

**Project Manager:** Allison Lee  
**Project Manager's Title:** Administrative Services Coordinator  
**Project Contact Email:** alee@snldistrict.org  
**RFP #:** 16-10  
**RFP Name:** Drainage Remediation – Multiple Areas  
**Pre-Bid Meeting Date and Time:** N/A  
**Advertising Dates:** 11/7/16 & 11/13/16  
**Bid Opening Date:** November 29, 2016  
**Bid Opening Time:** 2:00pm  
**Proposal Originals Needed:** One (1)  
**Proposal Copies Needed:** Three (3)  
**RFAI Due Date:** November 16, 2016  
**Addendum Date:** November 18, 2016.  
**Liquidated Damages Written and (#):** One Hundred dollars (\$100) per day  
**Date:** 11/04/2016

## **REQUEST FOR PROPOSALS**

Sun 'n Lake of Sebring Improvement District  
Allison Lee, Administrative Services Coordinator  
5306 Sun 'n Lake Blvd.  
Sebring, FL 33872  
e-mail: alee@snldistrict.org  
Facsimile Number: 863-382-2988

RFP NO. 16-10  
OPENING TIME: 2:00pm  
OPENING DATE: November 29, 2016

**THIS IS NOT AN ORDER**

**YOU ARE INVITED TO PROPOSE ON THE FOLLOWING:**

## **Sun 'n Lake of Sebring Improvement District**

### **Drainage Remediation – Multiple Areas**

**SEE ATTACHED PROJECT DOCUMENTS**

The complete set of proposal documents is available on the District web site at [www.snldistrict.org](http://www.snldistrict.org) or call 863-382-2196

There will be a Pre-bid meeting on this project at the District Office on Wednesday, November 16, 2016 at 10:00 a.m.

**Proposals must be received in the District Office before:**

**Time:** 2:00pm **Date:** November 29, 2016

State of Florida Tax Exemption Number is  
85-8012528797C-8

Signed: Tanya Cannady , General Manager

Date: 11/04/2016

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**Items in bold are required to be returned with proposal submittal.**

**LEGAL AD**

**REQUEST FOR PROPOSAL**

Sun 'n Lake of Sebring Improvement District  
Allison Lee, Administrative Services Coordinator  
5306 Sun 'n Lake Blvd.  
Sebring, FL 33872  
e-mail: alee@snldistrict.org  
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**Sun 'n Lake of Sebring Improvement District**

**Drainage Remediation – Multiple Areas**

The complete set of proposal documents is available on the District web site at [www.snldistrict.org](http://www.snldistrict.org) or call 863-382-2196

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**Request for Proposals for Roadside Ditch and Culvert Cleaning**

**RFP No. 16-04**

The Sun 'n Lake of Sebring Improvement District hereby requests proposals from interested site contractors to clean/restore existing drainage ditches and remediate failed drainage systems within the District. There will be a pre-bid meeting on Wednesday, November 16<sup>th</sup> at the District Office. Specifications and Bid Documents can be found at [www.snldistrict.org](http://www.snldistrict.org). Sealed bids will be due no later than 2:00 pm November 29, 2016.

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**Proposals must be received in the District Office before:**

**Time: 2:00pm Date: November 29, 2016**

State of Florida Tax Exemption Number is  
85-8012528797C-8

Signed: Tanya Cannady, General Manager  
Date: 11/04/2016

ADVERTISE 11/7/16 & 11/13/16

HIGHLANDS TODAY

## GENERAL CONDITIONS

**PROPOSAL:** To insure acceptance of the proposal, follow these instructions.

**SEALED PROPOSALS:** All Proposals must be submitted in a sealed package. The submitted proposal will contain One (1) original and Three (3) marked copies. The face of the package will contain the date and time of the proposal opening and the proposal number. Proposals not submitted on the District's forms may be rejected. All proposals are subject to the conditions specified herein and on any attached sheets, specifications, special conditions or vendor notes. Any changes to the proposal document must be in ink and must be initialed.

**PROPOSAL OPENING:** Shall be on the date and at the time specified in the proposal documents. It is the proposer's responsibility to assure that their proposal is delivered at the proper time and place of the proposal opening. Proposals which for any reason are not so delivered shall be returned to the proposer unopened. Offers by telephone or facsimile cannot be accepted.

**CONFLICT OF INTEREST:** The award hereunder is subject to Chapter 112, Florida Statutes. All proposers must disclose with their proposal the name of any officer, director or agent who is also an employee of the District. Further, all proposers must disclose the name of any District employee who owns, directly or indirectly, any interest of ten percent (10%) or more of the proposer's firm or any of its branches. Gifts from proposers to Employee's or Employee's Families is strictly prohibited per Florida Statutes 112.313 and 112.3148.

**AWARDS:** As the best interest of the District may require, the right is reserved to make award(s) by individual items, group of items, all or none, or a combination thereof, with one or more suppliers and to reject any proposals or waive any informality or technicality in proposals received. The District intends to select a proposal from the highest qualifying responsible bidder from this bid. Contractors who are awarded contracts are asked to extend the same pricing and conditions to other entities who may want to "piggy-back" on a District Bid or Request for Proposal.

**DISPUTES:** In case of any doubt or difference of opinion as to the items to be furnished hereunder, the decision of the District General Manager shall be final and binding on both parties.

**PROTEST:** Failure to file a protest within the time prescribed in section 120.57(3), Florida Statutes, shall constitute a waiver of any right to protest the terms, conditions, and specifications contained in the RFP, including any provisions governing the methods for ranking bids, proposals, or replies, awarding contracts, reserving rights of further negotiation, or modifying or amending any contract, or to protest the decision or intended decision concerning a RFP contract award.

**LEGAL REQUIREMENTS:** Federal, State, County and local laws, ordinances, rules and regulations that in any manner effect the item(s) covered herein apply. Lack of knowledge by the proposer will in no way be cause for relief from responsibility.

**LIABILITY:** The Contractor shall hold and save the District, its officers, agents and employees harmless from liability of any kind in the performance of or fulfilling the requirement of the Purchase Orders, which may result from this proposal.

**CANCELLATION:** This agreement may be terminated in whole or in part in writing by either party with thirty (30) days notice in the event of substantial failure by the other party to fulfill its obligations under this agreement through no fault of the terminating party.

**NOTE: ANY AND ALL SPECIAL CONDITIONS ATTACHED HERETO WHICH VARY FROM THESE GENERAL CONDITIONS SHALL HAVE PRECEDENCE.**

### **PUBLIC ENTITY CRIME INFORMATION STATEMENT**

All invitations to bid as defined by Section 287.012(11), Florida Statutes, requests for proposals as defined by Section 287.012(16), Florida Statutes, and any contract document described by Section 287.058, Florida Statutes, shall contain a statement informing persons of the provisions of paragraph (2)(a) of Section 287.133, Florida Statutes, which reads as follows:

“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 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, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.”

All vendors who submit a Bid or Request for Proposal to Sun ‘n Lake of Sebring, are guaranteeing that they have read the previous statement, and by signing the bid documents, are qualified to submit a bid under Section 287.133, (2)(a) Florida Statutes.

## **GENERAL SPECIFICATIONS**

### **1. DESCRIPTION OF SERVICE**

The Sun 'n Lake of Sebring Improvement District (hereafter "the District") is seeking proposals from interested Site Contractors (hereafter "the Contractor") to provide Drainage Remediation – Multiple Areas. The District intends to select one contractor from the Request for Proposals (RFPs) to deliver and perform the requested products and services described herein under General Specifications.

### **2. EFFECTIVENESS AND DURATION**

The agreement(s) resulting from this solicitation is for the items and materials described in this proposal document.

### **3. REFERENCES**

Proposers will complete and return, with the Proposal, a list of at least three (3) client/customer references including company name, address, contact person, telephone number and date you provided the equipment/services to the client. The List of References form provided in these documents should be used. If the Proposer already has a preprinted list of references, then indicate on the District's List of References form "See Attached List." Attach the preprinted list to the District's form and submit both with the Proposal.

### **4. REQUIRED DOCUMENTS**

The following documents included in this Request for Proposal package are required to be submitted along with the Information Requested for this proposal:

- 4.1 Proposal Form
- 4.2 List of References Form
- 4.3 Certificate of Insurance
- 4.4 Non-Collusion Affidavit of Proposer
- 4.5 Conflict of Interest Statement
- 4.6 Disputes Disclosure Form

### **5. EFFECTIVE PERIOD OF PROPOSALS**

All proposals must state the period for which the proposal shall remain in effect. Such period shall not be less than 120 days from the proposal date.

