

TOWN OF LONGBOAT KEY, FL



INVITATION FOR BIDS

#24-091

FIRE HYDRANT MAINTENANCE, REPAIR AND REPLACEMENT SERVICES

**BID & CONTRACT DOCUMENTS
TECHNICAL SPECIFICATIONS & REQUIREMENTS**

Issue Date: Monday, July 22, 2024

**Procurement Division
501 Bay Isles Road
Longboat Key, Florida 34228
Procurement Manager: Kari L. Kennedy, CPPB
Email: Kkennedy@longboatkey.org**

TOWN OF LONGBOAT KEY, FLORIDA

INVITATION FOR BID - OVERVIEW

The Town of Longboat Key, Florida, is accepting sealed bids for:

IFB 19-091 – FIRE HYDRANT MAINTENANCE, REPAIR, AND REPLACEMENT SERVICES

BID SUBMITTAL DUE DATE AND BID OPENING:

MONDAY, AUGUST 26, 2024 AT 2:00P.M.

Bids shall be delivered no later than 2:00 p.m. local time on Monday, August 26, 2024, to the Procurement Manager, Kari L. Kennedy, CPPB, at Town Hall, 501 Bay Isles Road, Longboat Key, Florida 34228. At that time, the Town will open all timely submitted bids for the sole purpose of recording the names and the total base bid of the contractors submitting bids.

Documents for this Invitation to Bid (“IFB”) are available through Demand Star: <http://www.demandstar.com> and the Town’s Procurement Manager, Kari L. Kennedy, CPPB, via email Purchasing@longboatkey.org

GENERAL PROJECT DESCRIPTION

The Town of Longboat Key (“Town” or “Owner”) is currently seeking sealed bids from qualified, licensed and certified underground utility contractors to provide maintenance, repair and replacement services for fire hydrants.

COMMUNICATIONS AND INQUIRIES

Questions or information requests for clarification regarding this IFB must be submitted via email to Purchasing@longboatkey.org by **4:00 p.m. local time, Monday, August 12, 2024.**

SCHEDULE OF EVENTS

The Town anticipates the following projected schedule for the IFB process. The Town reserves the right at its sole discretion to revise the projected schedule by issuing an addendum to the IFB at any time.

Release of IFB	Monday, July 22, 2024
Inquiry Deadline Date	Monday, August 12, 2024 by 4:00 p.m.
Response Due Date	Monday, August 26, 2024 by 2:00 p.m.

GENERAL INSTRUCTIONS TO CONTRACTORS IFB #24-091 FIRE HYDRANT MAINTENANCE, REPAIR, AND REPLACEMENT SERVICES

1. SUBMISSION OF BID

1.1 IFB documents are available through <http://www.demandstar.com>. The Contractor's sealed bid must be received by the Town's Procurement Manager on or before **Monday, August 26, 2024, at 2:00 PM local time** according to the time clock at the Town. A Contractor may not submit a proposal via telephone, facsimile, electronic mail, or any other means except as provided for herein.

If the Contractor elects to mail in its sealed bid, the Contractor must allow sufficient time to ensure the Town's Procurement Manager receipt of the proposal by the bid due date. Regardless of the form of delivery, it is the Contractor's responsibility to ensure that the bid arrives at the Town's Procurement Manager address (See Overview) no later than 2:00 p.m. local time on the bid due date.

Bids must be delivered in sealed envelopes with the following information clearly provided on the front of the envelope: The Town's Procurement Manager's name and address as provided in the Overview; the Contractor's name and address; "IFB 24-091 FIRE HYDRANT MAINTENANCE, REPAIR AND REPLACEMENT SERVICES". The bids must be submitted with one (1) original marked "ORIGINAL", three (3) hard copies marked "COPY," and one (1) electronic copy of the bid in .pdf format on flash drive.

Submitted bids shall remain in effect for one hundred twenty (120) days after the bid opening.

1.2 All bids shall be opened in public by the Procurement Manager (or designee) at the specified time and place.

1.3 A Contractor may withdraw a bid any time prior to the public opening upon delivery of a written request to the Procurement Manager.

1.4 A bid must contain a manual signature of Contractor's authorized representative in the space provided. All corrections made by Contractor to its bid must be initialed by same. If the bid is made by a partnership, corporation, joint venture, or team, the name and address of the partnership or corporation or all members of the joint venture or team shall be shown together with the names and addresses of the partners or officers of all entities. If the bid is made by a partnership, it must be acknowledged by one of the partners; if made by a corporation, by one of the officers; if made by a joint venture or team, by one officer of each participating entity.

1.5 It is the responsibility of the Contractor to ensure all bids are identical (originals, copies, and digital). Contractors submitting bids found to be inconsistent are subject to disqualification.

1.6 The Town assumes no responsibility for bids received after the advertised bid opening or at any office or location other than that specified herein, whether due to mail delays or other reasons.

1.7 When any period of time is referred to in this IFB or the Contract Documents by days, it will be computed to exclude the first and include the last day of such period. If the last day of any such period falls on a Saturday or Sunday or on a day acknowledged as a Town holiday, such day will be omitted from the computation. A calendar day of 24 hours measured from midnight to the next midnight will constitute a day.

1.8 All submitted material from a Contractor will be subject to Florida's Public Records Law. Contractor acknowledges that all information contained within its bid is subject to disclosure under the State of Florida's Public Records Law. No information should be labeled confidential unless exempted under said law. Pursuant to Section 119.071(1)(b)2., Florida Statutes (F.S.), bids may be exempt from public record for thirty (30) days after opening the bids or until such time as the Town provides notice of an intended decision, whichever comes first. A list of Contractors will be uploaded to <http://www.demandstar.com> and posted on the Town's public bulletin board. A copy will be furnished upon written request with an enclosed, stamped, self-addressed envelope. Non-exempt bid files may be examined during normal working hours by appointment. A list of Contractors will not be provided by telephone.

1.9 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, F.S., for CATEGORY TWO for a period of thirty-six (36) months from the date of being placed on the convicted vendor list.

1.10 Any person requiring a special accommodation at Town Hall because of a disability should call the Procurement Manager, Kari L. Kennedy, at least five (5) working days prior to the bid opening at 941-316-1999 (voice) or 800-955-8771 (TDD for persons with hearing or speech disabilities).

2. BID EVALUATION

2.1 Bids shall be evaluated based on all submitted information and pursuant to the criteria stated herein. The Town may conduct such investigations as deemed necessary to assist in the evaluation of any bid and to establish the responsibility, qualifications, and financial ability of the Contractors, proposed subcontractors (if any), and other persons and organizations to do the work in accordance with the IFB Documents to the Town's satisfaction within the prescribed time. The Town reserves the right to reject bids based upon insufficient qualifications, as determined by the Town.

2.2 The Town reserves the right to reject any or all bids, in whole or in part, for any reason whatsoever, and to re-let the IFB at the Town's discretion. The Town reserves the right to waive and/or accept minor irregularities when, in the sole opinion of the Town, such waiver or acceptance is deemed to be in the best interest of the Town.

2.3 Only additional terms or conditions necessary for clarification of bid requirements will be evaluated or considered. After the bid opening, the Town may request such additional information as required to award the IFB. No deviations from specifications will be accepted; no alternate bids will be accepted unless requested in the specification or IFB form. Such bids will be deemed non-responsive.

2.4 A responsible and responsive bid will be considered as one which meets or exceeds the IFB specifications and which is submitted by a Contractor capable of performing the requirements as stated in the IFB documents. General criteria used by the Town for evaluating "responsible and responsive" Contractors include, but are not limited to:

- 2.4.1 The ability, capacity, and skill of the Contractor to perform the contract or provide the service required;
- 2.4.2 Whether the Contractor can perform the contract or provide the service promptly, or within the time specified, without delay or interference;
- 2.4.3 The character, integrity, reputation, judgment, experience, and efficiency of the Contractor;
- 2.4.4 The Contractor's quality of performance of previous contracts or services;
- 2.4.5 The previous and existing compliance by the Contractor with laws and ordinances relating to the contract or services;
- 2.4.6 The sufficiency of the financial resources and ability of the Contractor to perform the contract or provide the service;
- 2.4.7 The quality, availability, and adaptability of the goods or services proposed by Contractor to the particular use required; and
- 2.4.8 The number and scope of conditions attached to the submittal by Contractor.

The Contractor's ability to meet these requirements shall be solely by the determination of the Town. An "unresponsive Contractor" is one who fails to attend a mandatory pre-bid meeting or other mandatory meetings as required by the IFB Documents; fails to specifically include information required by the specifications; submits a bid that is not signed by the Contractor; submits a bid that does not include information specifically required in the IFB Documents; or is otherwise unqualified. Lack of responsiveness shall solely be the determination of the Town.

2.5 Contractor is responsible for accuracy of its bid.

2.6 Following the submittal of the responses to this IFB, the Town will review the responsive bids. The recommendation of award will be forwarded to the Town Manager for review and final decision.

