due within 1 year _____
34. Due after 1 year _____

NOTES PAYABLE

35. Due within 1 year _____
36. Due after 1 year _____
37. Officers and Employees _____

38. TAXES PAYABLE _____

39. ACCRUED AND ACTUAL PAYROLL PAYABLE _____

40. MORTGAGES PAYABLE _____

OTHER LIABILITIES

41. Federal Income Tax Provision _____
42. Deferred Income _____
43. Other (list) _____

NET WORTH

44. (If individual proprietorship or partnership) _____

CAPITAL STOCK

45. Common Issued and Outstanding _____
46. Preferred Issued and Outstanding _____
47. Treasury Stock \$ _____

CAPITAL SURPLUS

48. Earned Surplus Prior Years _____
49. Earned Surplus Current Year _____

50. TOTAL LIABILITIES AND NET WORTH \$ _____

NOTE: IF ADDITIONAL SPACE IS REQUIRED, PLEASE NOTE AND ATTACH SCHEDULE TO STATEMENT

51. Dated this _____ day of _____, YR _____.

Name of Organization

By: _____
Title



(Exhibit 16)

SECTION 'B' - EXPERIENCE QUESTIONNAIRE

52. If a Corporation, answer this:

Date of incorporation _____

In what State _____

If a Partnership or Individual Proprietorship, answer this:

Date of organization _____

If a partnership, state whether partnership is general, limited association _____

Name of Officers:

President _____

Vice President _____

Vice President _____

Secretary _____

Treasurer _____

Name and Address of Partners:

53. a. How many years has your organization been in the construction business?

b. How many years under your present business name?

c. How many years under previous business name? (List other names)

SUBSIDIARY OR AFFILIATED COMPANIES IN WHICH PRINCIPALS HAVE FINANCIAL INTEREST

NAME AND ADDRESS OF SUBSIDIARY OR AFFILIATED COMPANIES

EXPLAIN IN DETAIL THE PRINCIPAL'S INTEREST IN THIS COMPANY AND NATURE OF BUSINESS

=====

(Exhibit 16)

NUMBER OF FULL TIME PERSONNEL WITHIN YOUR ORGANIZATION

- 54. a. Clerical Personnel _____
- b. Engineers & Architects _____
- c. Supervisors, Foremen, or Superintendents _____
- d. Skilled Employees including Technicians _____
- e. Unskilled Employees _____
- f. Estimators _____
- g. Total number of full time personnel _____

55. WHAT IS THE CONSTRUCTION EXPERIENCE OF THE PRINCIPALS AND SUPERVISORY PERSONNEL OF YOUR ORGANIZATION? (Asterisk any personnel likely to be assigned to project being bid.)

PRINCIPAL'S NAME	TITLE	YEARS OF CONSTRUCTION EXPERIENCE	IN WHAT CAPACITY AND WITH WHOM
---------------------	-------	--	-----------------------------------

56. SUPERVISORY PERSONNEL	TITLE	YEARS OF CONSTRUCTION EXPERIENCE	IN WHAT CAPACITY AND WITH WHOM
------------------------------	-------	--	-----------------------------------

57. Within the previous 3 fiscal years has your organization or predecessor organizations ever failed to complete a project? If so, state name of organization and reason thereof.

58. Within the previous 3 fiscal years has your organization been involved in litigation? _____. If so, please list and explain nature and current status.



(Exhibit 16)

NUMBER OF FULL TIME PERSONNEL WITHIN YOUR ORGANIZATION

With reference to all contracts completed by your organization in the previous fiscal years, as listed on Exhibit 3, Page 7 of 9, Item #59, answer the following questions:

60. Explain differences in original contract price and in completion dates, if any.

Multiple horizontal lines for writing the answer to question 60.

61. Were there any liquidated damages, penalties, liens, defaults, or cancellations imposed or filed against your organization? If so, list the name and location of the project, as shown in Column A, explain.

Multiple horizontal lines for writing the answer to question 61.



(Exhibit 16)

STATUS OF UNCOMPLETED CONTRACTS

As of: _____ (date)

62. Give full information about all of your present contracts. In Column C insert "S" if a subcontractor or "P" if a prime contractor, whether in progress or awarded but not yet begun; and regardless of with whom contracted.