### **6. RIGHT OF REJECTION BY THE DISTRICT**

Notwithstanding other provisions of this RFP, the District reserves the right to award this contract to the supplying firm that best meets the requirements of the RFP, and not necessarily, to the lowest bidder. Further, the District reserves the right to reject any or all proposals prior to execution of the contract, with no penalty to the District.

### **7. CONTRACT NEGOTIATIONS**

After review of the proposals, the District intends to enter into contract negotiations with the selected supplying firm. These negotiations could include all aspects of equipment, service, and fees. If a contract is not finalized in a reasonable period of time, the District will open negotiations with the next ranked firm.

**8. AWARD OF CONTRACT**

The proposer to whom a contract is awarded shall be required to enter into a written contract agreement with the District in a form approved by legal counsel for the District. This RFP and the proposal, or any part thereof, may be incorporated into and made a part of the final contract. The District reserves the right to negotiate the terms and conditions of the contract with the selected proposer.

**9. CONTRACT TERM**

It is the intent to award a contract to provide services within the dates specified.

**10. QUESTIONS**

All questions concerning this RFP shall be submitted in writing to the name and address below before April 4, 2016. All responses to questions will be addressed in the form of an addendum issued after the question deadline to be posted with the RFP on the District web site [www.snldistrict.org](http://www.snldistrict.org) by November 16, 2016.

Allison Lee, Administrative Services Coordinator  
Sun 'n Lake of Sebring Improvement District  
5306 Sun 'n Lake Blvd.  
Sebring, FL 33872  
Fax number: 863-382-2988 / E-mail: [alee@snldistrict.org](mailto:alee@snldistrict.org)

Contact made with any other employee of, and/or elected officials of the District regarding this RFP will be grounds for the rejection of the contracting individual/firm submittal.

**12. BONDS -**

In the event that the total awarded contract price to an individual entity is greater than \$100,000.00, Payment and Performance Bonds will be required, each in the amount of 100% of the contract price. Bid bonds are not required for this project.

**13. SUBMITTAL OF PROPOSAL**

All firms submitting a proposal will need to submit One (1) marked original and Three (3) copies of their documents in a sealed package. The left front of the package shall read:

Drainage Remediation – Multiple Areas  
RFP # 16-10  
Due Date: November 29, 2016 – Time: 2:00pm  
Company Name and Address

Documents will need to be mailed or hand delivered to:

Tanya Cannady, General Manager  
Sun 'n Lake of Sebring Improvement District  
5306 Sun 'n Lake Blvd.  
Sebring, FL 33872

All documents will need to be delivered to, or received in the mail by the due date and time. Any document submitted or received after this date and time shall not be considered and will be returned to the sender unopened. The District takes no responsibility for late mail or late delivery service.



## SCOPE OF SERVICES

### Unit 13 Calatrava Area

**The purpose of this project is to clean and restore existing roadside ditches to original grades, clean existing culverts, add a new side lot culvert and replace damaged culverts. All proposed work will be in accordance with the project plans and specifications.**

*These specifications to compliment plans and specifications prepared by Polston Engineering Inc.*

1. Roadside ditches along Calatrava Ave., Neda St., and Suprano St and are to be excavated to the original depth and cross section as shown on the attached plans.
  - a. Grades should generally be graded so that the sod level does not impede flow from driveway to driveway.
2. Existing culverts are to be cleaned to remove sediment. Any culverts with deficiencies which would cause damage if cleaned shall be replaced.
  - a. Known culverts to be replaced are shown on plans. Any additional culverts in need of replacement must be immediately brought to the engineer's attention for evaluation.
  - b. Culverts are to be replaced with 15" HDPE matching existing culvert width and elevation and shall include a concrete mitered end on each side.
  - c. Driveways are to be saw-cut at the right-of-way line and replaced from this line to the edge of pavement. Any additional work on the homeowner's property at their request will be responsibility of the home owner. See plans for details and specifications on driveway construction.
  - d. Contractor to notify each home owner which will require driveway/culvert replacement a minimum of 7 days prior to commencing work on their driveway. Every effort should be made to minimize impact to the homeowner and to provide access to their home during construction.
  - e. Culverts along Cortez Blvd. are to be cleaned to remove sediments. The culverts to be cleaned are delineated on the attached plans. The Cortez culvert cleaning may require some downstream ditch cleaning that is shown on the plans and is included as a separate line item.
3. A new 18" culvert is proposed between lots 60 and 61 Block 275 on the east end of Neda St. This will be placed within the existing ditch. The pipe is to be covered and the area sodded. Both ends of the proposed pipe are to have concrete mitered ends. See attached plans for details.
  - a. Adjacent culvert that crosses Neda St. has a damaged miter and is to be replaced as part of this project.
4. All areas of work to be restored.
  - a. Irrigation will be the responsibility of the home owner. Contractor should notify the residents prior to construction so the home owner may mark or remove the existing irrigation lines if present. Care shall be taken to minimize the damage to irrigation and sufficient time provided to the home owner to make repairs prior to final placement of sod.
  - b. Sod all disturbed areas. Sod to match existing grass type. Existing sod type varies with each yard. A majority of the existing sod is St. Augustine / Floratam.
  - c. All excess material and debris to be disposed of in lawful and proper methods.
7. Contractor will be responsible for maintenance of traffic and maintaining a safe work site for work crews and public. Suitable traffic access for local residents must be maintained at all times.

8. For additional details see Plans and Drawings attached.

## SCOPE OF SERVICES

### Unit 2 Florida Avenue Area

**The purpose of this project is to install two pipes in the place of an existing ditch, an inlet to connect to existing structures, a headwall to terminate the pipes, and to clean and rebuild existing roadside ditches to original grades, clean existing culverts, and add a culvert extension. All proposed work will be in accordance with the project plans and specifications.**

*These specifications to compliment plans and specifications prepared by Polston Engineering Inc.*

1. Roadside ditches along Tangier St. excavated and re-graded to the original depth and cross section as shown on the attached plans.
  - a. Grades should generally be graded so that the sod level does not impede flow from driveway to driveway.
  - b. All fill material to be clean fill and free of any organics.
  - c. All ditches to be sodded with bahia sod or similar if different, to prevent erosion.
2. Existing culverts are to be cleaned to remove sediment. Any culverts with deficiencies which would cause damage if cleaned shall be replaced.
  - a. No culverts are to be replaced at this time. Any culverts in need of replacement must be immediately brought to the engineer's attention for evaluation.
3. Florida Avenue lot side ditch is to have two 24" HDPE culverts installed.
  - a. A new inlet is to be installed or poured in place following FDOT specifications for a type H inlet. This inlet will join the existing culverts running under Florida Ave. to the proposed culverts.
  - b. A 15" pipe and miter is to be installed to the south of the proposed inlet to allow water from the south to flow into the inlet.
  - c. The two proposed culverts are to be terminated with a headwall or mitered end and is to connect to the existing headwall shown on the plans.
  - d. Erosion has occurred at the rear of the lot and will need to be repaired and fill added and sodded.
  - e. Some tree trimming and plant removal may be required to make room for equipment along the easement adjacent to the proposed culverts. It will be the contractors responsibility for this work.
4. All areas of work to be restored.
  - a. Irrigation will be the responsibility of the home owner. Contractor should notify the residents prior to construction so the home owner may mark or remove the existing irrigation lines if present. Care shall be taken to minimize the damage to irrigation and sufficient time provided to the home owner to make repairs prior to final placement of sod.
  - b. Sod all disturbed areas. Sod to match existing grass type.
  - c. All excess material and debris to be disposed of in lawful and proper methods.
7. Contractor will be responsible for maintenance of traffic and maintaining a safe work site for work crews and public. Suitable traffic access for local residents must be maintained at all times.
8. For additional details see Plans and Drawings attached.