3. DISQUALIFICATION OF CONTRACTORS

Any cause including, but not limited to, the following may be considered as sufficient for the disqualification of a Contractor and the rejection of its submittal:

3.1 Submission of more than one bid for the same work by an individual, firm, partnership, or corporation under the same or different names.

3.2 Evidence of collusion among Contractors, or previous participation in collusive bidding or proposing on work for the Town.

3.3 Any material misrepresentation.

3.4 Uncompleted work for which the Contractor is committed by contract which, in the judgment of the Town, might hinder or prevent the prompt completion of the work under this IFB if awarded to Contractor.

3.5 Inconsistencies between the submittals provided from the Contractor.

3.6 Violations of the cone of silence as provided for herein;

3.7 Familial relation with the Town purchasing agent (Town Manager or Procurement Manager) or public officer (Town Commissioner) as provided for in Section 112.313(3), F.S.;

3.8 Conviction for a public entity crime as provided for in Section 287.133, F.S.; or

3.9 Prior suspension or debarment as set forth in Section 38.31 of the Town Code.

The above listed causes are not an exclusive list, and the Town may disqualify Contractors for other good causes.

4. INTERPRETATIONS OF DATA

No interpretation of data including, but not limited to, surveys, plans, drawings, test results, and similar materials will be made to any Contractor, except for what is provided in the IFB Documents or by written addendum.

5. CONTRACTOR COMMUNICATION AND/OR INQUIRIES

The Contractor shall review this competitive solicitation in its entirety to determine whether the Scope of Work, conditions and requirements are clearly stated. If the Contractor has any questions regarding this competitive solicitation, the Contractor must submit such inquiries and requests for clarification via email only to the Town's Procurement Manager at Purchasing@Longboatkey.org. These inquiries or requests for clarification must provide the questions along with the relevant Section(s), Subsection(s), Paragraph(s), and page number(s) of the competitive solicitation being questioned by the Contractor.

The Town will consider only those communications and/or inquiries submitted via email and received by the Town's Procurement Manager on or before Monday, August 21, 2024 at 4:00 PM local time (the "Inquiry Deadline Date").

The Town will consider the Contractor's lack of inquiries or requests for clarification prior to the Inquiry Deadline Date to constitute the Contractor's acceptance of all of the conditions and requirements as stated in this IFB and any amendments thereto. Unless the Town's Procurement Manager specifically requests the Contractor to provide additional communications, the Town may not accept or consider any of the Contractor's written or other communications and/or inquiries received between the Inquiry Deadline Date and the posting of an award, if any, under this competitive solicitation.

To the extent the Town determines, in its sole discretion, to respond to any communications, inquiries or requests for clarification prior to the Inquiry Deadline Date, the Town's response will be made in a written addendum to this IFB and posted on Demand Star.

5.1 Addenda: The Town's Procurement Manager or designee will distribute any addenda via Demand Star. The Contractor's authorized representative must acknowledge receipt of each addendum issued. All Contractors, vendors, and known interested vendors, are responsible for checking Demand Star for addenda in order to verify whether any changes have been made to the IFB. Contractors are cautioned that any oral or written representation made by any person that appears to change materially any portion of the competitive solicitation documents shall not be relied upon unless subsequently ratified by a written addendum to this IFB issued by the Procurement Manager.

6. EQUAL OPPORTUNITY/AFFIRMATIVE ACTION

The Town is an equal opportunity/affirmative action employer. The Town is committed to equal opportunity employment efforts and expects firms that do business with the Town to have a vigorous affirmative action program.

7. WOMEN/MINORITY BUSINESS ENTERPRISE OUTREACH

The Town hereby notifies all potential Contractors that Women/Minority-Business Enterprises are to be afforded a full opportunity to participate in any procurement by the Town and will not be subject to discrimination on the basis of race, color, sex or national origin.

8. CONTRACTOR AFFIRMATION

By submitting a bid, the Contractor affirms that the bid is genuine and not made in the interest of or on behalf of any undisclosed person, firm, or corporation, and is not submitted in conformity with any agreement or rules of any group, association, organization, or corporation; the Contractor has not directly or indirectly induced or solicited any other person to submit a false or sham bid; the Contractor has not solicited or induced any person, firm, or corporation to refrain from submitting a bid; and the Contractor has not sought by collusion to obtain any advantage over other persons or over the Town.

9. CONTRACTOR DEVELOPMENT COSTS

Neither the Town nor its representative(s) shall be liable for any expenses incurred in connection with preparation of a response to the IFB. Contractors should prepare their responses simply and economically, providing a straightforward and concise description of the Contractor's ability to meet the requirements of the IFB.

10. CODE OF ETHICS

If any Contractor violates or is a party to a violation of the Code of Ethics of The Town of Longboat Key or the State of Florida, with respect to this IFB, such firm may be disqualified from performing the work described in this IFB or from furnishing services for which the bid is submitted, and shall be further disqualified from bidding on any future requests for work, goods, or services for the Town.

11. CONFLICT OF INTEREST

Subject to the provisions of Chapter 112, F.S., all Contractors must disclose with their bid the name of any officer, director, agent, or shareholder who is also an employee of the Town. All Contractors must disclose the name of any Town employee who owns, directly or indirectly, an interest of five percent (5%) or more in the Contractor's firm or any of its branches.

12. DISCLOSURE - ADVISORY BOARD MEMBER OF TOWN

12.1 Sections 112.313(3) and 112.313(7), F.S., prohibit an advisory board member of the Town from holding any employment or contractual relationship with any business entity doing business with the Town. Section 112.313(12), F.S., provides that an advisory board member will not be in violation of the prohibition if certain conditions are met, including the filing of a disclosure form with the Supervisor of Elections, which is the sole responsibility of the Contractor and must be filed prior to or at the time of submission of the bid. A copy of the filed disclosure form shall be included as part of the Contractor's response.

12.2 Advisory board member is required to, prior to or at the time of the submissions of the bid, file a statement with the Supervisor of Elections, disclosing his or her interest and the nature of the intended business.

12.3 Advisory board member, or his or her spouse or child is required to have in no way used or attempted to use his or her influence to persuade a member of the Town or any of its personnel to enter into such a contract other than by the mere submission of the bid.

12.4 Advisory board member, or his or her spouse or child is required to have in no way participated in the determination of the bid specifications or the determination of the responsible and responsive Contractor.

13. CONE OF SILENCE

After the issuance of the IFB by the Town, Contractors and their representatives shall not contact, communicate with, or discuss any matter relating in any way to this IFB with the Town, including any Commissioner, or any employee of the Town other than the Town's Procurement Manager (or designee) unless otherwise directed on the Invitation for Bid Overview of this IFB. This prohibition begins with the issuance of the IFB and ends upon award of the resulting contract. Such communications initiated by a Contractor shall be grounds for disqualifying the offending Contractor from consideration for award under this IFB and/or potentially any future procurement for goods or services with the Town.

14. COPYRIGHT

The awarded Contractor shall irrevocably transfer, assign, set over, and convey to the Town all rights, title, and interest, including the sole exclusive and complete copyright interest, in any and all copyrightable works created pursuant to the contract awarded under this IFB. The Contractor further agrees to execute such documents as the Town may request to affect such transfer or assignment. Further, the Contractor agrees that the rights granted to the Town by this paragraph are irrevocable. The Contractor's remedy in the event of termination of or dispute over any agreement entered into as a result of this solicitation shall not include any right to rescind, terminate, or otherwise revoke or invalidate in any way the rights conferred pursuant to the provisions of this paragraph. Similarly, no termination of any agreement entered into as a result of this solicitation shall have the effect of rescinding, terminating, or otherwise invalidating the rights acquired pursuant to the provisions of this paragraph.

15. INSURANCE

15.1 Within ten (10) days of the posted date of Notice of Award, the apparent qualified awarded Contractor shall submit to the Town's Procurement Manager (or designee) a copy of its current insurance coverage with endorsements, as evidenced by certificates of insurance with an insurance carrier approved and licensed by the Insurance Department of the State of Florida.

15.2 The Town of Longboat Key shall be named as additional insureds, along with any additional entities specified in the General Conditions of the Contract. The insurer shall agree to waive all rights of subrogation against the Town and any additional entities specified in the General Conditions of the Contract

15.3 Bid award will be subject to proof of insurance, in the form of certificates of insurance, being provided to the Town within ten (10) days of the posted date of the Notice of Award, and subject to acceptance of the types and amounts of coverage by Town's Procurement Manager.

15.4 The certificates of insurance shall provide thirty (30) days written notice for any change, cancellation, or non-renewal.

15.5 Insurance coverage required from the apparent qualified awarded Contractor shall be provided by or on behalf of all subcontractors to cover their operations performed. The awarded Contractor shall be held responsible for any modifications, deviations, or omissions in these insurance requirements as they apply to subcontractors.

15.6 Proof of insurance with endorsements shall be sent to:

Town of Longboat Key
Attention: Kari L. Kennedy, Procurement Manager
501 Bay Isles Road
Longboat Key, Florida 34228

NOTE: Please affix IFB number and project title on certificate.

The acceptable form of the certificate of insurance shall be the industry standard ACORD certificate.