A	B	C	D	E
Project Description Location & Owner	Design Architect And/Or Design Engineer	Total Amount of Your Contract (Or Subcontract)	Amount In Column C Sublet To Others	Uncompleted Amount of Contract
Total				

COMPLETE THE FOLLOWING:

Net Total Billings for Previous 3 Fiscal years:

Average Backlog for Previous 3 Fiscal Years: (Estimated total value of uncompleted work on outstanding contract)

YR _____ \$ _____

YR _____ \$ _____

YR _____ \$ _____

YR _____ \$ _____

YR _____ \$ _____

YR _____ \$ _____

Contract # _____

Financial Project # _____

FORM 375-030-31
PROCUREMENT OFFICE
04/04

STATE OF FLORIDA - DEPARTMENT OF TRANSPORTATION
MINORITY BUSINESS ENTERPRISES (MBE)
PAYMENT CERTIFICATION

This is to certify that _____
MBE Subcontractor / Subconsultant

received a progress payment of \$ _____ on _____ (date)

from _____ (Prime Contractor)

for labor and/or materials used on: Contract Number _____

Financial Project Number _____

County _____

Signed by Official of Prime Contractor / Consultant: _____

Date: _____ Typed or Printed Name _____

Title _____

Total dollars committed to MBE
Subcontractor / Subconsultant \$ _____

Total paid this month \$ _____

Total previously paid \$ _____

Total paid to date \$ _____

Signed by Official of MBE Subcontractor / Subconsultant: _____

Date: _____ Typed or Printed Name _____

Title _____

NOTE: Contractor / Consultant shall include the MBE Payment Certification Form with each pay request submitted and must be signed by both the MBE Subcontractor / Subconsultant and the Prime Contractor / Consultant.

- Distribution: 1) Owner's Project Manager
2) District FCO Coordinator
3) Central Procurement Office, Mail Station 20

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
DRUG-FREE WORKPLACE PROGRAM CERTIFICATION

375-040-18
PROCUREMENT
06/12

287.087 Preference to businesses with drug-free workplace programs. --Whenever two or more bids, proposals, or replies that are equal with respect to price, quality, and service are received by the state or by any political subdivision for the procurement of commodities or contractual services, a bid, proposal, or reply received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. In order to have a drug-free workplace program, a business shall:

- (1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- (2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
- (3) Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
- (4) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than 5 days after such conviction.
- (5) Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community by, any employee who is so convicted.
- (6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

Does the individual responding to this solicitation certify that their firm has implemented a drug-free workplace program in accordance with the provision of Section 287.087, Florida Statutes, as stated above?

YES

NO

NAME OF BUSINESS: _____

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
MBE PLANNED UTILIZATION

375-040-24
PROCUREMENT
12/09

PROCUREMENT NO. RFP-DOT-13/14-E4P37 FINANCIAL PROJECT NO. _____
(DEPARTMENT USE ONLY)

DESCRIPTION: STUART YARD FUEL PROJECT

I, _____, _____
(name) (title)

of _____

plan to subcontract at least _____ % (percent) of the project costs on the above referenced project to Minority Business Enterprises.

If I have indicated above that a portion of the project costs will be subcontracted to MBE(s), the firms considered as proposed subconsultants/contractors and the types of services or commodities to be subcontracted are as follows:

MBE SUBCONSULTANTS/CONTRACTORS

TYPES OF SERVICES/COMMODITIES

I understand that I will need to submit Minority Business Enterprises (MBE) payment certification forms to the Department for reporting purposes only.

Signed: _____

Title: _____

Date: _____



Stuart Yard

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
PREBID SIGN IN SHEET

RFP-DOT-13/14-E4P37

375-000-24
CONTRACTS ADMINISTRATION
05/03

Financial Project Number E4P37

Proposal ID _____

Page 1 of 1
Date 10/11/13

Individual Attending	Company Represented	Company Address	E-mail Address	Company Phone No./ Fax No.
Please Print Clearly	Please Print Clearly	Please Print Clearly	Please Print Clearly	Please Print Clearly
MARKIS FARCHAKH	AEC SERVICES INC	1616 ALISON WOODS LN TAMPA - FL 33619	RFAIR@AEC SERVICES INC. COM	(813) 684 1234 P (813) 684 2660 F
Torge Azconegui	Cherokee Enterprises Inc.	1447-1 Commerce Way Miami Lakes - FL-33016	aes@cherokeeexp.com	(305) 828-3353 (605) 828-9312
Tim Combs	R.C Development	10418 New Berlin Rd STE. 204 Jacksonville, FL 32226	Timcombs1@yahoo.com	904-294-0788 904-324-0987
Carlton Knowles	Guardian Fueling Technologies	1883 SR 84 Suite 106 Fort Lauderdale, FL 33315	cknowles@ guardiantfueltech. COM	813-267-1946 cell 954-432-0622
John WATSON	GULFSTREAM PETROLEUM	247 SW 8 ST #439 MIAMI FL 33130	John@GPSFuel.com	305-9865639 305 234 2321
JASON DeGaglia	Glasgow Equipment Service	1750 H-11 AVE WEST PALM BEACH FL 33407	JASON @ glasgow Equipment .COM	561-842-7236 561-842-7402
Louis DeLauter	GLASGOW EQUIPMENT SERVICE, INC.	1750 H-11 AVE. WEST PALM BEACH, FL. 33407	Louis@glasgowequipment .COM	561-842-7236 561-842-7402