## SCOPE OF SERVICES

### Unit 13 Sunrise Dr. Area

**The purpose of this project is to install sock pipe in the bottom of the existing roadside swales. Its purpose is to allow the ditches to drain to the existing structures along Sunrise Drive. All proposed work will be in accordance with the project plans and specifications.**

*These specifications to compliment plans and specifications prepared by Polston Engineering Inc.*

1. Roadside ditches along Sunrise Drive are to be trenched and a 8" sock pipe is to be installed per the attached plans.
2. Existing driveways are to be cut and removed from the edge of pavement to the lowest area. They are to be replaced with concrete with the same dimensions at 6" thickness. See attached plans for details.
  - a. Contractor to notify each home owner which will require driveway replacement a minimum of 7 days prior to commencing work on their driveway. Every effort should be made to minimize impact to the homeowner and to provide access to their home during construction.
3. All areas of work to be restored.
  - a. Irrigation will be the responsibility of the home owner. Contractor should notify the residents prior to construction so the home owner may mark or remove the existing irrigation lines if present. Care shall be taken to minimize the damage to irrigation and sufficient time provided to the home owner to make repairs prior to final placement of sod.
  - b. Sod all disturbed areas. Sod to match existing grass type. Existing sod type varies with each yard. A majority of the existing sod is St. Augustine / Floratam.
  - c. All excess material and debris to be disposed of in lawful and proper methods.
5. Contractor will be responsible for maintenance of traffic and maintaining a safe work site for work crews and public. Suitable traffic access for local residents must be maintained at all times.
6. For additional details see Plans and Drawings attached.

## SCOPE OF SERVICES

### Unit 3 Arvida Dr. Area

**The purpose of this project is to correct erosion that has occurred along a ditch and culvert adjacent to Arvida Drive. The ditch is to be remade and re-graded and the mitered end is to be removed, damage repaired, a new pipe is to be added, and a new mitered end constructed. All proposed work will be in accordance with the project plans and specifications.**

*These specifications to compliment plans and specifications prepared by Polston Engineering Inc.*

1. The existing dual 34"x53" ERCP miter has erosion under the miter and pipes adjacent to the miter. It is to be removed.
  - a. The pipe joint is approximately at the top of the miter. It will be removed at the joint and eight feet of additional pipe is to be installed in addition to the new miter. The joints shall be wrapped per FDOT specifications.
  - b. The new pipe adjacent to the edge of pavement should have 8" of compacted sub-base material as used for roadway shoulder material compacted to 95% density.
  - c. All fill material to be clean fill and free of any organics.
  
2. The existing ditch the two culverts connect to is currently eroded and will need to be remade.
  - a. The ditch bottom will be raised 6" to 12" in places.
  - b. The side slopes of the ditch will need to be remade as part of the ditch restoration. They are to be 1:4 slope or as close to possible within the area available.
  - c. The side slopes of the ditch are to be sodded with bahia grass. The bottom of the ditch is to also be sodded with bahia (Option #1). As an alternative option to sod in the bottom of the ditch, the bottom may be finished with 8 to 12 inches of 4-6" size stone (Option #2).
  - d. See attached plans for details.
  
3. All areas of work to be restored.
  - a. Any areas damage by the contractors work shall be restored to original condition. The contractor will be responsible for any repair to the roadway caused by damage from their work.
  
  - b. Sod all disturbed areas. Sod to match existing grass type.
  
  - c. All excess material and debris to be disposed of in lawful and proper methods.
  
5. Contractor will be responsible for maintenance of traffic and maintaining a safe work site for work crews and public. Suitable traffic access for local residents must be maintained at all times.
  
6. For additional details see Plans and Drawings attached.

## **EVALUATION CRITERIA**

One selection will be made from the equipment supplier proposer/bidder who is deemed to be the best suited among those submitting proposals on the basis of the previous Scope of Materials and the evaluation factors listed below. Proposer/Bidder shall be descriptive in their proposal on each of, but not limited to, the areas listed below.

Once the District has reviewed the submitted proposals, the District selection committee will use the criteria listed below to evaluate each proposal separately. These criteria are in no particular order.

1. Value.
2. Perceived equipment reliability.
3. References.
4. Relevant experience providing similar systems with commercial and public sector clients.
5. Warranty, warranty period and warranted materials.
6. Quality and conciseness of proposals.
7. Overall ability of equipment to meet the needs of the District.
8. Relative distance of distributor warehouse from the District.

**END OF EVALUATION CRITERIA**

**SUN 'N LAKE OF SEBRING  
IMPROVEMENT DISTRICT**  
Drainage Remediation – Multiple Areas  
**PROPOSAL FORM**  
**RFP NO. 16-10**

To: Sun 'n Lake of Sebring Improvement District  
5306 Sun 'n Lake Blvd.  
Sebring, FL 33872

The undersigned hereby declares that after carefully examining these proposal documents, they are fully aware of all conditions affecting such work/items, for which proposals were advertised to be returned by November 29, 2016 and does hereby submit the following proposal for completion of said work/items. All changes must be initialed in ink.

**FOR THIS PROPOSAL TO BE CONSIDERED VALID IT IS MANDATORY THAT THE PROPOSAL BE SIGNED IN THE SPACE PROVIDED**

The Proposer: \_\_\_\_\_

A. Acknowledges receipt of:

- 1) Proposal Specifications
- 2) Addenda: No. \_\_\_\_\_ Dated \_\_\_\_\_  
No. \_\_\_\_\_ Dated \_\_\_\_\_

B. Has examined the Proposal Documents and understands that in submitting his Bid, he waives all right to plead any misunderstanding regarding the same.

As requested in the General Conditions, attached are two marked duplicate copies of the original Proposal Form and ALL attachments. \_\_\_ Yes \_\_\_ No (check one)

Attached, as required in the General Specifications section, is the List of References. \_\_\_ Yes \_\_\_ No (check one)

**Services to be provided for a proposed price of \$ \_\_\_\_\_ . \_\_\_ US Dollars**

**This proposal will be good for a minimum of \_\_\_\_\_ days from the proposal date.**  
(Such period shall not be less than 120 days from the proposal date.)

The District reserves the right to accept any or all proposals, to waive informalities, and to reject all or any part of any proposal as they may deem to be in the best interest of the District.

This Proposal Form is a mandatory form to ease tabulation and analysis; however, it can be accompanied by additional support forms. An officer or representative who has official authorization to sign proposals **MUST** sign this Proposal Form. Failure to sign in the space provided below will result in the Proposal being rejected.

Company Name \_\_\_\_\_  
FEIN or SS# \_\_\_\_\_  
Name of Owner/Partner/Officer and Title \_\_\_\_\_  
Signature of Owner/Partner/Officer \_\_\_\_\_  
Business Telephone \_\_\_\_\_ Fax: \_\_\_\_\_  
Business Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_









**DISPUTES DISCLOSURE FORM**

**Answer the following questions by placing an “X” after “YES” or “NO”. If you answer “YES”, please explain in the space provided, or via attachment.**

Has your firm or any of its officers, received a reprimand of any nature or been suspended by the Department of Professional Regulations or any other regulatory agency or professional association within the last five (5) years?

YES \_\_\_\_\_ NO \_\_\_\_\_

Has your firm, or any member of your firm, been declared in default, terminated or removed from a contract or job related to the services your firm provides in the regular course of business within the last five (5) years?

YES \_\_\_\_\_ NO \_\_\_\_\_

Has your firm had against it or filed any requests for equitable adjustment, contract claims, bid protests, or litigation in the past five (5) years that is related to the services your firm provides in the regular course of business?

YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, state the nature of the request for equitable adjustment, contract claim, litigation, or protest, and state a brief description of the case, the outcome or status of the suit and the monetary amounts or extended contract time involved.

I hereby certify that all statements made are true and agree and understand that any misstatement or misrepresentation or falsification of facts shall be cause for forfeiture of rights for further consideration of this proposal for the Sun ‘n Lake of Sebring Improvement District, RFP # 16-10 Drainage Remediation – Multiple Areas

\_\_\_\_\_

Firm

\_\_\_\_\_

Date

\_\_\_\_\_

Authorized Signature and Title

\_\_\_\_\_

Printed or Typed Name and Title

**\*\*THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL.**

## GENERAL TERMS AND CONDITIONS

### Article 1 - Contract Documents

#### 1.1 Definitions

**When one of the following capitalized words, terms or phrases is used in this contract, it shall be interpreted or construed first as defined below, second according to Its generally accepted meaning in the construction industry, and third according to its common and customary usage.**

**Agreement:** A written agreement between the Owner and a Contractor for provision of goods, products, materials, equipment, systems, management supervision, labor and services required to construct all or part of this Project.

**Contractor:** An entity, including but not limited to a general contractor, a trade contractor or a construction manager, engaged directly by the Owner pursuant to this Agreement.

**Project Documents:** Plans, specifications, change orders, revisions, addenda, supplementary conditions, and other information which set forth in detail the Work.

**Construction Schedule:** The timetable which sets forth pertinent dates for timely completion of the Work.

**Final Completion** The stage of construction when the Work has been completed in accordance with the Agreement and the owner has received all documents and Items necessary for closeout of the Work.