15.7 Once received by the Procurement Manager, the Certificate of Insurance and endorsements shall accompany the executed contract.

16. NEGOTIATION

16.1 The Town Manager shall negotiate a contract with the lowest responsible and responsive Contractor for the subject services at compensation which the Town determines is fair, competitive, and reasonable. This IFB process is conducted pursuant to Chapter 38 of the Town's Code of Ordinances and the Finance Department's administrative procedures.

16.2 Preference may be given to Contractors with drug-free workplace programs whenever identical submittals (quality, price, and service) are submitted; Contractor shall certify that its program complies with the requirements of Section 287.087, F.S. Information about the program shall be included in the bid submittal.

16.3 At the sole discretion of the Town, payment terms and other consequential information may also be utilized in resolving apparent tie bids.

16.4 The Town reserves the right to accept or reject any or all bids, to waive any informalities or minor irregularities in the IFB process, and to postpone the award of the contract for a period of time not to exceed ninety (90) days from the IFB opening date.

16.5 Negotiation and award shall further be based on the criteria stated in the Specific Instructions to Contractors and Town purchasing procedures as set forth in Chapter 38 of the Town's Code of Ordinances.

16.6 Any protest related to this IFB must be in accordance with the Town's Protest Procedures as specified in Chapter 38 of the Town's Code of Ordinances.

17. PRICES

Firm prices shall be bid. Unit prices will prevail on the submitted Bid Forms. If applicable, unit prices will be utilized to adjust the total compensation due to the awarded Contractor based on actual quantities provided as part of the work and verified by the Town.

18. ESTIMATED QUANTITIES

When applicable, and unless specifically addressed, the estimated quantities of work to be done and materials to be furnished under this IFB are to be considered as approximate only and are to be used solely for the comparison of proposals. The Town does not expressly nor by implication represent that the actual quantities involved will correspond exactly therewith, nor shall the proposer plead misunderstanding or deception because of such estimate of quantities. Payment to the awarded Contractor will be made only for the actual quantities of work performed and material furnished in accordance with the contract and it is understood that the quantities may be changed as provided in the IFB Documents without in any way invalidating any of the unit or lump sum prices.

19. MISTAKES

Contractors are required to examine the IFB and all other Contract Documents. Failure to do so will be at Contractor's risk. In case of a mistake in extension, the unit price will govern. All corrections made by Contractor to any bid entry must be initialed and must be submitted before the bid opening.

20. TAXES

Goods and services sold to the Town under this IFB and the ensuing contract shall be less all federal, state, and local taxes, in accordance with the tax-exempt status of the Town (Town State Sales and Use Tax Exemption Certificate Number: 85-8012646331C-7).

21. WARRANTY OF TITLE

The awarded Contractor warrants and guarantees that title to all work, materials, and equipment covered by any invoice or application for payment will pass to the Town, no later than the time of payment, free and clear of all liens.

22. ADA COMPLIANCE

Proposals, bids and other documents submitted by the proposer to the Town, which are required to be posted on the Town's website, must be accessible under the "WCAG AA" (Web Content Accessibility Guidelines, Level AA) to adhere to the Americans with Disabilities Act (ADA) compliancy guidelines. In the event the proposer is unable to provide the applicable documents to the Town in an ADA-compliant format, all applicable documents must be submitted in the original format (Word, PowerPoint, etc.) and the Town can convert the document(s) at a cost of \$2.95 per page or the current contracted rate. The proposer shall be solely responsible for all associated fees. For questions or requests to the Town to convert applicable documents, contact the Town at 501 Bay Isles Road, Longboat Key, Florida 34228, 941.316.1999, or email the Town at ADACompliance@longboatkey.org. For information on providing documents in an ADA-compliant format, please refer to the U.S. Department of Health and Human Services Website regarding digital communications <https://www.hhs.gov/accessibility.html>.

23. PUBLIC RECORDS

Pursuant to applicable Florida law, the Contractor's records associated with the Contract hereunder may be subject to Florida's public records laws, Section 119.01, F.S., et seq, as amended from time to time. The Contractor agrees to comply with Florida's public records law by keeping and maintaining public records required by the Town in order to perform the Services. Upon request from the Town's Custodian of Public Records, the Contractor shall provide the Town with copies of or allow access to the requested public records at a cost that does not exceed the cost provided for under Chapter 119, Florida Statutes, or as otherwise provided for by Florida law. The Contractor shall ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized

by law for the duration of the term of the Contract and following completion of the Contract if the Contractor does not transfer the records to the Town. Upon completion of the Contract the Contractor shall transfer, at no cost, to the Town all public records in possession of the Contractor or keep and maintain all public records required by the Town to perform the Services. If the Contractor transfers all public records to the Town upon completion of the Contract, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon completion of the Contract, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the Town, upon request from the Town's custodian of public records, in a format that is compatible with the information technology systems of the Town.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE TOWN'S CUSTODIAN OF PUBLIC RECORDS TRISH SHINKLE, TOWN CLERK, AT 501 BAY ISLES ROAD, LONGBOAT KEY, FLORIDA 34228, (941) 316-1999, TSHINKLE@LONGBOATKEY.ORG.

24. E-VERIFY

The Contractor and its subcontractors (if any) warrant compliance with all federal immigration laws and regulations that relate to their employees including, but not limited to, registering with, and using the E-Verify system. Contractor agrees and acknowledges that the Town is a public employer that is subject to the E-Verify requirements as set forth in Section 448.095, Florida Statutes, and that the provisions of Section 448.095, F.S., apply to this Contract. Notwithstanding, if the Town has a good faith belief that Contractor has knowingly hired, recruited, or referred an alien who is not duly authorized to work by the immigration laws or the Attorney General of the United States for employment under this Contract, the Town shall terminate the Contract. If the Town has a good faith belief that a subcontractor performing work under this Contract knowingly hired, recruited, or referred an alien who is not duly authorized to work by the immigration laws or the Attorney General of the United States for employment under this Contract, the Town shall promptly notify Contractor and order Contractor to immediately terminate the contract with the subcontractor. Contractor shall be liable for any additional costs incurred by the Town as a result of the termination of the Contract based on Contractor's failure to comply with the E-Verify requirements referenced herein.

SPECIFIC INSTRUCTIONS TO CONTRACTORS IFB #24-091 FIRE HYDRANT MAINTENANCE, REPAIR, AND REPLACEMENT SERVICES
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1. BACKGROUND

The Town of Longboat Key is a ten-mile long barrier island within both Manatee and Sarasota Counties. The northern half of the Town is located in Manatee County, while the southern half is located in Sarasota County. The Town is off the coast of Sarasota in Southwest Florida that has a reputation as an affluent residential community, particularly for retirees who relocate predominantly from northern states. The Town has a permanent population of approximately 6,845 residents, but it also a popular seasonal destination for visitors and part-time residents. During the winter months, the population of the Town typically increases to between 18,000 and 24,000. The Town is bordered on the east by Sarasota Bay and on the west by the Gulf of Mexico.

The Town is soliciting proposals from qualified, licensed contractors and certified underground utility contractors for fire hydrant projects at various locations throughout Longboat Key (including associated fittings, restraints, and pipe) on an "as needed" basis and at locations to be determined within the Town's utility system, as described herein.

It is the intent of the Town to select and negotiate an agreement with one (1) contractor in order to provide the services and expertise to the Town. Selection of a qualified contractor under this IFB is not a guarantee of work.

2. SCOPE OF WORK

The selected contractor will be expected to provide said services in an emergency situation within twenty-four (24) hours of notification.

The Town adheres to the Manatee County Utility Standards Manual attached here as Exhibit A.

AWWA Standards shall be followed for the maintenance and repair of the fire hydrants.

Fire Hydrant Maintenance Scope Specifications:

2.1 Fire Hydrant maintenance shall include the following:

- Locate and access each fire hydrant. (405 Hydrants)
- Locate, access, and exercise fire hydrant isolation valve.
- Check fire hydrant nozzle height for correct ground clearance
- Identify make, model, nozzle size and year of hydrant manufacture.
- Lubricate operating nut (if appropriate for hydrant make/model) and all nozzle outlets with non-corrosive F.D.A. approved lubricant.
- Open hydrant with nozzle caps in place to check for seal leakage
- Verify that hydrant main (bottom) valve completely closes.
- Flow hydrant and test hydrant, record working pressure, calculate flow rate, estimate volume flushed.
- Record static pressure, pitot pressure, residual pressure, and flow at 20 psi.
- Re-attach hydrant nozzle caps.
- Obtain and record GPS coordinates of valve per GPS specifications below.
- Document any operational deficiencies and/or miscellaneous findings.
- Transfer all data and information from each hydrant location to the Town allowing for malfunctioning and/or out of service hydrants to be immediately reported. All data shall be formatted to match Town's data system and/or forms. Data shall be delivered in a comma delimited file and ARC, GIS, ESRI compatible file.
- Coordinate with property owners for privately owned hydrants (approximately 40%) and schedule (as needed).

2.2 Data Attributes

Documentation data will be collected on each distribution hydrant and will be agreed upon with the Town in advance of work startup. Data documentation will include, at a minimum:

Physical data:

- A Unique Identification Number
- Date of Operation
- Fire Hydrant source main size
- Fire Hydrant Manufacturer
- Fire Hydrant Year
- Notes whether drained
- Notes whether operated
- Notes indicating whether adequate flow observed
- Close Direction
- Number of Turns
- Fire Hydrant Condition (operable/inoperable)
- Other value-added attribute items as agreed
- Location data – Mapping grade GPS coordinate data parameters as noted in the GPS mapping section
- Discrepancies – Details on discrepancies so that a work order (as described above) can be concisely created.

2.3 Upper Barrel Repair

An upper bonnet repair shall consist of repairing and/or replacing all necessary components within the upper portions of the hydrant, from the top of operating nut downwards to the top of the break away (upper barrel) flange, in order to return hydrant to working order. Hydrant rotation shall also be considered as an upper barrel repair.

2.4 Lower Barrel Repair

A lower barrel repair shall consist of repairing and/or replacing all necessary components within the lower portions of the hydrant, from the top of break away (upper barrel) flange to the bottom of the hydrant foot valve, in order to return hydrant to working order.

2.5 GPS Mapping

All the fire hydrants encountered in this contract are to be GPS mapped within sub-meter/foot accuracy and the data delivered in a database compatible with the Town's GIS software. **The Contractors GPS Software must integrate with Town's ARC GIS.** Coordinate data shall be field-collected with autonomous GPS readings and subsequently differentially corrected via post-processing. The Contractor shall further refine positions through filtering and inspection to eliminate noise, problematic satellite geometry and multi-path degradation. Point valve features shall be collected at an epoch of 1 second with a minimum occupation of 30 seconds. Specific parameters include:

- Elevation mask: 15 degrees above the horizon
- Coordinate system: as agreed with the Town
- Satellites: ≥ 4
- Position Dilution of Precision (PDOP): < 6
- Horizontal Dilution of Precision (HDOP): < 4
- Minimum number of raw positions collected: 20
- In the event of obstructions – where a clear GPS position cannot be captured – a laser offset will be executed from a nearby location

2.6 Coordinate Data Items

- PDOP value and HDOP value
- Correction Status
- Date Recorded
- Time Recorded
- Total Positions
- Filtered Positions
- Horizontal Precision
- Vertical Precision

- Standard Deviation
- .cor File Name
- X-coordinate
- V-coordinate
-

2.7 Deliverable Database

The Contractor will provide applicable valve data in a spatially accurate format compliant with the Town's existing data structure. The Contractor shall be able to fully integrate data into ARC GIS ESRI systems. Metadata, including a detailed citation describing field data collection practices, equipment settings, post processing procedures, base stations used for differential correction and expected accuracy, are to be submitted with final and interim data deliveries.

THE DATA SYSTEM FOR GIS MUST INTEGRATE WITH THE TOWN'S ARC GIS SYSTEM.

2.8 Quality Control

The Contractor shall employ and designate a qualified Quality Control Manager who shall be responsible for re-inspection of all field processed data if it falls outside of tolerances. All such data shall be re-collected. The Quality Control Manager shall also be responsible for random sampling of not less than ten percent (10%) of the total contract value. This will provide quality assurance of all physical aspects of the service and validation of all data attributes collected.

Fire Hydrant Replacement or New Installation

2.9 Fire hydrant replacement or new installation work as described shall be "all inclusive". If the valve is in good operating condition it is to be reused and restrained if need be. If determined non-operational, valve is to be replaced with a 6" Muller Valve and be restrained. The line item pricing of such work shall include the following:

- Pre-work job site investigation
- Obtaining all utility and/or right-of-way (ROW) locates
- Notification of effected customers a minimum of 48 hours in advance via door knockers
- Job site safety and MOT
- Site excavation (typical <48" buy to bottom of pipe) NOTE: the Town's water table is typically very shallow (as shallow as 24" from ground surface). The Contractor is to provide dewatering as necessary for all excavations.
- Furnish and install all necessary materials to successfully complete the job
- Furnish and competently operate all necessary equipment to successfully complete the job
- Excavation backfill and compaction.
- Removal of all remaining spoil, materials and waste.

2.10 Hydrants

- Hydrants shall be Mueller Super Centurion 250 (to Manatee County Specifications) with a 5 ¼ inch Stortz nozzle. Stainless Steel Type 316 nuts and bolts shall be provided. All buried piping and valves shall be polyethylene encased with a minimum 8 mil thickness.
- Costs provided must cover the manufacturers specified.
- In order to insure fire hydrants meet the performance guaranteed by the manufacturer and retain warranties, the Contractor shall guarantee all workmanship for a period of one (1) year from the date of installation or repair.

2.11 Painting

All new fire hydrants will be Mueller Super Centurion 250 – color yellow

- Scrape, wire brush and paint hydrant appropriate color following the National Fire Protection Agency Code (NFPA). Paint shall be Sherwin Williams Industrial Marine Coating paint or approved equal. Paint shall be applied to minimum 4 mil dry coat thickness.

BLUE 1500 GMP or more

GREEN	1000-1499 GMP
ORANGE	500-999 GPM
RED	BELOW 500 GPM

2.12 Job Sites

The Contractor shall set up, manage and restore each job site in a responsible manner that includes, but is not necessarily limited to, Maintenance of Traffic (MOT), pedestrian safety, and property protection. At no time during active progress of work shall the Contractor leave the job site unattended. The Contractor must request and gain approval from the Town for any specific job site work that may extend past one work day. If approval is granted, all excavated areas must be backfilled and encompassed with safety mesh and proper MOT activated at the end of each work day. Each job site (regardless of duration of work) must be maintained at all times in a responsible manner that does not unduly impact the surrounding areas and allows for adequate ingress/egress from properties affected. Any and all road and/or ingress/egress closures must be approved by the Town in advance of work. The Contractor shall present a contingency plan for such at time of approval request. Upon completion of work, the Contractor shall backfill and compact affected areas in addition to clean up and removal of any accumulated dirt and/or rubble from job site. It shall be the ultimate responsibility of the Contractor to restore the Town's right-of-way to pre-excavated condition. All restoration activities including irrigation system repairs shall be the responsibility of the Contractor. Restoration activities such as landscaping (including sod), asphalt, paver, and concrete restoration can be performed by subcontractors. Town reserves the right to perform any and all of such restoration activities "in-house" if so desired.

2.13 Utility Locates

The Contractor shall be responsible for obtaining all Utility Locates through, and in accordance with current "Sunshine State One Call of Florida" Locate Program Guidelines. The Contractor shall take all possible precautions and be responsible for protesting all underground utilities and other improvements within the utility right of way. The Contractor shall promptly notify the Town of any conflicts with existing utilities that may impact said work or of any damage to existing utilities that occurs as a result of said work. The Contractor shall be responsible for obtaining and adhering to all applicable MOT and/or right-of-way permits as required by Town and/or the Florida Department of Transportation.

3. CONTRACTOR REQUIREMENTS AND RESPONSIBILITIES

3.1 Work shall be in conformance with industry standards to include appropriate standards as they apply from American Water Works Association (AWWA), the Florida Department of Transportation, and Occupational Safety and Health Administration (OSHA) standards.

3.2 Work schedule on Longboat Key is 8:00 am to 5:00 pm Monday through Friday except for emergency situations. Work on Saturday is allowed with prior permission from the Town.

3.3 Contractor shall assume full responsibility for damage to Town property caused by Contractor's employees, subcontractors, or equipment as determined by designated Town personnel.

3.4 Contractor shall be solely responsible for the safety of Contractor's employees and others relative to Contractor's work, work procedures, material, equipment, transportation, signage and related activities and equipment.

3.5 Contractor shall possess and keep in force all licenses, business permits and other permits required to perform the services of this Agreement.

3.6 The Contractor shall designate a project manager who will serve as a point of contact for all requested work. The project manager will be responsible for coordinating and scheduling all work (including restoration) and be available (by phone, if not in person) at all times while work on the Town's utility system is underway.

3.7 The Contractor's data system for GIS must integrate with the Town's ARC GIS System.

4. ELIGIBILITY

To be eligible for award in response to this IFB, Contractors must demonstrate that they have successfully completed work as specified herein and are normally and routinely engaged in performing such work and are properly and legally licensed

to perform such work. If Contractor does not meet the eligibility minimum requirements below, the Contractors Bid Submittal will be deemed as non-responsive.

CONTRACTORS MUST SUBMIT ALL INFORMATION REQUESTED BELOW WITH THE BID SUBMITTAL.

CONTRACTORS MUST MEET OR EXCEED ALL MINIMUM ELIGIBILITY REQUIREMENTS LISTED BELOW IN ORDER TO BE CONSIDERED FOR AWARD.