**Hazardous Substances:** The term "Hazardous substance" shall have the same meaning and definition as set forth in the Comprehensive Environmental Response compensation and Liability Act as amended, 42 U.S.C. § 6901 et seq, and regulations promulgated thereunder (collectively "CERCLA") and any corresponding state or local law or regulation, and shall also include: (a) any Pollutant or Contaminant as those terms are defined in CERCLA; (b) any solid Waste or Hazardous constituent as those terms are defined by, or are otherwise identified by, the Resource Conservation and Recovery Act as amended, 42 U.S.C. § 6901 et seq, and regulations promulgated thereunder (collectively "RCRA") and any corresponding state or local law or regulation; (c) crude oil, petroleum and fractions of distillates thereof; (d) any other material, substance or chemical defined, characterized or regulated as toxic or hazardous under any applicable law, regulation, ordinance, directive or ruling; and (e) any infectious or medical waste as defined by any applicable federal or state laws or regulations.

**Owner's Related Parties:** Any parent, subsidiary or affiliated entities of the owner, including the respective officers, trustees, office holders, directors, shareholders, partners, and employees of each.

**Professional:** An entity, including but not limited to an architect, civil engineer or geotechnical engineer, engaged directly by the Owner to provide design or engineering services.

**Project:** The planned construction undertaking as more specifically defined in the Scope of Services.

**Project Design Schedule:** The timetable which sets forth the required relationships between, and pertinent dates for, required completion of design and engineering services, documents and related activities.

**Site:** The geographical location of the Project, usually defined by legal boundary lines, and the location characteristics including, but not limited to, grades and lines of streets, alleys, pavements and adjoining structures, rights-of-way, restrictions, easements, encroachments, zoning, deed restrictions, existing buildings and improvements, and service and utility lines.

**Substantial Completion:** The stage of construction when the owner can occupy or beneficially use satisfactorily completed work for its intended purpose.

**Supplier or Vendor:** An entity, including but not limited to a local vendor, engaged directly by the Owner to supply equipment and or materials pursuant to this Agreement.

**Work:** Any and all computers, construction machinery, documents, equipment, facilities, fixtures, furnishings, goods, heat, items, labor, licenses, management, materials, permits, products, services, supervision, supplies, systems, taxes, testing, tools, utilities, transportation, vehicles, and water, required to be performed or supplied and/or necessary for proper execution and completion of the Project, or some portion thereof, whether or not incorporated or to be incorporated into the Project.

## **1.2 Electronic Media**

Unless otherwise specified in this Agreement, the Owner may request that any submissions of shop drawings, manuals, final drawings and/or specifications be available on electronic media. Hard copies of the operation manual and information necessary to operate the equipment shall also be provided for proper operation in the field.

## **1.3 Minimum Requirements**

In every case, requirements established by the Equipment Specifications shall be considered as the minimum which will be accepted.

## **1.4 Owner Disclaimer of Warranty**

The Owner has requested that its Professional(s) prepare documents for the Project, including the plans and specifications for the Project, which are to be complete, accurate, coordinated, and adequate for bidding, negotiating and constructing the Work, however, the Owner makes no representation or warranty of any nature whatsoever to the Contractor concerning such documents. The Contractor hereby acknowledges and represents that it has not relied, and does not and will not rely, upon any representations or warranties by the Owner concerning such documents, as no such representations or warranties have been or are hereby made.

## **1.5 Conflicts in Documents**

In the event of any conflict, discrepancy, or inconsistency among any of the documents which make up this Agreement, the following shall control:

1.5.1 As between figures given on plans and scaled measurements, the figures shall govern;

1.5.2 As between large-scale plans and small-scale plans, the large-scale plans shall govern;

1.5.3 As between plans and specifications, the requirements of the specifications shall govern;

1.5.4 As between this document and the plans, specifications, or supplementary conditions, this document shall govern.

## **1.6 Shop Drawings and Submittals**

Shop drawings and other submittals from the Contractor or its subcontractors and suppliers do not constitute a part of this Agreement.

## **1.7 Contract Changes**

The Contractor understands and agrees that this Agreement cannot be changed except as expressly provided herein. No act, omission, course of conduct, or course of dealing by the parties shall alter the requirement and that modifications of this Project Agreement can be accomplished only by written documents signed by the parties. Express written notice is a non-waivable condition precedent in

connection with all changes and claims arising under or relating to this Agreement.

## **Article 2 - Goods, Products and Materials**

### **2.1 Quality Of Materials**

The Contractor shall furnish services, goods, products, materials, equipment and systems

which:

- 2.1.1 comply with this Agreement;
- 2.1.2 conform to applicable specifications, descriptions, instructions, drawings, data and samples;
- 2.1.3 are new (unless otherwise specified or permitted) and without apparent damage;
- 2.1.4 are of quality, strength, durability, capacity or appearance equal to or higher than that required by the Construction Documents;
- 2.1.5 are merchantable;
- 2.1.6 are free from defects; and
- 2.1.7 are beyond and in addition to those required by manufacturers' or suppliers' specifications where such additional items are required by the Construction Documents.

## **Article 3 – Submittals**

### **3.1 Submittal Schedule**

The Contractor shall timely prepare and transmit to the Professional a schedule for provision of all anticipated submittals. The schedule shall (i) include submittals required by the specifications; (ii) be in a format acceptable to the Professional; and (iii) set forth specific dates for submission of the listed submittals. The Contractor shall review and approve all submittals prior to submission to a Professional.

### **3.2 Processing of Submittals**

The Contractor shall in timely fashion review, approve if appropriate and forward submittals to the Professional(s) for review and approval along with such detail and information, as the Professional requires. No part of the Work dealt with by a submittal shall be fabricated or performed until such approval has been given.

- 3.2.1 A Professional is responsible to the Owner, but not to the Contractor, to verify that the submittals conform to the design concept and functional requirements of the plans and specifications, that the detailed design portrayed in shop drawings and proposed equipment and materials shown in submittals are of the quality specified and will function properly, and that the submittals comply with the Agreement.
- 3.2.2 All Work shall be performed in accordance with approved submittals. Approval of submittals by a Professional shall not relieve the Contractor from complying with this Agreement, including all plans and specifications, except as changed by change order.

## **Article 4 – Owner’s Consultant(s), Professional(s) and Construction Administration**

### **4.1 Owner's Designated Professional Representative**

Unless otherwise directed by the Owner, one designated Professional shall act as the Owner's representative from the effective date of this Agreement until one year from the date of achievement of Substantial Completion.

4.1.1 The Professional so designated will be the Owner's design representative during performance of the Work and will consult with and advise the Owner on all design and technical matters.

4.1.2 The designated Professional will act as initial interpreter of the requirements of this Agreement and as the Owner’s advisor on claims.

### **4.2 Professional Site Visits**

The Professional(s) will visit the site with sufficient frequency for familiarization with the progress and quality of the Work and to inspect the Work to determine compliance of the Work with (i) this Agreement, including approved shop drawings and other submittals; (ii) the Construction Schedule; and (iii) applicable laws, statutes, building codes, rules or regulations of all governmental, public and quasi-public authorities and agencies having or asserting jurisdiction over the Project. No site or construction work that is to be covered shall be covered until the Professional has inspected the Work and provided a written report of the inspection to the Owner.

### **4.3 Professional Rejection of Work**

The Professional(s) may disapprove or reject Work or materials which does not comply with (i) this Agreement including approved shop drawings and other submittals; or (ii) applicable laws, statutes, building codes, rules or regulations of any governmental, public and quasi-public authorities and agencies having or asserting jurisdiction over the Project.

### **4.4 Professional Evaluations**

4.4.1 The Professional(s) will review and evaluate the results of all inspections, tests and written reports required by this Agreement and by any governmental entity having or asserting jurisdiction over the Project. The Professional(s) will take appropriate action on test results, including acceptance, rejection, requiring additional testing or corrective work, or such other action deemed appropriate by the Professional(s). The Professional(s) will promptly reject Work, which does not conform to and comply with testing requirements.

4.4.2 The Professional(s) may require inspection or testing of any work in addition to that required by this Agreement or governmental entities having or asserting jurisdiction over the Project when such additional inspections and testing is necessary or advisable, whether or not such Work is then fabricated, installed or completed. The Professional(s) will take appropriate action on all such special testing and inspection reports, including acceptance, rejection, requiring additional testing or corrective work, or such other action deemed appropriate by the Professional(s).

### **4.5 Professional Submittal Activities**

The Professional(s) will review and approve, reject or take other appropriate action on submittals such as shop drawings, product data, samples and proposed equal materials or equipment and requested substitutions within not more than fourteen calendar days, and will not approve any submittals unless such submittals conform with (i) the Project design concept; (ii) this Agreement; and (iii) the Owner's budgeted Total Project Construction cost. A Professional's review of submittals shall not constitute final acceptance of materials or equipment furnished or installed if such materials or equipment should be defective or not as represented by approved submittals or as otherwise required by the Construction Documents. The Contractor remains responsible for details and accuracy, for confirming and correlating all quantities and dimensions, for selecting fabrication processes, for techniques of assembly, and for performance of the

Work.

#### **4.6 Professional Interpretations**

A Professional will, when requested to do so in writing by the Contractor, promptly and so as to cause no unnecessary delay, render written or graphic interpretations and decisions necessary for the proper execution of the Work. A Professional's interpretations and decisions relating to artistic effect shall be final if not inconsistent with this Agreement.

#### **4.7 Professional Change Order Activities**

The Professional(s) will consult with and advise the Owner concerning, and will administer and manage, all change order requests and change orders on behalf of the Owner.

#### **4.9 Professional Relationship To Contractor**

The duties, obligations and responsibilities of the Contractor under this Agreement shall not be changed, abridged, altered, discharged, released, or satisfied by any duty, obligation or responsibility of any Professional. The Contractor shall not be a third-party beneficiary of any agreement by and between the Owner and any Professional. The duties of the Contractor to the Owner shall be independent of, and shall not be diminished by, any duties or obligations of any Professional to the Owner.



## ADDITIONAL SUPPLEMENTAL TERMS AND CONDITIONS

### WITNESSETH:

(1) The CONTRACTOR hereby warrants and represents to the OWNER that it is competent and otherwise able to provide professional and high quality goods and/or services to the OWNER by means of employees who are neat in appearance and of polite demeanor.

(2) Each party hereto represents to the other that it has undertaken all necessary actions to execute this Agreement, and that it has the legal authority to enter into this Agreement and to undertake all obligations imposed on it. The person(s) executing this Agreement for the CONTRACTOR certify that he/she/they is/are authorized to bind the CONTRACTOR fully to the terms of this Agreement,

(3) The CONTRACTOR hereby guarantees the OWNER that all materials, supplies, services and equipment as listed on a Purchase Order meet the requirements, specifications and standards as provided for under the *Federal Occupations Safety and Health Act of 1970*, from time to time amended and in force on the date hereof.

(4) Execution of this Agreement by the CONTRACTOR is a representation that the CONTRACTOR is familiar with the goods and/or services to be provided and/or performed and with local conditions. The CONTRACTOR shall make no claim for additional time or money based upon its failure to comply with this Agreement. The CONTRACTOR has informed the OWNER, and hereby represents to the OWNER, that it has extensive experience in performing and providing the services and/or goods described in this Agreement and that it is well acquainted with the components that are properly and customarily included within such projects and the requirements of laws, ordinance, rules, regulations or orders of any public authority or licensing entity having jurisdiction over the OWNER'S Projects.

(5) The CONTRACTOR shall be responsible for the professional quality, accepted standards, technical accuracy, neatness of appearance of employees, employee conduct, and the coordination of all goods and/or services furnished by the CONTRACTOR under this Agreement as well as the conduct of its staff, personnel, employees and agents. The CONTRACTOR shall work closely with the OWNER on all aspects of the provision of the goods and/or services. With respect to services, the CONTRACTOR shall be responsible for the professional quality, technical accuracy, competence, methodology, accuracy and the coordination of all of the following which are listed for illustration purposes and not as a limitation: documents, analysis, reports, data, plans, plats, maps, surveys, specifications, and any and all other services of whatever type or nature furnished by the CONTRACTOR under this Agreement.

(6) Neither the OWNER'S review, approval or acceptance of, nor payment for, any of the goods and/or services required shall be construed to operate as a waiver of any rights under this Agreement or of any cause of action arising out of the performance of this Agreement and the CONTRACTOR shall be and remain liable to the OWNER in accordance with applicable law for all damages to the OWNER caused by the CONTRACTOR negligent or improper performance or failure to perform any of the goods and/or services furnished under this Agreement.

(7) The OWNER and the CONTRACTOR will make every effort to resolve all disputable items contained in the CONTRACTOR'S invoices.

(8) Each invoice shall reference this Agreement, the appropriate billing period.

(9) The *Florida Prompt Payment Act* shall apply when applicable. A billing period represents the dates in which the CONTRACTOR completed goods and/or services referenced in an invoice.

(10) Invoices are to be forwarded directly to:

**Sun 'n Lake of Sebring Improvement District  
5306 Sun 'n Lake Blvd.  
Sebring, Florida 33872**

(11) OWNER designates the OWNER, Manager or his/her designated representative, to represent the OWNER in all matters pertaining to and arising from the work and the performance of this Agreement.

**(12)** The OWNER, Manager, or his/her designated representative, shall have the following responsibilities:

(a) Examination of all work and rendering, in writing, decisions indicating the OWNER'S approval or disapproval within a reasonable time so as not to materially delay the work of the CONTRACTOR;

(b) Transmission of instructions, receipt of information, and interpretation and definition of OWNER'S policies and decisions with respect to design, materials, and other matters pertinent to the work covered by this Agreement;

(c) Giving prompt written notice to the CONTRACTOR whenever the OWNER official representative knows of a defect or change necessary in the project; and

(d) Coordinating and managing the CONTRACTOR'S preparation of any necessary applications to governmental bodies, to arrange for submission of such applications.

**(13)** The CONTRACTOR agrees to comply with Federal, State, and local environmental, health, and safety laws and regulations applicable to the goods and/or services provided to the OWNER. The CONTRACTOR agrees that any program or initiative involving the work that could adversely affect any personnel involved, citizens, residents, users, neighbors or the surrounding environment will ensure compliance with any and all employment safety, environmental and health laws.

**(14)** The CONTRACTOR shall advise the OWNER in writing if it has been placed on a discriminatory CONTRACTOR list, may not submit a bid on a contract to provide goods or services to a public entity, or may not transact business with any public entity.

**(15)** The CONTRACTOR shall not engage in any action that would create a conflict of interest in the performance of that actions of any OWNER employee or other person during the course of performance of, or otherwise related to, this Agreement or which would violate or cause others to violate the provisions of Part III, Chapter 112, *Florida Statutes*, relating to ethics in government.

**(16)** In the event of any audit or inspection conducted revealing any overpayment by the OWNER under the terms of the Agreement, the CONTRACTOR shall refund such overpayment to the OWNER within thirty (30) days of notice by the OWNER of the request for the refund.

**SAMPLE AGREEMENT FORM  
CONTRACT**

THIS IS AN AGREEMENT between the SUN'N LAKE OF SEBRING IMPROVEMENT DISTRICT, a special taxing district of the State of Florida and Highlands County (herein called "District") and <<CONTRACTOR>> (herein called "Vendor" or "Contractor").

1.       PREMISE

District would like for CONTRACTOR to provide equipment as defined herein and CONTRACTOR would like to do so on the terms and conditions set forth herein and in accordance with the Request for Bids or Proposals, the plans, the specifications, the Bid Form, General Terms and Conditions, Special Conditions and all Bid and Contract Documents, which are collectively made a part of this Contract and in part attached as Exhibit A. CONTRACTOR agrees to furnish at its own cost and expense, all labor, tools, materials, equipment, superintendence, security, insurance, testing and all other accessories and services necessary to provide the equipment.

2.       Project (herein collectively called the "Project" or the "Work")

***RFP # 16-10 – Drainage Remediation – Multiple Areas***

3.       CONTRACT PRICE

District shall pay to Contractor the sum of <<CONTRACT AMOUNT WRITTEN>> Dollars (\$<<NUMERICAL CONTRACT AMOUNT>>) as the total price for the completion of the Project, subject to increase or decrease as provided herein.

4.       NOTICES

Whenever any notice is required or permitted by this contract to be given, such notice shall be by certified mail or overnight delivery addressed to:

CONTRACTOR:

District:

<<COMPANY NAME>>  
<<PRIMARY CONTACT>>  
<<ADDRESS>>  
<<CITY, STATE ZIP>>  
<<PHONE>>  
<<FAX>>(fax)

Sun'n Lake of Sebring Improvement District  
Tanya Cannady, General Manger  
5306 Sun 'n Lake Boulevard  
Sebring, Florida 33872  
863-382-2196  
863-382-2988 (fax)

Notice shall be considered given when deposited with the U.S. Postal Service or commercial carrier, postage prepaid. Each party will be responsible for notifying the other of any change in their address.