- 4.1 Contractor shall possess a current State of Florida Contractors Underground Utilities License.
- 4.2 Contractor shall employ and designate personnel who will be assigned to the Towns project(s) who possesses a State of Florida FDEP Level 3 Water Distribution System Operator License.
- 4.3 Contractor shall demonstrate successful completion of similar work as specified in the Scope of Work section of this solicitation within the past ten (10) years and normally and routinely engaged in performing such work. Provide five (5) projects within the past ten (10) years which best illustrate the experience of the Contractor as related to the desired work including contact information for each.
 - 4.3.1 Projects must indicate utilities where the Contractor has performed post-processed GPS positions on water distribution valves and fire hydrants.
 - 4.3.2 Projects must indicate utility size and the number of valves completed.
- 4.4 Contractor shall demonstrate adequate personnel coverage for the desired work and responding to the Town's needs. Provide a staffing plan, which identifies members of team, including a project manager and a Quality Control Manager, their role in providing work to the Town and resumes. All relevant experience shall be included on the resumes.
- 4.5 Contractor shall submit a list of any subcontractor proposed to provide work and describe the portion of the work to be performed.

5. REQUIREMENTS FOR BIDS

5.1 The following documents and information, collectively, comprise the Bid Submittal, which when tendered, on or before the IFB due date and time, shall be submitted in a clear and concise manner, using the forms provided, for Town review. Bids should not contain information in excess of that requested, must be concise, and must specifically address all of the items set forth in this IFB. It is requested that the response be submitted in the same order as set forth according to the selection method below:

- 5.1.1 Bid Sheet and Addenda Acknowledgement. Contractors must submit all information requested for the Total Base Bid. All additional information requested as a "must" or "shall" item in any addendum; Bid Sheet shall be submitted within the Bid Submittal in a pdf format and submitted in Excel in an electronic format.
- 5.1.2 Statement of License Certificates;
- 5.1.3 Contractor Experience;
- 5.1.4 Personnel Coverage;
- 5.1.5 Subcontractors;
- 5.1.6 Fair Practices Affidavit;
- 5.1.7 Acknowledgement of Firm;
- 5.1.8 Public Entity Crimes Certification;
- 5.1.9 Drug Free Work Place Certification;
- 5.2.0 Equal Employment Opportunity;

- 5.2.1 E-Verify Certification.
- 5.2.2. Signed W9
- 5.2.3. Statement of Organizational Structure, Claims and Suits
- 5.2.4. Scrutinized Companies Certification
- 5.2.5 Compliance with Foreign Entity Laws Affidavit.
- 5.2.6 Human Trafficking Affidavit

6. EVALUATION AND AWARD OF CONTRACT

Bids will be reviewed by the Town. The recommendation of award will be forwarded to the Town Manager for review and final decision.

6.1 The Town reserves the following rights:

- 6.1.1 To be the judge of the Contractor's qualifications.
- 6.1.2 To conduct pre-award discussions with any responsive and responsible Contractors who submit bids determined to be reasonably acceptable of being selected for award. Such discussions may include, but not be limited to personal interviews with and/or presentations.
- 6.1.3 To request that Contractor(s) modify their bid to more fully meet the needs of the Town or to furnish additional information as the Town may reasonably require.
- 6.1.4 To accord fair and equal treatment with respect to any opportunity for discussions and revisions of bids. Such revisions may be permitted after submission of bids and prior to award.
- 6.1.5 To request additional qualification information.
- 6.1.6 To limit and/or determine the actual services to be included in the agreement with the awarded Contractor.
- 6.1.7 To obtain information from any available sources for use in evaluating the bids.
- 6.1.8 To waive any irregularity in any bid, or reject any or all bids, in part or in whole, should it be deemed to be in the best interest of the Town to do so.
- 6.1.9 To recommend the bid award by the Town Manager, if at all, to a single Contractor, to the lowest responsive and responsible Contractor, provided that the Contractor's bid submittal is considered (within the sole discretion of said Town Manager) reasonable, presents the best overall value and is in the best interest the Town to recommend, and no bid protest has been filed.

The basis of recommendation will be the Total Base Bid that presents the best overall value and is in the best interest of the Town or may be determined by the availability of funds. The Town will identify the least-cost, acceptable bid which presents the best overall value to the Town of Longboat Key.

- 6.1.10 The Town of Longboat Key retains sole and final discretion as to the acceptability of bids and the bid that is awarded for an agreement.

7. AGREEMENT

7.1 The initial term of the agreement is three (3) years with the right to renew the agreement for two (2) additional one (1) year terms, providing all terms and conditions and specifications remain the same, both parties agree to the extension and such extension is approved by the Town.

7.2 In the event work is scheduled to end because of the expiration of the awarded agreement, the awarded Contractor shall continue the work upon request of the Town as authorized by the awarding authority. The extension period shall not extend for more than one hundred twenty (120) days beyond the expiration date of the existing agreement. The awarded Contractor shall be compensated for the work at the rate in effect when this extension clause is invoked by the Town.

BID SHEET AND ADDENDUM ACKNOWLEDGEMENT IFB #24-091 FIRE HYDRANT MAINTENANCE, REPAIR, AND REPLACEMENT SERVICES (MUST BE COMPLETED AND SUBMITTED WITH BID)
--

The undersigned Contractor declares that the only person or parties interested in this Invitation for Bid (IFB) as principals are those named herein, that this bid is made without any understanding, contract, or connection with any other person, firm, or corporation providing a bid for the same purpose and that this bid is in all respects fair and without collusion or fraud. The Contractor understands that this bid must be manually signed in ink, otherwise it will be considered unresponsive and subject to rejection.

The undersigned Contractor represents that the Contractor accepts, and that this bid complies with, the IFB Documents and that the Contractor has carefully examined the IFB Documents for the designated work. Contractor affirms that Contractor has carefully examined the location of the designated work and, from its own investigations, is satisfied as to the nature and location of the work, the character, quality, and the quantity of materials, the kind and extent of equipment and other facilities needed for the performance of the work, the general and local conditions and all difficulties that may be encountered, and all other items which may, in any way, affect the work or its performance.

The undersigned Contractor proposes, and agrees if this bid is accepted, that it will contract with the Town to provide all necessary machinery, tools, software, labor, apparatus, and other means necessary to do all the work, and furnish all the materials and equipment specified or referred to in the IFB Documents in the manner and time herein prescribed, and according to the requirements of the Town as therein set forth.

Under provisions of Chapter 112, Florida Statutes, Contractor must disclose with bid the name of any officer, director, or agent who is also an employee of the Town of Longboat Key. Contractor must disclose on an attachment (provided by Contractor) entitled "Submitted Bid Conflict of Interest" the name of any Town employee who owns, directly or indirectly, a five percent (5%) or more interest in the Contractor's firm or any of its branches, or in the firm of any subcontractor to this bid. Absence of such an attachment represents Contractor's certification of no such employee.

The undersigned Contractor understands that the Town reserves the right to reject any or all bids and to waive any informalities and minor irregularities in any bid. The Contractor agrees that this bid shall be good and may not be withdrawn for a period of one hundred twenty (120) days after the scheduled IFB opening.

Contractor acknowledges receipt of the following addenda issued during the solicitation period; the cost of which, if any, is included in bid pricing. If an addendum is issued, the Addendum Acknowledgement below must be submitted with the Bid Submittal at the time and due date of the bid.

ADDENDUM #	ADDENDUM DATE	ADDENDUM #	ADDENDUM DATE
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Having carefully examined the IFB Documents, Contractor agrees to the terms contained therein and proposes to furnish all labor, material, and equipment for the entire work for the **TOTAL BASE BID** and to execute an agreement for work, insurance certifications, and other instruments or documents as specified or included in the IFB Documents, and will completely perform the work in strict accordance with the terms of the IFB Documents.

INSERT PDF COPY OF BID SHEETS FOLLOWING THIS PAGE.

TOTAL BASE BID: \$ _____

Total Base Bid \$ _____ and in words: _____

The undersigned Contractor acknowledges that work to be performed shall conform to all Town codes and regulations. Work must be accomplished in a professional manner and meet all standards of any professional trade requiring a license and or permit.

Contractor Name

Authorized Signature (Manual)

Mailing Address

Name (Typed or Printed)

City, State and Zip Code

Title (Typed or Printed)

(Area Code) Telephone Number

Email Address

Date

Type of Organization:

☐ Sole Proprietorship	☐ Partnership	☐ Non-Profit	☐ Sub-Chapter
☐ Joint Venture	☐ Corporation	☐ LLC	☐ LLP
☐ Publicly Traded	☐ Employee Owned		

State of Incorporation: _____

BID SHEET**IFB 24-091 - Fire Hydrant Mainenance, Repair, Replacement Services**

Bid Item #	Description	UoM	Est Qty	Unit Cost	Total Cost
Hydrant Services					
Maintenance					
1	Hydrant Maintenance (Inc GPS sub-meter, scrap, wirebrush and paint)	Each	405	\$	\$
2	Scrape, Wire Brush, and Paint Hydrant Only (No Maintenance)	Each	1	\$	\$
3	Attach Hydrant ID Tag	Each	1	\$	\$
4	Install Reflective Road Marker	Each	1	\$	\$
Repair					
5	Bonnet and/or Break Away Flange Bolt Replacement	Each	1	\$	\$
6	Upper Barrel Repair	Each	1	\$	\$
7	Lower Barrel Repair	Each	1	\$	\$
8	Hydrant Extension 6 Inch	Each	1	\$	\$
9	Hydrant Extension 12 Inch	Each	1	\$	\$
10	Hydrant Extension 18 Inch	Each	1	\$	\$
Replace					
11	Replace typical bury (48 inch) hydrant on functioning and restrained isolation valve. This scenario will not require a shut down or line stop.	Each	2	\$	\$
12	Replace typical bury (48 inch) hydrant and "tie-back" unrestrained isolation valve providing valve is mechanical joint and not "push on". This scenario will not require a shut down or line stop	Each	2	\$	\$
13	Replace typical bury (48 inch) hydrant and (or install) isolation valve on existing restrained MJ tee. This scenario will require a shut down or line stop.	Each	1	\$	\$
14	Replace typical bury (48 inch) hydrant, isolation valve and tee. This scenario will require a shut down or line stop				
14a	6 inch x 6 inch tee	Each	1	\$	\$
14b	6 inch x 8 inch tee	Each	1	\$	\$
14c	6 inch x 10 inch tee	Each	1	\$	\$
14d	6 inch x 12 inch tee	Each	1	\$	\$
14e	6 inch x 14 inch tee	Each	1	\$	\$
14f	6 inch x 16 inch tee	Each	1	\$	\$
Install					
Install new hydrant and (isolation) valve on existing water main typical bury (48 inch) water main .					
15	with 6 inch x 6 inch wet tap	Each	1	\$	\$
15a	with 6 inch x 8 inch wet tap	Each	1	\$	\$
15b	with 6 inch x 10 inch wet tap	Each	1	\$	\$
15c	with 6 inch x 12 inch wet tap	Each	1	\$	\$

Bid Item #	Description	UoM	Est Qty	Unit Cost	Total Cost
15d	with 6 inch x 14 inch wet tap	Each	1	\$	\$
15e	with 6 inch x 16 inch wet tap	Each	1	\$	\$
16	Abandon existing hydrant and isolation valve in place (below ground)	Each	1	\$	\$
17	Installation of hydrant other than typical 48 inch bury	per 6 inch increment	6	\$	\$
18	Hydrant set more than 6 feet away from centerline of tee	LF	2	\$	\$
19	Hydrant set includes restrain 6 inch MJ bend(s)	Each	1	\$	\$
Valve Services					
20	Valve Maintenance (includes sub-meter GPS location)	Each	50	\$	\$
21	Valve Maintenance (includes sub-foot GPS location)	Each	50	\$	\$
22	Valve Maintenance (without GPS location)	Each	10	\$	\$
23	Not found Valve (ref. Valve Maintenance scope of work)	Each	30	\$	\$
24	Raise valve box to grade <12 inch depth (excluding concrete areas and vehicular arteries)	Each	30	\$	\$
25	Raise valve box to grade <12 inch depth in concrete areas and vehicular arteries	Each	30	\$	\$
26	inch dept but <48 inch dept (excluding concrete areas and vehicular arteries)	Each	5	\$	\$
27	Raise valve box to grade <12 inch depth but <48 inchdept in concrete areas and vehicular arteries	Each	5	\$	\$
28	Replace existing 2 inch valve with resilient wedge gate valve on dry pipe (assume 48 inch bury)	Each	5	\$	\$
29	Replace existing 4 inch valve with resilient wedge gate valve on dry pipe (assume 48 inch bury)	Each	5	\$	\$
30	Replace existing 6 inch valve with resilient wedge gate valve on dry pipe (assume 48 inch bury)	Each	4	\$	\$
31	Replace existing 8 inch valve with resilient wedge gate valve on dry pipe (assume 48 inch bury)	Each	1	\$	\$
32	Replace existing 10 inch valve with resilient wedge gate valve on dry pipe (assume 48 inch bury)	Each	1	\$	\$
33	Replace existing 12 inch valve with resilient wedge gate vale on dry pipe (assume 48 inch bury)	Each	1	\$	\$

Bid Item #	Description	UoM	Est Qty	Unit Cost	Total Cost
34	Replace existing 14 inch valve with resilient wedge gate vane on dry pipe (assume 48 inch bury)	Each	1	\$	\$
35	Replace existing 16 inch valve with resilient wedge gate vane on dry pipe (assume 48 inch bury)	Each	1	\$	\$
36	Installation of 4 inch insertion valve (assume 48 inch bury)	Each	3	\$	\$
37	Installation of 6 inch insertion valve (assume 48 inch bury)	Each	5	\$	\$
38	Installation of 8 inch insertion valve (assume 48 inch bury)	Each	1	\$	\$
39	Installation of 10 inch insertion valve (assume 48 inch bury)	Each	1	\$	\$
40	Installation of 12 inch insertion valve (assume 48 inch bury)	Each	1	\$	\$
41	Installation of 16 inch insertion valve (assume 48 inch bury)	Each	1	\$	\$
	Required use of DI pipe in lieu of C-900 PVC pipe				
42	6 inch	LF	10	\$	\$
42a	8 inch	LF	10	\$	\$
42b	12 inch	LF	10	\$	\$
42c	14 inch	LF	10	\$	\$
42d	16 inch	LF	10	\$	\$
	Line Stop Services				
43	4 inch line stop (316 SS fitting)	Each	2	\$	\$
44	4 inch line stop (epoxy fitting)	Each	2	\$	\$
45	6 inch line stop (316 SS fitting)	Each	2	\$	\$
46	6 inch line stop (epoxy fitting)	Each	2	\$	\$
47	8 inch line stop (316 SS fitting)	Each	1	\$	\$
48	8 inch line stop (epoxy fitting)	Each	1	\$	\$
49	10 inch line stop (316) SS fitting	Each	1	\$	\$
50	10 inch line stop (epoxy fitting)	Each	1	\$	\$
51	12 inch line stop (epoxy fitting)	Each	1	\$	\$
52	14 inch line stop (epoxy fitting)	Each	1	\$	\$
53	16 inch line stop (epoxy fitting)	Each	1	\$	\$
	Dissimilar OD pipe connection for PVC, DIP, CI and AC pipe only				
54	6 inch	Each	1	\$	\$
55	8 inch	Each	1	\$	\$
56	10 inch	Each	1	\$	\$
57	12 inch	Each	1	\$	\$
58	14 inch	Each	1	\$	\$
59	Leak sounding at each hydrant and/or valve	Each	5	\$	\$
60	4 inch by-pass piping	LF	10	\$	\$
61	6 inch by-pass piping	LF	10	\$	\$

Bid Item #	Description	UoM	Est Qty	Unit Cost	Total Cost
62	Mobilization & Demobilization	LS	1	\$	\$
63	Maintenance of Traffic (MOT)	LS	1	\$	\$
64	Barracade Type I or II with Warning Light	ED	1	\$	\$
	Dewatering				
65	Dewatering 0-6"	LF	1	\$	\$
66	Dewatering 6-12"	LF	1	\$	\$
67	Dewatering 12-18"	LF	1	\$	\$
	Misc. Materials				
68	Riprap (sand-cement)	CY	1	\$	\$
69	Fill	CY	1	\$	\$
70	#57 rock	CY	1	\$	\$
71	Shell rock	CY	1	\$	\$
	Sod Replacement				
72	Bahia	SY	1	\$	\$
73	St. Augustine	SY	1	\$	\$
74	Seed & Mulch	SY	1	\$	\$
75	Water (1,000 gallons)	GAL	1,000	\$	\$
	Miscellaneous Services				
76	Excavation of Unsuitable Material - Haul offsite & dispose (truck measure)	CY	1	\$	\$
77	Compaction	CY	1	\$	\$
78	Backfill	CY	1	\$	\$
79	Emergency Call Out Response Time	HRS	1	\$	\$
Total Base Bid					

STATEMENT OF LICENSE CERTIFICATE
(MUST BE COMPLETED AND SUBMITTED WITH BID)

Failure to submit this documentation at the time of the bid opening may result in the disqualification of the Contractor.

1: State of Florida Contractor Underground Utilities License

Qualifying Firm Name: _____

Qualifying Licensed Person: _____

FL License # _____

Attach Copy of License

2: State of Florida FDEP Level 3 Water Distribution System Operator License

Qualifying Firm Name: _____

Qualifying Licensed Person: _____

FL License # _____

Attach Copy of License

CONTRACTOR EXPERIENCE
(MUST BE COMPLETED AND SUBMITTED WITH BID)

Failure to submit this documentation at the time of the bid opening may result in the disqualification of the Contractor.

Provide complete information below. Provide five (5) project/contract references for the scope of similar size and for work performed within the last ten (10) years. Reference and contact information must be current with the name, telephone number and email address of a responsible entity for each project/contract cited. References must apply to projects/contracts completed by the Contractor and must indicate utilities where the Contractor has performed post-processed GPS positions on water distribution valves and fire hydrants and must indicate utility size and the number of valves completed. Attach additional sheets as needed.

PROJECT/CONTRACT #1

Entity Name: _____ Project/Contract Name: _____

Address; City; State: _____

Contact Name: _____ Telephone Number: _____

Email Address: _____

Summary of work performed: _____

PROJECT/CONTRACT #2

Entity Name: _____ Project/Contract Name: _____

Address; City; State: _____

Contact Name: _____ Telephone Number: _____

Email Address: _____

Summary of work performed: _____

CONTRACTOR EXPERIENCE
(MUST BE COMPLETED AND SUBMITTED WITH BID)

Failure to submit this documentation at the time of the bid opening may result in the disqualification of the Contractor. Attach additional sheets as needed.

PROJECT/CONTRACT #3

Entity Name: _____ Project/Contract Name: _____

Address; City; State: _____

Contact Name: _____ Telephone Number: _____

Email Address: _____

Summary of work performed: _____

PROJECT/CONTRACT #4

Entity Name: _____ Project/Contract Name: _____

Address; City; State: _____

Contact Name: _____ Telephone Number: _____

Email Address: _____

Summary of work performed: _____

CONTRACTOR EXPERIENCE
(MUST BE COMPLETED AND SUBMITTED WITH BID)

Failure to submit this documentation at the time of the bid opening may result in the disqualification of the Contractor. Attach additional sheets as needed.

PROJECT/CONTRACT #5

Entity Name: _____ Project/Contract Name: _____

Address; City; State: _____

Contact Name: _____ Telephone Number: _____

Email Address: _____

Summary of work performed: _____

The undersigned guarantees the accuracy and truth of the information provided herein.

Contractor's Name:

By: _____, its _____
(name) (title)

Signature: _____

PERSONNEL COVERAGE (MUST BE COMPLETED AND SUBMITTED WITH BID)

Failure to submit this documentation at the time of the bid opening may result in the disqualification of the Contractor.

1. Provide a resume of the personnel proposed as the Project Manager to the Town. All relevant experience and qualifications must be listed. Provide a brief description demonstrating the project manager is qualified and can provide adequate coverage for the desired work and responding to the Town's needs.

2. Provide a resume of the personnel proposed as the Quality Control Manager to the Town. All relevant experience and qualifications must be listed. Provide a brief description demonstrating the Quality Control Manager is qualified and can provide adequate coverage for the desired work and responding to the Town's needs.

An organizational chart with descriptions and qualifications will be accepted. Any subcontractors shall be listed separately.

SUBCONTRACTORS

(MUST BE COMPLETED AND SUBMITTED WITH BID)

List each subcontractor the Contractor proposes to use in performing the work. Describe the portion of the work to be performed by each subcontractor.

Subcontractor, Address, Phone Number

Work to be Performed

1.

2.

3.

4.

5.

FAIR PRACTICES AFFIDAVIT
(MUST BE COMPLETED AND SUBMITTED WITH BID)

Each Contractor submitting a bid must complete the following affidavit:

STATE OF _____ COUNTY OF _____

_____, makes oath that:
(Name of owner, partner, officer, representative, agent)

(1) She/he is _____ of _____, the Contractor that
(Title: owner, partner, officer, representative) (Name of firm/business)

has submitted the attached bid;

(2) She/he is fully informed respecting the preparation and contents of the attached bid and of all pertinent circumstances respecting such bid;

(3) Such bid is genuine and is not a collusive or sham bid;

(4) Neither the said Contractor nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, has in any way colluded, conspired, or agreed, directly or indirectly with any other Contractor, firm or person to submit a collusive or sham bid in connection with the contract for which the attached bid has been submitted or to refrain from bidding in connection with such contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Contractor, firm or person to fix the price or prices in the attached bid of any other Contractor, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the Town of Longboat Key or any person interested in the proposed contract or the proceeds thereof;

(5) The undersigned has not given or donated or promised to give or donate directly or indirectly to any official or employee of the Engineer, or the Town of Longboat Key, or the Town of Longboat Key Commissioners, or to anyone else for his benefit any sum of money or other thing of value for aid in assistance in obtaining this contract; and

(6) The price or prices quoted in the attached bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Contractor or any of its agents, representatives, owners, employees, or parties in interest, including the undersigned.

(Signature)

(Title)

Subscribed and sworn to before me

This _____ day of _____, 20____.

She/he is personally known to me or has produced _____ as identification and who did take an oath.

(Signature of Notary)

(Commission Number & Commission Expiration)

ACKNOWLEDGEMENT OF FIRM, IF A CORPORATION

STATE OF _____ COUNTY OF _____

The foregoing instruments was acknowledged before me this

_____ By: _____
(Date) (Name of officer or agent, title of officer or agent)

On behalf of the corporation, pursuant to the powers conferred upon said officer or agent by the corporation. He/she personally appeared before me at the time of notarization and is personally known to me or has produced _____ as identification and did certify to have knowledge of the matters stated in the foregoing instrument and certified the same to be true in all respects.

Subscribed and sworn to (or affirmed) before me this _____

_____ Commission Number: _____
(Official Notary Signature and Notary Seal)

_____ Commission expiration date: _____
(Name of Notary typed, printed or stamped)

ACKNOWLEDGEMENT OF FIRM, IF A PARTNERSHIP

STATE OF _____ COUNTY OF _____

The foregoing instruments was acknowledged before me this

_____ By: _____
(Date) (Name of acknowledging partner or agent)

On behalf of the partnership, pursuant to the powers conferred upon said officer or agent by the corporation. He/she personally appeared before me at the time of notarization and is personally known to me or has produced _____ as identification and did certify to have knowledge of the matters stated in the foregoing instrument and certified the same to be true in all respects.

Subscribed and sworn to (or affirmed) before me this _____

_____ Commission Number: _____
(Official Notary Signature and Notary Seal)

_____ Commission expiration date: _____
(Name of Notary typed, printed or stamped)

ACKNOWLEDGEMENT OF FIRM, IF AN INDIVIDUAL

STATE OF _____ COUNTY OF _____

The foregoing instruments was acknowledged before me this

_____ By: _____
(Date) (Name acknowledging)

Who personally appeared before me at the time of notarization and is personally known to me or has produced _____ as identification and did certify to have knowledge of the matters stated in the foregoing instrument and certified the same to be true in all respects.

Subscribed and sworn to (or affirmed) before me this _____

_____ Commission Number: _____
(Official Notary Signature and Notary Seal)

_____ Commission expiration date: _____
(Name of Notary typed, printed or stamped)

PUBLIC ENTITY CRIMES CERTIFICATION
(MUST BE COMPLETED AND SUBMITTED WITH PROPOSAL)

SWORN STATEMENT UNDER SECTION 287.133(3)(A), FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

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

1. This sworn statement is submitted to _____
(print name of public entity)

by _____
(print individuals name and title)

for _____
(print name of entity submitting sworn statement)

whose business address is: _____

City, State and Zip _____

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

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

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentations.
3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
- a. A predecessor or successor of a person convicted of a public entity crime: or
 - b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

6. Based on information and belief, the statement, which I have marked below, is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies.)

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

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

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

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

STATE OF _____ COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by _____, who is personally known to me or has produced _____, as identification and who did [did not] take an oath and who acknowledged before me that he executed the same for the purposes therein expressed on behalf of said corporation.

NOTARY PUBLIC: _____

Notary Public Signature: _____

Commission Expires: _____

DRUG FREE WORKPLACE CERTIFICATION (MUST BE COMPLETED AND SUBMITTED WITH PROPOSAL)

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

In order to have a drug free workplace program, a business shall:

1. Publish a statement notifying employees of the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the action 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, and 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 five 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.

Identical Tie Bids: Preference shall be given to businesses with drug free workplace programs. If two or more bids are equal with respect to price, quantity, and service then a bid received from a business that certifies that it has implemented a drug free workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if all or none of the tied vendors have or do not have a drug free workplace program (Florida Statutes Section 287.087).

As the person authorized to sign the statement, I certify that this business complies fully with the above requirements.

CONTRACTOR: _____
 Print or type name of entity Date _____

By: _____
Signature

Name: _____
Print or type

Title: _____
Print or type

DRUG FREE WORKPLACE CERTIFICATION
(MUST BE COMPLETED AND SUBMITTED WITH PROPOSAL)

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20____,
by _____, who is personally known to me or has produced
_____, as identification and who did [did not] take an oath
and who acknowledged before me that he executed the same for the purposes therein expressed on behalf of said
corporation.

NOTARY PUBLIC: _____

Notary Public Signature: _____

Commission Expires: _____

EQUAL EMPLOYMENT OPPORTUNITY
(MUST BE COMPLETED AND SUBMITTED WITH BID)

The Town of Longboat Key is an Equal Opportunity/Affirmative Action Employer.

Pursuant to Executive Order 11346 as amended, you are advised that under the provisions of government contracting, contractors and subcontractors are obliged to take affirmative action to provide equal employment opportunity without regard to race, creed, color, national origin, age or sex.

**CERTIFICATION BY CONTRACTOR OR SUBCONTRACTOR
REGARDING EQUAL EMPLOYMENT OPPORTUNITY**

This certification is authorized pursuant to Executive Order 11246, Part II, Section 203(b), (30 F. R. 12319-15). Any Contractor or prospective contractor, or any of the proposed subcontractors, shall state as an initial part of the bid or negotiations of the contract whether it has participated in any previous contract or subcontract subject to the equal opportunity clause; and, if so, whether it has filed all compliance reports due under applicable instructions.

Where the certification indicated that the prime or subcontractor has not filed a compliance report due under applicable instruction, such contractor shall be required to submit a compliance report.

(Signature of Contractor)

(Typed name of Contractor)

Phone # _____ Email _____

Address: _____

1. Contractor has participated in a previous contract or subcontract, subject to the Equal Opportunity Clause:
YES____ NO____

2. Compliance Reports were required to be filed in connection with such contract or subcontract:
YES____ NO____

If YES, state what reports were filed and with what agency.

3. Contractor has filed all compliance reports due under applicable instructions:
YES____ NO____

If NO, please explain in detail on an additional attached page.

PARTICIPATION IN E-VERIFY PROGRAM
(MUST BE COMPLETED AND SUBMITTED WITH BID)

Contractor hereby certifies compliance with the following:

Pursuant to State of Florida Executive Order No.: 11-116, Contractor shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by Contractor while performing work or providing services for the Town of Longboat Key, FL. Contractor shall also include in any related subcontracts a requirement that subcontractors performing work or providing services for the Town of Longboat Key, FL, on its behalf utilize the E-Verify system to verify employment of all new employees hired by subcontractor.

Contractor:

Business Name

By: _____
Signature

Name: _____
Printed

Title: _____
Printed

Date: _____

ORGANIZATIONAL STRUCTURE, CLAIMS AND SUITS
(MUST BE COMPLETED AND SUBMITTED WITH BID)

ORGANIZATION

Contractor Name: _____

Contractor Address: _____

Phone: _____ Email: _____

Type of Business: _____

How many years in business: _____ Years under the present business name: _____

Under what other or former names has your organization operated: _____

Corporation:

Date of incorporation: _____

State of incorporation: _____

President's name: _____

VP name: _____

Secretary name: _____

Treasurer name: _____

Partnership or Joint Venture:

Date of organization: _____

Type of partnership (if applicable): _____

Name(s) of general partners: _____

Individual:

Date of organization: _____

Name of Owner: _____

CLAIMS AND SUITS

Has your organization ever failed to complete any work awarded? No _____ Yes _____
If yes, attach details

Are there any judgments, claims, and arbitration proceedings or suits pending or outstanding against your organization or officers? No _____ Yes _____
If yes, attach details

Has your organization filed any lawsuits or requested arbitration with regard to construction contracts within the last five (5) years? No _____ Yes _____
If yes, attach details

Has your organization been named as a defendant or brought in as a party to any lawsuits within the last five (5) years? No _____ Yes _____
If yes, attach details

Within the last five (5) years, has any officer or principal of your organization ever been an officer or principal of another organization when it failed to complete a construction contract? No _____ Yes _____ If yes, attach details

SCRUTINIZED COMPANIES CERTIFICATION

(Florida Statutes, Section 287.135)

(MUST BE COMPLETED AND SUBMITTED WITH BID)

SOLICITATION NUMBER: **IFB #24-091**

PROJECT NAME: **FIRE HYDRANT MAINTENANCE, REPAIR, AND REPLACEMENT SERVICES**

The undersigned, as _____ of _____
(the Contractor), a _____, hereby certifies the following to the Town of Longboat
Key, Florida, a political subdivision of the State of Florida, by and on behalf of the Contractor in accordance
with the requirements of Florida Statutes, Section 287.135:

- (i) the Contractor is not on the Scrutinized Companies with Activities in Sudan List, and
- (ii) the Contractor is not on the Scrutinized Companies with Activities in the Iran Petroleum Energy
Sector List (as both such lists are created pursuant to Florida Statutes, Section 215.473); and
- (iii) the Contractor does not have business operations (as that term is defined in Florida Statutes,
Section 287.135) in Cuba and Syria; and
- (iv) the Contractor was not on either of the foregoing lists or conducting business operations in Cuba
or Syria; and
- (v) the Contractor is not on the Scrutinized Companies that Boycott Israel List (pursuant to Florida
Statutes, Section 215.4725: and
- (vi) the Contractor is fully aware of the penalties that may be imposed upon the Contractor for
submitting false certification to the Town regarding the foregoing matters; and
- (vii) the undersigned in duly authorized to execute this Certification.

Attest:
As to Contractors name

Contractor:

By: _____
Signature

Contractor name

By: _____
Signature

Its: _____
Title of Authorized Representative

Printed Name

Date

AFFIDAVIT OF COMPLIANCE WITH FOREIGN ENTITY LAWS
(MUST BE COMPLETED AND SUBMITTED WITH BID)

The undersigned, on behalf of the contractor listed below ("Entity"), hereby attests under penalty of perjury as follows:

1. Entity is not owned by the government of a foreign country of concern as defined in Section 287.138, Florida Statutes. (Source: § 287.138(2)(a), Florida Statutes)
2. The government of a foreign country of concern does not have a controlling interest in Entity. (Source: § 287.138(2)(b), Florida Statutes)
3. Entity is not organized under the laws of, and does not have a principal place of business in, foreign country of concern. (Source: § 287.138(2)(c), Florida Statutes)
4. Entity is not owned or controlled by the government of a foreign country of concern, as defined in Section 692.201, Florida Statutes. (Source: § 288.007(2), Florida Statutes)
5. Entity is not a partnership, association, corporation, organization, or other combination of persons organized under the laws of or having its principal place of business in a foreign country of concern, as defined in Section 692.201, Florida Statutes, or a subsidiary of such entity. (Source: § 288.007(2), Florida Statutes)
6. Entity is not a foreign principal, as defined in Section 692.201, Florida Statutes. (Source: § 692.202(5)(a)(1), Florida Statutes)
7. Entity is in compliance with all applicable requirements of Sections 692.202, 692.203, and 692.204, Florida Statutes.
8. (Only applicable if purchasing real property) Entity is not a foreign principal prohibited from purchasing the subject real property. Entity is either (a) not a person or entity described in Section 692.204(1)(a), Florida Statutes, or (b) authorized under Section 692.204(2), Florida Statutes, to purchase the subject property. Entity is in compliance with the requirements of Section 692.204, Florida Statutes. (Source: §§ 692.203(6)(a), 692.204(6)(a), Florida Statutes)
9. The undersigned is authorized to execute this affidavit on behalf of the Entity.

Date: _____, 2024

Signature: _____

Entity: _____

Name: _____

Title: _____

State of _____, County of _____

The foregoing instrument was acknowledged before me this ____ day of _____ 2024 who is personally known to me or as produced as identification and who did (did not) take an oath and who acknowledge before me that he executed the same for the purposes therein expressed on behalf of said corporation.

NOTARY PUBLIC: _____

Typed Name: _____

Commission Expires: _____

24-091 FIRE HYDRANT MAINTENANCE, REPAIR, AND REPLACEMENT SERVICES
HUMAN TRAFFICKING AFFIDAVIT – S. 787.06, FLORIDA STATUTES
(MUST BE COMPLETED AND SUBMITTED WITH BID)

Before me, the undersigned authority, personally appeared _____,
hereinafter referred to as the “Affiant,” who after being duly sworn hereby swears or affirms as follows:

1. Affiant is over eighteen years of age. The following information is given from Affiant’s own personal knowledge.
2. Affiant is an officer or representative of _____,
a non-governmental entity, hereinafter referred to as the “Entity.” Affiant is authorized to provide this affidavit on behalf of the Entity.
3. Affiant hereby attests, under penalty of perjury, that the Entity does not use coercion for labor or services as defined in s.787.06, Florida Statutes.

FURTHER AFFIANT SAYETH NOT.

Signature of Affiant

By: _____

For: _____

As its: _____

Dated: _____

Sworn to (or affirmed) and subscribed before me by means of ☐ physical presence or ☐ online notarization, this
_____ day of _____, 20____, by _____, on behalf of
_____, who is personally known to me or who has produced
_____ as identification.

Print Name: _____

Notary Public of the State of _____

My Commission Expires: _____

BIDDER CHECKLIST (MUST BE COMPLETED AND SUBMITTED WITH BID)

Failure to submit the documents below shall result in the Bidder being deemed by the Town as an unresponsive bidder.
All Bidders must acknowledge they have submitted the documents below with the Bid.

- _____ Submitted Bid Sheet and Acknowledgement of Addenda
- _____ Statement of License Certificate
- _____ Contractor Experience
- _____ Personnel Coverage
- _____ List of Subcontractors Form
- _____ Fair Practices Affidavit
- _____ Acknowledgement of Firm
- _____ Public Entity Crimes Certification
- _____ Drug Free Workplace Certification
- _____ Equal Employment Opportunity
- _____ Participation in E-Verify Program
- _____ Organizational Structure, Claims and Suits
- _____ Scrutinized Companies Certification
- _____ Affidavit of Compliance with Foreign Entity Laws
- _____ Human Trafficking Affidavit
- _____ Checklist