5. PAYMENT

District shall pay Contractor upon a mutually agreeable payment schedule for Work completed. Upon Contractor's application for payment, the <<PROJECT MANAGER>>, or his designee(s), will make an inspection and, if the Work is found to be acceptable under the contract, they will submit the payment request to the District General Manager. The District Public Works Director and/or District Consulting Engineer shall have five working days to review the application for payment. Once approved the District shall have ten working days to process and issue the payment. A 10% retainer shall be retained until completion of project.

6. CHANGE ORDERS

The Contract Price and the Contract Time may be changed only by a written Change Order. The District, without invalidating the Contract, may order changes in the Work within the general scope of the Contract consisting of additions, deletions or other revisions, the Contract Price and the Contract Time being adjusted accordingly. All such Changes in the Work shall be authorized only by written Change Order and shall be executed under the applicable conditions of the Contract Documents. The Contractor shall not change, alter, or delete in any manner, any portion of the Specifications without prior approval by the District.

7. CANCELLATION

The District may terminate this Contract for default if the Contractor has been found to have provided the service in an "unsatisfactory manner". An "unsatisfactory manner" includes, but is not limited to: Failure to supply exact services specified within the required service periods, providing sub-standard services, and/or the inability to maintain Bid prices for the term of the Contract. The District may further terminate this Contract if the Contractor fails to comply with any other provisions of the Contract. In such cases, the Contract shall be terminated in the following manner: The Contractor will be notified, in writing, of the nature of their failure to perform and time certain for correcting the failure will be specified. Unless the failure is corrected, the Contractor shall be found in default and the Contract shall be subject to immediate

cancellation. Termination shall be effected by serving a notice of termination on the Contractor setting forth the manner in which the Contractor is in default. The Contractor will only be paid the Contract Price for service provided and accepted in accordance with the Specifications, terms and conditions set forth in the Contract.

#### 8. EXAMINATION AND FAMILIARITY WITH SITE

CONTRACTOR represents that it has examined the Project site thoroughly before entering into this agreement and is knowledgeable of location for delivery.

#### 9. UNUSUAL CONDITIONS

Should unforeseen circumstances encountered in the performance of the Work be encountered, the guaranteed maximum cost shall be equitably adjusted by Change Order upon claim by either party, on condition that the claim is made in writing within a seven (7) calendar days after the first observance of the condition.

#### 10. COMMENCEMENT AND COMPLETION DATES

Contractor hereby agrees to commence Work under this contract no later than <<START DATE>> and shall be responsible to achieve final delivery of the Product by <<COMPLETION DATE>>, with detailed deadlines outlined in the bid documents. CONTRACTOR shall be solely responsible for the means, methods, techniques utilized in the design and construction.

#### 11. PENALTY

It is acknowledged that the CONTRACTOR's failure to achieve substantial completion of the Work within the Contract Time provided by the Contract Documents will cause the District to incur substantial economic damages and losses of types and in amounts which are impossible to compute and ascertain with certainty as a basis for recovery by the District of actual damages, and that liquidated damages represent a fair, reasonable and appropriate estimate thereof. Accordingly, in lieu of actual damages for such delay, the Contractor agrees that liquidated damages may be assessed and recovered by the District as against Contractor, in the event of delayed completion and without the District being required to present any evidence of the amount or character of actual damages sustained by reason thereof; therefore Contractor shall be liable to the District for payment of liquidated damages in the amount of **One Hundred dollars (\$100) per day** for each calendar day that Substantial Completion is delayed beyond the Contract Time as adjusted for time extensions provided by the Contract Documents. Such liquidated damages are intended to represent estimated actual damages and are not intended as a penalty, and Contractor shall pay them to

District without limiting District's right to terminate this agreement for default as provided elsewhere herein.

## 12. LAWS AND REGULATIONS

The Contractor is assumed to be familiar with all federal, state and local laws, ordinances, rules and regulations that may in any manner affect performance of the Contract. The failure to be familiar with applicable laws will in no way relieve the Contractor from responsibility. Contractor shall comply with all laws, ordinances, rules, orders and regulations relating to performance of the Work and the protection of persons and property.

## 13. WORKMANSHIP

Contractor shall, in a good and workmanlike manner, perform all Work and furnish all supplies and materials necessary and proper to complete the Work under this contract, within the time specified herein, in accordance with the provisions of this contract, including any specifications, plans and drawings provided to Contractor. Contractor shall complete the entire Project to the satisfaction of District.

## 14. PROTECTION OF PROPERTY AND IMPROVEMENTS

Contractor shall be responsible for the protection of all existing paving, buildings, grass, landscaping, utilities and adjacent real property and shall promptly repair, at its sole cost, any damage caused, in whole or in part, by Contractor or its agents or subcontractors during the construction or completion of the Work or Project unless specifically excluded by District.

## 15. CLEAN-UP AND REMOVAL OF DEBRIS

Contractor shall daily keep the site in a clean and orderly condition, free from all refuse, rubbish, scrap materials and debris caused by Contractor's operations.

## 16. DRUG-FREE WORKPLACE

Contractor acknowledges that District is a drug-free work place. Contractor covenants that all employees of Contractor working upon District property shall be subject to implementation of all possible provisions to maintain a drug-free environment and that Contractor will adhere to the provisions of Florida Statute section 440.102 (Chapter 440).

## 17. REQUIRED INSURANCE

Contractor shall provide, pay for, and maintain in force at all times during the Project, such insurance, including Workers' Compensation Insurance, Employer's Liability Insurance, Comprehensive General Liability Insurance and Business Automobile Liability, as will assure to the District of the protection contained in the indemnification and hold harmless clauses of Section 25 of this agreement undertaken by Contractor and in compliance with the applicable provisions of this contract. The Comprehensive General Liability and Business Automobile Liability policies shall clearly identify the indemnification and hold harmless clauses of Section 25 of this agreement by the additional named insured endorsement under this article.

Such policy or policies shall be issued by an insurance company authorized to do business in the State of Florida and be written by a resident agent licensed by The State of Florida. Contractor shall specifically protect the District of by naming the District as an additional named insured under the Comprehensive General Liability Insurance and Business Automobile Liability policies hereinafter described. A current Certificate of Insurance meeting these requirements shall be evidence of the required coverage.

The following coverage shall be provided:

Workers' Compensation Insurance to apply for all employees in compliance with the "Workers' Compensation Law" of the State of Florida and all applicable Federal laws. In addition, the policy(ies) must include Employers' Liability with limits of One Hundred Thousand Dollars (\$100,000.00) Each Accident, Five Hundred Thousand Dollars (\$500,000.00) Each Disease, and One Million Dollars (\$1,000,000.00) Aggregate by Disease. All exemptions allowed by law must be specified in conjunction with the above specified requirements as applicable.

Comprehensive General Liability with minimum limits of One Million Dollars (\$1,000,000.00) per occurrence single limit for Bodily Injury Liability and Property Damage Liability. The policy shall not contain exclusions for explosion, collapse, or underground (X, C, U) hazards. All policies shall be written on an occurrence basis where available. The required limits may be met by the issuance of an excess or umbrella coverage policy so long as the DISTRICT is named as an additional insured on such policies. Coverage shall include:

- (a) Premises/Operations Liability on an occurrence basis.
- (b) Independent contractors.
- (c) Product and Completed Operations Liability on an occurrence basis.
- (d) Broad Form Property Damage.
- (e) Broad Form Contractual Coverage applicable to this specific Agreement, including any hold harmless and/or indemnification agreement.
- (f) Personal Injury Coverage with Employees and Contractual Exclusions removed with minimum limits of coverage equal to those required for Bodily Injury Liability and Property Damage Liability.

Business Automobile Liability with minimum limits of One Million Dollars (\$1,000,000.00) per occurrence combined single limit for Bodily Injury Liability and Property Damage Liability. Coverage must be afforded on a form no more restrictive than the latest edition of the Business Automobile Liability Policy, without restrictive endorsements, as filed by the Insurance Services Office and must include: Owned vehicles, Non-owned and hired vehicles

Notice of Cancellation, Expiration and/or Restriction: The policies must be endorsed to provide the District with thirty (30) days advanced written notice of cancellation, expiration, and/or restriction of coverage.

Contractor shall furnish to the District, Certificate(s) of Insurance and certified copies of all insurance policies evidencing the insurance coverage's required herein prior to notice to proceed by the District. Such certificate(s) shall reference this agreement. The certificate holder shall be the District.

#### 18. TRANSFER OR ASSIGNMENT PROHIBITED

Contractor shall not assign this contract, in whole or in part, or any monies due or to become due hereunder, without the written consent of District.

#### 19. ACCEPTANCE AND WARRANTY

Unless a longer period is otherwise provided in the Contract Documents, Contractor warrants that the Work shall be free from defects in material and workmanship at the time of final completion and for a period of one year from the date of final completion. Acceptance of the Work and final payment shall not relieve Contractor of the obligation to remedy Work that does not comply with the Contract Documents. Contractor warrants to District that all materials and equipment furnished under this Contract will be new unless otherwise specified, and that all Work will be of good quality, free from faults and defects and in conformance with the Contract Documents. All Work not so conforming to these standards may be considered defective, and Contractor shall promptly repair or replace the defective Work. Contractor shall promptly repair all defects at Contractor's expense. The provisions of this section shall survive the closing.

#### 20. TAXES

Contractor shall pay at Contractor's expense, included as a part of the contract price, all sales, consumer, use and other similar taxes required by law resulting from the Work which are in effect as of the date of execution of this Agreement.

#### 21. PERMITS, FEES AND NOTICES

Contractor shall secure and pay for all permits and licenses necessary for the proper execution and completion of the Work which are in effect as of the date of execution of this contract. Contractor shall give all notices and comply with all laws, ordinances, rules, regulations and orders of any public authority bearing on the performance of the Work. If either Contractor or District observes that any of the Contract



Documents are at variance therewith in any respect, it shall promptly notify the other party, in writing, and any necessary changes shall be adjusted by appropriate modification. If Contractor performs any Work which is contrary to such laws, ordinances, rules and regulations in effect as of the date of execution of this Agreement, then Contractor shall assume full responsibility therefore and shall bear all costs attributable thereto.

## 22. RESPONSIBILITY FOR THOSE PERFORMING THE WORK

Contractor shall be responsible to District for the acts and omissions of all its employees and all subcontractors, their agents and employees and all other persons performing any of the Work by, through, or under Contractor.

## 23. PROVISIONS REQUIRED BY LAW DEEMED INSERTED

Each and every provision of law and clause required by law to be inserted in this document shall be deemed to be inserted herein and the contract shall be read and enforced as though it were included, and if, through mistake or otherwise, any such provision is not inserted, or is not correctly inserted, then upon application of either party, the contract shall forthwith be physically amended to make such insertion or correction.

## 24. SAFETY AND HEALTH REGULATIONS

Contractor shall comply with the Department of Labor Safety and Health Regulations for construction promulgated under the Occupational Safety and Health Act and such other rules and regulations as may be applicable to this Project. Contractor shall be solely responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the Work. Contractor shall comply with all applicable laws, ordinances, rules, regulations and orders of any public authority having jurisdiction for the safety of persons or property or to protect them from damage, injury or loss. It shall erect and maintain, as required by existing conditions and progress of the Work, all reasonable safeguards for safety and protection, including, securing materials for the Project, providing appropriate lighting and posting danger signs and other warnings against hazards, promulgating safety regulations and notifying owners and users of adjacent utilities. Contractor and District's designee shall mutually agree on appropriate staging areas for the materials and equipment for the Project so as to not unreasonably encumber District's other real property.

## 25. INDEMNIFICATION AND HOLD HARMLESS

To the fullest extent permitted by Laws and Regulations, Contractor shall indemnify and hold harmless the District and their consultants, agents and employees from and against all claims, damages, losses and expenses, direct, indirect or consequential (including but not limited to reasonable fees and charges of attorneys and other professionals and court and arbitration costs) arising out of or resulting from the

performance of the work, provided that any such claim, damage, loss or expense (a) is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the work itself) including the loss of use resulting therefrom and (b) is caused in whole or in part by any willful or negligent act or omission of Contractor, any subcontractor, any person or organization directly or indirectly employed by any of them to perform or furnish any of the work or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder or arises by or is imposed by Law and Regulations regardless of the negligence of any such party.

In any and all claims against the District or any of their consultants, agents or employees by any employee of Contractor, any Subcontractor, any person or organization directly or indirectly employed by any of them to perform or furnish any of the work or anyone for whose acts any of them may be liable, the indemnification obligation under the above paragraph shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for Contractor or any such Subcontractor or other person or organization under workers or workman's compensation acts, disability benefit acts or other employee benefit acts.

It is the specific intent of the parties hereto that the foregoing indemnification complies with Florida Statute 725.06 (Chapter 725). It is further the specific intent and agreement of the parties that all of the Contract Documents on this project are hereby amended to include the foregoing indemnification and the "Specific Consideration" therefore as a portion of the contract price.

## 26. DEFAULT

In any action brought by either party for the interpretation or enforcement of the obligations of the other party including District's right to indemnification, the prevailing party shall be entitled to recover from the losing party all reasonable attorney's fees, paralegal fees, court and other costs, whether incurred before or during litigation, on appeal, in bankruptcy or in post judgment collections.

## 27. BINDING EFFECT

This contract shall bind and inure to the benefit of the successors and assigns of each of the parties.

## 28. GOVERNING LAW AND LITIGATION

The Contract shall be governed by the laws of the State of Florida as they are now and hereinafter in force. Jurisdiction and venue of any litigation arising out of the Contract shall be exclusively in Highlands County, Florida. In the event of litigation to settle issues arising hereunder, the prevailing party in such litigation shall be entitled to recover against the other party its costs and expenses, including reasonable attorney fees,

which shall include any fees and costs attributable to pre-trial, trial, and appellate proceedings arising on and of such litigation.

## 29. UNAUTHORIZED ALIEN WORKERS

The Sun 'n Lake of Sebring Improvement District will not intentionally award publicly-funded contracts to any contractor who knowingly employs unauthorized alien workers, constituting a violation of the employment provisions contained in 8 U.S.C. Section 1324a(e) [Section 274A(e) of the Immigration and Nationality Act (“INA”). The District shall consider the employment by a contractor of unauthorized aliens a violation of Section 274A(e) of the INA. Such violation by the Recipient of the employment provisions contained in Section 274A(3) of the INA shall be grounds for unilateral cancellation of this Agreement by the District.

### Employment Eligibility Verification

#### (a) *Definitions.* As used in this paragraph

*Employee assigned to this Contract* means an employee who was hired after November 6, 1986, who is directly performing work, in the United States, under this Contract. An employee is not considered to be directly performing work under this Contract if the employee—

- (1) Normally performs support work, such as indirect or overhead functions; and
- (2) Does not perform any substantial duties applicable to the contract.

*Subcontract* means any contract entered into by a subcontractor to furnish supplies or services for performance of this Contract or a subcontract under this Contract. It includes but is not limited to purchase orders, and changes and modifications to purchase orders.

*Subcontractor* means any supplier, distributor, CONTRACTOR, or firm that furnishes supplies or services to or for Contractor or another subcontractor.

*United States*, as defined in 8 U.S.C. 1101(a)(38), means the 50 States, the District of Columbia, Puerto Rico, Guam, and the U.S. Virgin Islands.

#### (b) *Enrollment and verification requirements.*

(1) The Contractor must be enrolled in E-Verify at time of contract award, and the Contractor shall use E-Verify to initiate verification of employment eligibility of—

##### (i) *All new employees.*

(A) *Enrolled 30 calendar days or more.* The Contractor shall initiate verification of employment eligibility of all new hires of the Contractor, who are working in the State of

Florida, whether or not assigned to this Contract, within 3 business days after the date of hire; or

(B) *Enrolled less than 30 calendar days.* Within 30 calendar days after enrollment in E-Verify, the Contractor shall initiate verification of employment eligibility of all new hires of the Contractor who are working in the State of Florida, whether or not assigned to this Contract, within 3 business days after the date of hire.

(ii) *Employees assigned to this Contract.* For each employee assigned to this Contract, the Contractor shall initiate verification of employment eligibility, to the extent allowed by the E-Verify program, within 30 calendar days after date of contract award or within 30 days after assignment to this Contract, whichever date is later.

(2) The Contractor shall comply, for the period of performance of this Contract, with the requirements of the E-Verify program MOU. Termination of the Contractor's MOU and denial of access to the E-Verify system by the Department of Homeland Security or the Social Security Administration or the U.S. Citizenship and Immigration Service is an event of default under this Contract.

(c) *Web site.* Information on registration for and use of the E-Verify program can be obtained via the Internet at the U.S. Citizenship and Immigration Service's Web site: <http://www.uscis.gov>.

(d) *Individuals previously verified.* The Contractor is not required by this paragraph to perform additional employment verification using E-Verify for any employee whose employment eligibility was previously verified by the Contractor through the E-Verify program.

(e) *Subcontracts.* The CONTRACTOR shall include, and shall require the inclusion of, the requirements of this paragraph, including this subparagraph (e) (appropriately modified for identification of the parties), in each subcontract that includes work performed in the United States under this Contract.

30. MULTIPLE ORIGINALS

This contract is executed in multiple copies, each of which shall be deemed an original.

AGREED TO this \_\_\_\_ day of \_\_\_\_\_, 2016 .

SUN'N LAKE OF SEBRING IMPROVEMENT DISTRICT

\_\_\_\_\_

Tanya Cannady, General Manager

\_\_\_\_\_

Date

CONTRACTOR:

\_\_\_\_\_

<<AUTHORIZED COMPANY REPRESENTATIVE>>

Date

<<COMPANY NAME>>

Corporate Seal

**Sun'n Lake of Sebring  
Improvement District**



**Unit 13 Sunrise Dr. Drainage Improvements - Estimated Bid Quantities and Itemized Cost Sheet**

10/25/2016

**Estimated Quantities**

Road Name	Sockpipe Length (ft)	Number of Driveways	Average Sq. Ft. of Driveways	Total Driveway (sq.ft.)	Sod (sq.ft.)
Sunrise Dr.	495 <i>East</i>	3	250	750	4,000
	490 <i>West</i>	7	250	1,750	3,500
<b>Total for Areas Shown Above</b>	<b>985</b>	<b>10</b>		<b>2500</b>	<b>7500</b>

<b>Itemized Cost</b>			
	<b>Unit Cost</b>	<b>Quantity</b>	<b>Total Cost</b>
Cost of Sock Pipe & Installation	\$ _____ per ft.	985	\$ _____
Cost of Driveway Replacement	\$ _____ each (average cost)	10	\$ _____
Cost of sod	\$ _____ per sq.ft.	7500	\$ _____
<b>Project Total</b>			<b>\$ _____</b>
(Enter total above on proposal form)			

*Additional Information for Change Order Evaluation:*

Price to Remove and Replace Concrete Driveway<sup>1</sup> \$ \_\_\_\_\_ per sq. ft.

**Unit 3 Arvida Dr. Drainage Improvements - Estimated Bid Quantities and Itemized Cost Sheet**

**Estimated Quantities**

<b>Itemized Cost</b>			
	<b>Unit Cost</b>	<b>Quantity</b>	<b>Total Cost</b>
Cost to Remove and Replace Miter (Miter, extension of pipe & riprap as shown on plans)	\$ _____ Lump Sum	1	\$ _____
Cost of Ditch Rebuild	\$ _____ per ft.	180	\$ _____
Cost of sod (bahia)	\$ _____ per sq.ft.	5400	\$ _____
(Option 1)			<b>Project Total</b> \$ _____
(Enter total above on proposal form)			

**Option 2 Add-On**

Cost of Addition of Stone Ditch Bottom (8-12" Thick 4"-6" size stone/crushed concrete) \$ \_\_\_\_\_ per sq.ft. 680 \$ \_\_\_\_\_  
(Enter number above on proposal form)

1. Costs for driveway replacement to include saw cut of existing concrete driveway, compaction of sub-base material, and replace with 4" minimum concrete. No other decorative finish or pipe end treatments included.

Note: Above quantities are estimated only. It is contractor's responsibility to verify all quantities prior to bid.

**\*\*THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL**

RFP \_\_\_\_\_

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**Sun'n Lake of Sebring  
Improvement District**



**Unit 13 Calatrava Ave. Street & Lot Drainage Maintenance - Estimated Bid Quantities and Itemized Cost Sheet**

10/25/2016

**Estimated Quantities**

Road Name	Road Length (ft)	Number of Driveways	Length of Culvert to Clean (ft)	Length of Ditch to Clean(ft)	Length of Culvert to Replace (ft)
Calatrava Ave	1874 East	17	850	1024	0
	1853 West	15	296	1489	68
Soprano St	125 North	1	26	99	0
	125 South	1	29	96	0
Neda St	630 North	1	160	470	0
	877 South	7	238	639	0
Cortez Blvd. & Matanzas	n/a East	0	393		0
	Crossing	0	148		
Road Culverts			669		
<b>Total for Areas Shown Above</b>		<b>42</b>	<b>2809</b>	<b>3817</b>	<b>68</b>

**Itemized Cost**

	Unit Cost	Quantity	Total Cost
Cost of Front Ditch Cleaning <sup>1</sup>	\$ _____ per ft	3817	\$ _____
Cost of Culvert Cleaning	\$ _____ per ft (for 18" pipe)	1599	\$ _____
	\$ _____ per ft (for 24" pipe)	216	\$ _____
	\$ _____ per ft (for 30" pipe)	453	\$ _____
Cost for Culvert/Driveway Replacement (as shown on plans)	\$ _____ each (average cost)	3	\$ _____
Pipe Repairs (Miter)	\$ _____ each (average cost)	1	\$ _____
Cost for New 142' of 18" Culvert, Fill & Miters	\$ _____ Lump Sum	1	\$ _____
<b>Project Total</b>			<b>\$ _____</b>
(Enter total above on proposal form)			

*Additional Information for Change Order Evaluation:*

- Cost for Driveway Culvert Replacement <sup>2</sup> \$ \_\_\_\_\_ per ft (15" HDPE)
- Cost for 15" Driveway Culvert Mitered End \$ \_\_\_\_\_ each
- Price to Remove and Replace Concrete Driveway <sup>3</sup> \$ \_\_\_\_\_ per sq. ft.
- Cost of Culvert Cleaning
  - \$ \_\_\_\_\_ per ft (for 18" pipe)
  - \$ \_\_\_\_\_ per ft (for 24" pipe)
  - \$ \_\_\_\_\_ per ft (for 30" pipe)

1. Costs for Ditch Cleaning do not include restoration of any irrigation or any other home owner encroachments in the right-of-way. Costs to include minimum 15' wide bahia sod.  
 2. Costs for culvert replacement to include removal and replacement of culvert to match existing size and length, and replace with HDPE pipe unless otherwise stated. A concrete mitered end on each side will also be included.  
 3. Costs for driveway replacement to include saw cut of existing concrete driveway, compaction of sub-base material, and replace with 4" minimum concrete. No other decorative finish or pipe end treatments included.

Note: Above quantities are estimated only. It is contractor's responsibility to verify all quantities prior to bid.

**\*\*THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL**

**Sun'n Lake of Sebring  
Improvement District**



**Unit 2 Street & Lot Drainage Maintenance - Estimated Bid Quantities and Itemized Cost Sheet**

10/25/2016

**Estimated Quantities**

Road Name	Road Length (ft)	Number of Driveways	Length of Culvert to Clean (ft)	Length of Ditch to Rebuild(ft)	Length of Ditch to Clean(ft)	Length of Culvert to Add (ft)
Tangier St	0 North	0	0	0	0	0
	625 South	0	150	417	125	16
Florida Ave	0	0	0	0	0	250
	0	0	0	0	0	0
<b>Total for Areas Shown Above</b>			<b>0</b>	<b>150</b>	<b>417</b>	<b>125</b>

**Itemized Cost**

	Unit Cost	Quantity	Total Cost
Cost of Ditch Cleaning <sup>1</sup>	\$ _____ per ft	125	\$ _____
Cost of Culvert Cleaning	\$ _____ per ft (for 18" pipe)	150	\$ _____
Cost of Ditch Rebuilding	\$ _____ per ft	417	\$ _____
Cost for New Culvert on Florida Ave. (Lump sum for all work shown on plans: pipes, inlet, headwall)	\$ _____ Lump Sum	1	\$ _____
Pipe Addition w/ Mitters	\$ _____ Lump Sum	1	\$ _____
<b>Project Total</b>			<b>\$ _____</b>
(Enter total above on proposal form)			

*Additional Information for Change Order Evaluation:*

Cost of Culvert Cleaning \$ \_\_\_\_\_ per ft (for 18" pipe)

1. Costs for Ditch Cleaning do not include restoration of any irrigation or any other home owner encroachments in the right-of-way. Costs to include minimum 15' wide bahia sod.

Note: Above quantities are estimated only. It is contractor's responsibility to verify all quantities prior to bid. Bid total to

**\*\*THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL**